

**GOVERNMENT OF NCT OF DELHI**  
**DIRECTORATE OF EDUCATION**  
**CARETAKING BRANCH**  
Room No. 255, Old Secretariat, Delhi 110054

No. F.1/437/CTB/Pt. File/2015-16/ 74

Dated: 18/01/2016

**PUBLIC NOTICE**

**Subject: Hiring of retired persons on contract basis as Estate Manager in Government schools**

Persons retired from Central Govt/ Delhi Govt./any State Govt./Local Bodies/Defence services or equivalent services below the age of 65 years are proposed to be engaged as Estate Manger in Government schools of the Directorate of Education. Detailed instructions are as under:

1. **Remuneration:** The Estate Manager hired on contractual basis in the Government schools will be paid a consolidated remuneration of Rs. 25,000/- per month. No other allowance will be payable over and above the consolidated amount.
2. One Estate Manager on contractual basis will be hired in each and every Government school, irrespective of whether shifted or not.
3. **Eligibility:**
  - (i) The candidate should have retired from the services of Central/Delhi/State Government, Local Bodies, Defence service or equivalent services.
  - (ii) He/she should be less than 65 years of age.
  - (iii) The candidate should be medically fit for which a medical certificate from a Registered Medical Practitioner having at least MBBS or equivalent medical degree will have to be given.
  - (iv) The candidate should be free from vigilance angle at the time of retirement. As a proof of this, a copy of the Pension Payment Order/ Gratuity Payment Authority will have to be submitted. In addition to this, an undertaking will have to be obtained from such person to the effect that he/she has no criminal case pending against him at the time of hiring.
  - (v) The person should have working knowledge of Computer such as MS-Office (Words & Excel), PPT, Internet and e-mail. He/she should have operating knowledge of Android Mobile Apps. Knowledge of MS Office is essential for persons to be appointed as Estate Manager and an undertaking shall, therefore, be obtained from the candidate that he/she has adequate working knowledge of MS Office and Android Mobile App.
4. **Term of hiring:**
  - (i) The Contract of hiring will be initially for one year or till the sanctioned vacant posts against which contractual persons have been hired are filled by regular employees or such staff attains the age of 65 years, whichever is earlier.
  - (ii) In case, the need for hiring contractual staff still persists after one year, contractual engagement will be reviewed and renewed on yearly basis on the basis of



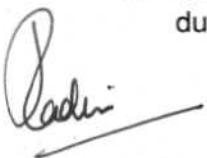
satisfactory work and conduct report/ performance but not beyond the age of 65 years.

- (iii) In case of filling of any of the vacant posts against which ministerial staff as well as Estate Manager are hired, are filled by regular employees, first the Ministerial staff on contractual basis will be terminated and then the Estate Manager will be removed only when all the vacant posts of ministerial staff are filled by regular employees.

**5. Mode of application and selection:**

- i. The candidates will apply for any one Government school online on the home page of the website of the Directorate of Education '[www.edudel.nic.in](http://www.edudel.nic.in)' under link "**Recruitment**" and sub-link "**Hiring of Estate Manager on Contractual Basis**". However, an applicant may apply for both the posts- Estate Manager and Ministerial Staff in the same school. The link will be open from 18/01/2016 till 25/01/2016 (5.00 p.m.).
- ii. The Head of school will chalk out schedule of interview on 29/01/2016 and therefore, the applicants are required to contact the Head of School concerned on 29/01/2016 from 11.30 a.m. onwards to know the date and time of interview.
- iii. On the date and time fixed for interview, the applicant will present himself/herself along with self attested copies and originals for verification namely:
  - (a) hard copy of the application,
  - (b) self attested photo copies of the documents of educational qualification and previous experience (if any)
  - (c) Proof of defence service, if any
  - (d) Medical fitness certificate of a registered medical practitioner (having M.B.B.S. or equivalent degree),
  - (e) Pension Payment Order or any equivalent document showing length of earlier qualifying service,
  - (f) an undertaking to the effect that he/she has no criminal case pending against him at the time of hiring
  - (g) an undertaking to the effect that he/she has working knowledge of Computer such as MS-Office (Words & Excel), PPT, Internet and e-mail and also operating knowledge of Android Mobile Apps.
- iv. The applicant who fails to appear before the Selection Committee for interview on the scheduled date and time or to resume duty within three working days after issue of engagement letter, he/she will forfeit his/her candidature.
- v. Selection will be done at the Head of School level on merit prepared by giving weightage of age, qualification, ex-serviceman and length of service rendered before retirement in Central Govt/ Delhi Govt./any State Govt./Local Bodies/Defence services or equivalent services as well as interview.
- vi. Selected candidate will be issued online Engagement Order by the HOS.

- 6. Duties and responsibilities:** The contractual Estate Manager will perform caretaking duties in respect of school building. However, no financial powers will be given to




him/her. Followings are some of the suggestive duties of the Estate Manager in which he/she will assist the HOS and take action on his/her directions with regard of:

- (i) Taking a round of the whole school building and reporting to the HOS on daily basis about any shortcoming or everything being okay and on Android Mobile App before the start of the school. During the course of inspection, requests by the teaching staff relating to their requirements would also be ascertained.
  - (ii) Keeping toilets neat and clean with running water supply
  - (iii) Maintaining whole school premises neat and clean with proper utilization of the services of the sanitation workers
  - (iv) Ensuring that minor repairs of civil and electrical nature are carried out at the earliest.
  - (v) Ensuring that electricity and water supply lines, fittings such as tubes, bulbs, fans, switch board, taps etc remain operational all the time.
  - (vi) Ensuring strict security of the students, staff and property by proper utilization of the services of Security Guards/Chowkidars
  - (vii) Procuring bills of Electricity, water and telephone and arranging their payment.
  - (viii) Keeping record of repairs, EOR and follow up work
  - (ix) Liaisoning with various agencies such as PWD, DJB and Electricity utilities, Estate Branch etc. on the instructions of the HOS
  - (x) Ensuring the provisions of clean drinking water and functional RO system in the school for children.
  - (xi) Ensuring proper maintenance of school furniture.
  - (xii) Co-ordinating with the concerned agency for proper functioning and maintenance of CCTV installed in the school.
  - (xiii) Any other duty assigned by the HOS including office work
- 7. Termination of services:** The services of any contractual Estate Manager may be terminated by the HOS without any notice for any lapse/irregularity committed by him/her or the work and conduct not found satisfactory or absence without prior sanction of HOS or on attaining the age of 65 years.
- 8. Entitlement of leave:** The contractual Estate Manager will be allowed to avail one leave per completed calendar month.
- 9. Timings:** The Estate Manger will report for duty half an hour before the normal school timings.

**10. Schedule for online application and engagement:**

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|--|--------------------------|
| (i) Opening of the online application module   | 18/01/2016               |
| (ii) Closing of the online application module  | 25/01/2016 at 5.00 p.m.  |
| (iii) Display of school wise list of applicant | 28/01/2016 at 5.00 p.m.  |
| (iv) Interview and Issue of engagement letter  | 29/01/2016 to 08/02/2016 |

  
18/1/2016

**(Padmini Singla)**  
Director of Education

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Dated: 18/01/2016

Copy to the followings for information

1. PS to the Director of Education
2. Addl DE (CTB)
3. Addl DE (Admn)
4. All the RDEs/DDEs (District & Zone)
5. All the HOSs of Government schools
6. JDE (IT) for uploading on the website

  
(Ravinder Kumar)  
DEO (CTB)