

**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/ 587

Dated: 22/4/16

PUBLIC NOTICE

Subject: Hiring of retired persons on contract basis as Ministerial Staff 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 Ministerial Staff in Government schools of the Directorate of Education against vacant posts of Ministerial staff. Detailed instructions are as under:

1. **Remuneration:** The ministerial staff 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. Retired persons will be hired as Ministerial Staff on contract basis in a Government school to the extent that total number of ministerial staff (regular plus contractual) physically working in the school should not exceed 02 in a school with enrolment up to 700 and 03 in schools with enrolment above 700. Before applying online for a particular school, applicants are advised to ascertain vacancy.
3. The applicants, in their own interest, may apply online for any school in which at present there is no vacancy because, if any vacancy arises in future due to transfer, promotion and retirement of the regular staff, the same applicants who would now apply, will be given chance of being engaged in that school if selected. It is clarified that such applicants who have applied in such schools where there is no vacancy of Ministerial staff at present will have no claim of being interviewed now.
4. **Eligibility:**
 - (i) The candidate should have retired from the services of Central/Delhi/State Government, Local Bodies, Defence service or equivalent services such as LIC, GIC, BHEL and public Sector Banks etc.
 - (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. Knowledge of MS Office is essential for persons to be appointed as Ministerial Staff and an undertaking shall, therefore, be obtained from the candidate that he/she has adequate working knowledge of MS Office.
5. **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 contractual 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 appointment 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.

6. Mode of application and selection:

- i. The candidates will apply for any one Government school online on the official website of the Directorate of Education 'www.edudel.nic.in' under link available on the Home Page as **"Recruitment"** and sub-link **"Hiring of Retired Persons as Estate Manager and Ministerial Staff 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 23/04/2016 till 30/04/2016 (5.00 p.m.).
- ii. The school wise list of applicants will be made available to the school concerned on 03/05/2016 at 5.00 p.m. The Head of school will chalk out schedule of interview and display the same on the school notice Board on 04/05/2016 and therefore, the applicants are required to contact the Head of School concerned on 04/05/2016 from 11.30 a.m. onwards to know the date and time of interview. No separate intimation to individual applicant will be given.
- 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) Medical fitness certificate of a registered medical practitioner (having M.B.B.S. or equivalent degree),
 - (d) Pension Payment Order or any equivalent document showing length of earlier qualifying service,
 - (e) an undertaking to the effect that he/she has no criminal case pending against him at the time of hiring
 - (f) an undertaking to the effect that he/she has adequate working knowledge of MS Office (Words and Excel) and internet.
- iv. The applicant who fails to appear before the HOS for interview on the scheduled date and time 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 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 Letter by the HOS. In case, the selected candidate fails to join his/her duty within three working days of the issue of engagement, he/she will forfeit his candidature.

- 7. Duties and responsibilities:** The contractual ministerial staff, irrespective of his post from which he retired will have to perform the following clerical duties. No financial powers will be given to the contractual employee. The HOS will decide about proper work distribution among the ministerial staff members:



- (i) Diary-dispatch etc.
- (ii) Preparation of various bills and their submission to the PAO concerned
- (iii) Handling correspondence and file work
- (iv) Record keeping
- (v) Maintenance of cash book and Service Books
- (vi) Preparation of pension cases
- (vii) Scrutiny of various personal claims such as LTC, Medical, CEA etc.
- (viii) Submission of various information/returns
- (ix) Getting TDS returns filed and issuance of Form-16
- (x) Matters relating to opening of Bank accounts of students
- (xi) Any other duty of ministerial nature assigned by the HOS

8. Termination of services: The services of any contractual Ministerial Staff 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 the number of vacancy is reduced due to fall in enrolment below 700 or on ministerial staff attaining the age of 65 years.

9. Entitlement of leave: The contractual Ministerial Staff will be allowed to avail one leave per completed calendar month. Leave pertaining to previous month, if not availed, will not be allowed to be carried forward.

10. Timings: The contractual Ministerial staff will work during duty hours prescribed for ministerial staff in the Government schools.

11. Schedule for online application:

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| (i) | Opening of the online application module | 23/04/2016 |
| (ii) | Closing of the online application module | 30/04/2016 at 5.00 p.m. |

This issues with the approval of the Director (Education).


(Binay Bhushan)

Spl. Director of Education (CTB)

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Copy to the followings for information

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



(Ravinder Kumar)

Deputy Director of Education (CTB)