

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

No. F.1/437/CTB/Vol.III/2016-17/1840

Dated: 3.3.2017

PUBLIC NOTICE

Subject: Hiring of retired persons on contractual basis as Ministerial Staff 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 Ministerial Staff in Government schools of the Directorate of Education against vacant post of Ministerial Staff subject to prescribed ceiling. Details of the scheme are as under:

1. Retired persons will be hired as Ministerial Staff on contractual 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.
2. 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. 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 transfer, promotion and retirement of the regular staff or termination of contractual Ministerial Staff, engagement will be made from that Panel.
3. The applicants will have **an option for empanelment at the District level** if he/she is willing to be engaged 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.
4. All school wise waiting lists/ panels 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.
5. Retired persons already engaged as contractual Ministerial staff may apply afresh for empanelment at District level.

6. **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 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. 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.

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

- (i) The Contractual engagement will be initially for one year or till the sanctioned vacant post against which contractual person has been hired is filled by regular employees or such staff attains the age of 65 years. However, the HOS may terminate the contractual engagement anytime if the work and conduct of the contractual Ministerial Staff is not satisfactory or he/she remains absent from duty without prior sanction of the HOS.
- (ii) In case, the need for hiring contractual Ministerial staff still persists after one year, contractual engagement will be reviewed and renewed by the HOS concerned on yearly basis after reviewing work and conduct report/ performance by the Selection Committee but not beyond the age of 65 years. An online Order of renewal of contractual engagement will be issued by the HOS.
- (iii) Only when the vacant posts of ministerial staff against which contractual ministerial staff as well as Estate Manager were engaged are filled by regular employees, first the Ministerial staff on contractual basis will be terminated and then the Estate Manager will be removed if all the sanctioned posts are filled by regular staff.
- (iv) The selection panel and the District level panel will remain valid for one year or till further orders, whichever is later.

8. **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' 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 duly signed by the candidate,
 - (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 an 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 Computer such as MS-Office (Words & Excel) and Internet.
 - 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 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. Topper candidate of the Selection panel will be issued online Engagement Order by the HOS. Remaining eligible applicants will remain empanelled in the school wise panel for future engagement.
 - vii. The online Engagement Order of the selected applicant shall be issued on or after 01/04/2017.
 - viii. 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 vii above.
 - ix. In case of termination of a contractual Ministerial Staff on the ground "Post being filled by regular employee" but subsequently a vacancy arises again in the same school, the HOS may again consider the name of such terminated candidate for engagement.
9. **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 Ministerial Staff. 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

10. **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 absence without prior sanction of HOS or on attaining the age of 65 years or the post being filled by regular staff.

11. **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. In case of absence, deduction on pro-rata basis will be made. For the purpose of remuneration, continuous spell of duty and not the actual number of days of duty will be counted. Spell of absence will include holidays falling immediately before or after the period of absence and hence no payment for the holidays falling immediately before or after the period of absence will be made.

12. **Entitlement of leave:** The persons engaged as Ministerial staff 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 a contractual 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'.

13. **Timings:** The Ministerial Staff will work during duty hours prescribed for regular ministerial staff in Government schools.

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



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

No. F.1/437/CTB/Vol.III/2016-17/1840

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)