

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

**No. F.1/437/CTB/Vol.III/2016-17/1838**

**Dated: 3.3.2017**

**PUBLIC NOTICE**

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

Online applications are invited from persons retired from Central Govt/ Delhi Govt./any State Govt./Local Bodies/Defence services or equivalent services below the age of 65 years for engagement on contractual basis as Estate Manger in Government schools of the Directorate of Education where the post of Estate Manager is unfilled. In addition to such schools, applicants may also apply for a Government school whether there is no vacancy at present for empanelment at Deputy Director of Education (District) level for future vacancies in any school. Detailed instructions are as under:

1. The applicants, in their own interest, may apply online for the purpose of empanelment for a particular school in which at present there is no vacancy of Estate Manager. A school-wise panel of all eligible applicants will be drawn on the basis of merit prepared after interviewing them and whenever vacancy arises in future due to termination of contractual Estate Manager, engagement will be made from that Panel.
2. The applicants will have **an option for empanelment at the District level** if he/she is willing to be engaged as Contractual Estate manager in any other school within that Educational District if he is not engaged in the original school he/she has applied for. A District-wise panel/list of all such applicants who opt for it will be drawn and the Deputy Director of Education (District) will be empowered to transfer online a specified number of online applications to a school where either none has applied or no one is available for contractual engagement as Ministerial Staff. This panel/list will be drawn on merit by computing consolidated weightage of age, length of service, qualification excluding marks of interview.
3. All school wise waiting lists/ panels of applicants of Estate Manager previously prepared by the HOSs on the basis of selection from online applications received in the year 2016 will be treated as abolished. No engagement of any person from such applicants will be made in future.
4. Retired persons already engaged as contractual Estate Manager may apply afresh for empanelment at District level.
5. **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, 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 an 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.
- (vi) Estate Manager is required to possess an Android Mobile with internet connection because it is the part of his/her duty to send online report on mobile App. No charges are payable on this account

**6. Term of hiring and validity of panel:**

- (i) The Contractual hiring will be initially for one year or till the sanctioned vacant post against which contractual person has been hired is filled by regular employee or such staff attains the age of 65 years, whichever is earlier. However, the HOS may terminate the engagement anytime if the work and conduct of the contractual Estate Manager is not satisfactory.
- (ii) In case, the need for hiring contractual staff still persists after one year, contractual engagement of Estate Manager will be reviewed and renewed by the HOS concerned on yearly basis but not beyond the age of 65 years after reviewing work and conduct report/ performance by the Selection Committee. An online Order of renewal of contractual engagement will be issued by the HOS.
- (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.
- (iv) The selection panel and the District level panel will remain valid for one year or till further orders, whichever is later.

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

- i. The candidates will apply for any one Government school online on the website of the Directorate of Education '[www.edudel.nic.in](http://www.edudel.nic.in)' under link "**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. Persons already engaged

may also apply afresh if they so desire. The link will be open from 04.3.2017 till 15.3.2017 (5.00 p.m.).

- ii. The school wise list of applicants will be made available to the school concerned on 21.3.2017 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 24.3.2017 and therefore, the applicants are required to contact the Head of School concerned on 24.3.2017 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) 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 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. The weightage of 05 marks for '**Ex-serviceman**' will be given only to a person who has retired from any rank (whether a combatant or as non-combatant) in the Regular Army, Navy and Air Force of the Indian Union but not to a person who has served in the defence Security Corps, the General Research Engineering Force, Lok Sahayak Sena and the paramilitary forces.
- vii. Topper of the Selection panel candidate will be issued online Engagement Order by the HOS. Remaining eligible applicants will remain empanelled in the school for future engagement.
- viii. The online Engagement Order of the selected applicant shall be issued on and after 1/04/2017.

- ix. On transfer of applications from the District level panel by the DDE (District), the HOS of school concerned will make selection at his own level as per the manner and procedure of selection/engagement as stated in sub para iii to viii above.
8. In case of termination of an Estate Manager on the ground "Post being filled by regular employee", and subsequently the vacancy arises again in the same school, the HOS may consider the name of such terminated candidate again.
9. **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 to:
- (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 clerical/office work
10. **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 or on filling of all the sanctioned posts of ministerial staff by regular staff.

11. **Entitlement of leave:** The persons engaged as Estate Manager will be entitled to avail one day leave per completed calendar month. Un-availed leave may be carried forward till the month of December of that year. This leave will be treated on the lines of 'earned leave'. Intervening closed holidays falling during the period of leave will be counted as leave. However, prefixing or suffixing of closed holidays with leave will be allowed. There is no provision of leave without pay for these contractual staff. The HOS will treat/ mark an Estate Manager or Ministerial staff on 'leave' only for the day he/she is granted leave to the admissible extent. In case he/she remains absent beyond granted leave, irrespective of prior intimation to the HOS or permission, the HOS will mark him/her as 'ABSENT' and not on 'leave'. Keeping in view of reporting on mobile app, the HOS will not grant leave for more than three consecutive days at a time.

12. **Timings:** The Estate Manger will report for duty half an hour before the normal school timings.

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



**(Binay Bhushan)**  
**Spl. Director of Education (CTB)**

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**Dated: 3.3.2017**

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)**  
**Officer on Special Duty (CTB)**