

How to open Albirr Teachers' Service Book

- Page 3: No need to write Teacher ID. Fill out the details as per your certificate (Spelling +initial) photo should be pasted and stamped with school seal.
- Page 4 -Number 12: All qualifications presented during the verification when attending Albirr TET interview. Unverified qualification can be added only after submitting the original certificate at Albirr Head Office.
- Page 4-Number 13: Only training courses presented in front of the verification authority while attending Albirr TET. (E.g. B.Ed./MTTC/PPTC/TTC etc.) Unverified Training Certificate can be added only after submitting the original certificate at Albirr Head Office. Not albirr training details.)
- Page 5 No. 15: The teacher must sign in front of the Attesting Officer. No. 16: Name, signature and stamp of the Attesting Officer are mandatory.
- Page 6 No. 18: Write down the Albirr pre primary TET Passed Year (year of examination), Registration Number received while registering or attending the TET exam and Marks obtained in the TET (The seal and signature of the State office will be put in this column after verification of the Office)
- Page 6- Number 19: Write down the Albirr primary TET Passed Year (year of examination), Registration Number received while registering or attending the TET exam and Marks obtained in the TET (The seal and signature of the State office will be put in this column after verification of the Office)Sample of the matter to be written on the line.
- Page 6- Number 20 : Details of first appointment (Modal is mentioned hereunder)
[MS ----- (Teacher's name), holding Albirr Reg. No. ----- (Number given while attending TET) has been appointed as ----- (General / Arabic / Main etc.) teacher on ----- (Appointed Date) in our ----- Albirr school (name, location and district of Albirr School)].

Please affix the signature and stamp of the manager of the Albirr School

- Page 7- Details of Albirr Bridge Course : Albirr primary Bridge Course details should be written here (Primary only)
 - : Page 8/9- Details of Albirr Training information attended the Albirr training course. (Residential +Nonresidential only) (The seal and signature of the head office will bestamped here after the verification process completion.)
 - Page 10: Family members
 - Page 12: Nominee Information with date, signature and name of the teacher
- Next page -

- Page 14,15: Fill out this page after getting the promotion and affix the signature and seal of the school.
- Page: 16, 17: Transfer: if a teacher wants to change and join an Albirr school, first of all, the teacher is to give the request to the school authority mentioning the purpose.

The manager/coordinator of the school to be appointed sends a registered letter requesting the service book to the previous school. The previous school manager sends the service book to the newly appointed school by courier / registered post. Ensure that the Service Book is sent to the address of the school to be transferred at the soonest possible time. Before sending the book, the Manager/Coordinator must fill out this page after affixing the stamp and signature of the school authority. (Please mail the transfer details to the head office after deleting the transferred teacher from the previous schools' database).

The service book of teacher who are on the leave/ cancel must be kept in the school file and do as mentioned above upon receiving the request. * Clear the doubts at the head office before clicking on the next.*

The details of the Albirr trained and newly jointed teachers should be logged in the respective school database and any necessary changes should be made.

- Page 18-28: Fill out this page. 1- period -First appointed date, 2-Albirr School name + Teaching subject (Gen. or Arabic) + Salary, 3-Nature of Appointment (substantive, officiating, provisional, probationary etc.) 4-allowance details if, including salary. 5-First column should be filled up with stamp and signature of the Head office and in the subsequent columns should be signed and sealed by the respective school management.
- Page: 29-33 Leave information (if any) should be recorded in a timely manner.

Ensure that all the above required information has been provided. If fail to fill out or stamp and sign on the related columns, the service book will be sent back from the head office with 'no opened' sign.

*Administrative Director
Albirr Schools.*

S/d