



SCHOOL EDUCATION DEPARTMENT

**WORK ADJUSTMENT OF
TEACHERS SAs & SGTs
GUIDELINES**

**OFFICE OF THE REGIONAL JOINT DIRECTOR OF SCHOOL EDUCATION,
KADAPA**

NO.OF PS HM & SGT POSTS REQUIRED AS PER GO MS NO: 21 & 33

FOUNDATIONAL SCHOOL (1 & 2 Classes)		
ROLL	LOOKUP Value	SGTs
0	0	0
1-20	1	1
21-59	21	2

BASIC PRIMARY SCHOOL/ PRIMARY SECTION OF UPS (1 to 5 Classes)				
ROLL	LOOKUP Value	PS HM	SGT	TOT
0	0	0	0	0
1-20	1	0	1	1
21-59	21	0	2	2
61-150	60	1	4	5

MODEL PRIMARY SCHOOL (1 to 5 Classes)				
ROLL	LOOKUP Value	PSHM	SGT	TOT
0	0	0	0	0
1-20	1	0	1	1
21-39	21	1	2	3
40-59	40	1	3	4
60-120	60	1	4	5
121-150	121	1	4	5
151-180	151	1	5	6
181-210	181	1	6	7
211-240	211	1	7	8
241-270	241	1	8	9
271-300	271	1	9	10
301-330	301	1	10	11
331-360	331	1	11	12
361-390	361	1	12	13
391-420	391	1	13	14
421-450	421	1	14	15
451-480	451	1	15	16
481-510	481	1	16	17
511-540	511	1	17	18

NO.OF SECTIONS AND POSTS REQUIRED AS PER GO MS NO: 21 & 33

6 – 10 Classes Sections		
CLASS ROLL	LOOKUP Value	No. of Sections
0	0	0
1-49	1	1
50-89	50	2
90-129	90	3
130-169	130	4
170-209	170	5
210-249	210	6
250-289	250	7
290-329	290	8
330-369	330	9
370-409	370	10
410-449	410	11
450-489	450	12
490-529	490	13
530-569	530	14
570-609	570	15
610-649	610	16
650-689	650	17
690-729	690	18
730-769	730	19

UPPER PRIMARY SECTIONS IN UP (6 TO 8 Classes)		
ROLL	LOOKUP Value	SAs/SGTs
0	0	0
1-10	1	1
11-30	11	2
31-140	31	4

BASIC PRIMARY SCHOOL IN HIGH SCHOOL (1 to 5 Classes)				
ROLL	LOOKUP Value	PS HM	SGT	TOT
0	0	0	0	0
1-10	1	0	1	1
11-30	11	0	3	3
31-59	31	1	3	4

NO.OF SUBJECT WUSE POSTS REQUIRED AS PER GO MS NO: 21 & 33

HIGH SCHOOL (6 to 10 Classes) TEACHERS										
HS(6-10)	Enrl/ Sections	HM	FL	SL	English	Maths	PS	BS	Social	TOT
ENROLLMENT	0	0	0	0	0	0	0	0	0	0
	1	0	1	1	1	1	1	1	1	7
	75	0	1	1	1	1	1	1	1	7
SECTIONS - ->	1	1	1	1	1	1	1	1	1	8
	5	1	1	1	1	1	1	1	1	8
	6	1	1	1	1	2	1	1	1	9
	7	1	2	1	2	2	1	1	2	12
	8	1	2	1	2	2	1	2	2	13
	9	1	2	2	2	2	2	2	2	15
	10	1	2	2	2	2	2	2	2	15
	11	1	2	2	2	3	2	2	2	16
	12	1	2	2	2	3	2	2	2	16
	13	1	3	2	3	3	2	2	2	18
	14	1	3	2	3	3	2	2	3	19
	15	1	3	2	3	3	3	3	3	21
	16	1	3	2	3	4	3	3	3	22
	17	1	3	3	3	4	3	3	3	23
	18	1	3	3	3	4	3	3	3	23
	19	1	3	3	3	4	3	3	3	23
	20	1	4	3	4	4	3	3	4	26
	21	1	4	3	4	5	3	3	4	27
	22	1	4	3	4	5	4	3	4	28
	23	1	4	3	4	5	4	4	4	29
	24	1	4	3	4	5	4	4	4	29
	25	1	4	4	4	4	6	4	4	31

WORK ADJUSTMENT GUIDELINES

- After exhausting the all needy vacancies in High Schools then only the School Assistants shall be allocated to Upper Primary Sections in Upper Primary Schools.
- Surplus Secondary Grade Teachers (SGTs), if any, such teachers shall be adjusted within the Mandal, In cases where no suitable vacancy is available within the Mandal, such teachers shall be adjusted within the Division, ensuring that no school is left with inadequate teacher strength and that the prescribed staffing norms are duly maintained.
- The above exercise shall also be applicable to Primary Sections functioning in Upper Primary Schools and High Schools.

WORK ADJUSTMENT GUIDELINES- HIGH SCHOOLS

- Based on the enrolment data available in UDISE as on 20.06.2026, the requirement and surplus of teachers shall be worked out for each High School as per norms.
- In High School Plus if there is no enrolment in a particular group(s), then the teachers sanctioned exclusively for such group(s) may be treated as surplus.
- Surplus School Assistants shall be adjusted within the Mandal. If no vacancy is available within the Mandal, then such teachers shall be adjusted within the Division by covering all needy Schools.

Guidelines for identifying the Surplus Teachers

- The junior-most teacher in terms of cadre seniority shall be identified as surplus.
- If a senior teacher is willing to undergo on work adjustment in place of a surplus teacher, their request will be considered.
- For calculating, the seniority among the same category of teachers with in the same DSC, Merit shall be considered.
- First preference shall be given to the schools wherever there is no availability of subject teacher or secondary grade teacher
- Ensure the availability of Subject teachers in all High Schools upon completion of the work adjustment process.

Guidelines for identifying the Surplus Teachers

- Avoid deputing surplus teachers from upland/agency areas to plain areas.
- Teachers retiring on or before April 31 st , 2027, and those with 70% above OH and Visually Handicapped are excluded from the work adjustment process.
- Teachers retiring in the month of July, 2026, their post will be shown as vacant.
- Those who comes under preferential category (Widow, who undergo chronic decease treatment, and children suffering from holes in the heart by birth and undergo treatment) shall be exempted from work adjustment at the Divisional Level. However, if they are willing, they may be considered within the division

Guidelines for identifying the Surplus Teachers

- The schools having Minor Media as Language, language teachers will be provided as per Norms.
- In respect of teachers who are on sanctioned leave up to 31.07.2026, the posts held by them shall be treated as occupied and shall not be considered vacant for the purpose of calculating teacher requirement or surplus.
- In respect of teachers who are on sanctioned leave beyond 31.07.2026, the posts held by them shall be treated as vacant and shall be taken into account for the purpose of calculating teacher requirement and surplus.
- **The entire process to be completed on or before 30.06.2026.**



OFFICE OF THE REGIONAL JOINT DIRECTOR OF
SCHOOL EDUCATION, KADAPA