

**DEPARTMENT OF SOCIAL WELFARE**  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
GLNS COMPLEX:: DELHIGATE:: NEW DELHI

No. F. 71(5) 07-08/DSW/Estt/ 13776-13806

Dated: ~~27/11/2011~~  
31/10/2011

**CIRCULAR**

In super session all previous instructions regarding engagement of Part Time workers in various Homes/Institutions, the revised instructions/guidelines for engagement of Part time workers to be followed in future shall be as under: -

**SELECTION PROCEDURE**

1. Concerned HO/DDO shall initiate the process at his own level for appointment of part time workers according to the exigency of work
2. The names may be invited from the Employment Exchange
3. Names of only those shall be considered who are registered with the Employment Exchange.
4. A waiting list may also be prepared.
5. Before the issuance of any appointment letter, prior approval of HOD should be mandatory.
6. After the approval of the HOD, list of selected candidates with waiting list should be displayed by concerned homes/institutions.
7. Appointment letter should be issued by the concerned HOO.

The Selection Committee comprising the members shall make the Selection of Part time workers:

- |    |   |       |          |
|----|---|-------|----------|
| a. | Joint Director (Tech.)                        | ..... | Chairman |
| b. | Sr.Suptd I/Deputy Director (Admn.)            | ..... | Member   |
| c. | Concerned District Officer                    | ..... | Member   |
| d. | Concerned Head of Office of Homes/institution | ....  | Member   |

  
**SENIOR SUPERINTENDENT (ADMN.)**

No. F. 71(5) 07-08/DSW/Estt/

Dated:

Copy for information:

1. The Senior Supdt (Admn I.), DSW (HQ), GLNS Complex, Delhi Gate, N.D.
2. The Computer Programmer, DSW (HQ) with the request to upload the circular on the departments' website.
3. The Superintendent (Admn/Vig), DSW (HQ), GLNS Complex, Delhi Gate, N.D.

Contd...

220/cc  
03/11/2011

Computer Cell