

**DIRECTORATE OF EDUCATION
PATRACHAR BRANCH
BL Block, Shalimar Bagh, Delhi-110088**

No. NIOS P/PV/2017-18/22 .

Dated: 28-9-17

PUBLIC NOTICE

Guidelines regarding engagement of retired Principals and Vice Principals as Nodal Study Center Coordinators on contractual basis for preparing students of Vishwas Group for class X through NIOS system

In terms of Decision No. 2500 dated 29/8/2017 of the Council of Ministers approved by Hon'ble Lt. Governor of Delhi vide U.O. No. 29489 dated 19.09.17, it has been decided to set up 163 study centers in Government schools of the Directorate of Education across Delhi for the students of Vishwas Group who have repeatedly failed in class IX/X from CBSE. These students will appear for class X under National Institute of Open Schooling (NIOS) System but their regular classes will be held in identified 163 "Study Centers". Out of these, 34 Nodal centers each for boys and girls will be initially set up which will coordinate all the activities related to this programme and inspect study centers, liaison with the HOSs who are building in-charges of the Nodal Centers. The number of study centers may be enhanced as per requirement.

It has been decided to engage one retired Principal/ Vice Principal on contractual basis for each nodal center to act as Nodal Center Coordinators as per norms approved by the Finance Department, GNCTD vide O.M. No. F.20/47/2015-AC/204-248 dated 04/12/2015.

1 Duties and Responsibilities: The contractual Coordinators for Nodal Center for girls and boys will be responsible for all tasks related to this programme including the following:

(a) In case of Coordinator/In-charge of Nodal Study Centers for girls:

- (i) To get the students registered with NIOS (online and offline)
- (ii) To monitor and maintain enrolment records and other data related to these students appearing through NIOS
- (iii) To collect copy of bank challans through which the students would deposit exam fee for theory and practical in the prescribed Bank Branch and submit the data online
- (iv) To collect copy of Aadhaar card from the students and seed it with bank account number of student concerned



- (v) To collect other documents like registration form, previous class marks sheet, SLC, reserved category certificate and divyang (Person With Disability) if any, and passport size photo from the students
- (vi) To frame centralized Time Table for running classes for the students under this programme
- (vii) To inspect study centers regularly to ensure that online attendance of the students is submitted regularly and resources are best utilized in the benefit of students
- (viii) To distribute study material received from the NIOS
- (ix) To assign and monitor duties to the Estate Managers, Sanitation Workers, Data Entry Operators, Security Guards, MTS deployed on the Nodal Centers
- (x) To oversee that the salary/remuneration of the Guest Teachers is paid timely by the DDO concerned
- (xi) To liaison with the HOSs/DDOs of the nodal-cum-study centers and building in-charges of the Nodal Centers as well as with the NIOS regional center for latest information/updates.
- (xii) To keep in touch with the parents and counsel them and their wards for enrolment in these study centers.
- (xiii) To ensure good quality teaching of these students and to have remedial classes, if required.
- (xiv) Most significantly, to ensure safety and security of each student and maintenance of discipline at the study center
- (xv) To inspect for seeing that classes are held as per Time Table at the study center
- (xvi) To ensure that teachers give assignments/home work to the students and check it regularly.
- (xvii) To ensure that tutor marks assignments (TMA) are properly given to the students and duly checked TMAs are uploaded on the NIOS website within the stipulated time.
- (xviii) To make sure that practical's are being conducted as per schedule along with its exam as per guidelines of NIOS.
- (xix) Any other work that may arise in the course of running the centre.

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(b) In case of Coordinator/In-charge of Nodal Study Centers for Boys:

These coordinators will perform the duties assigned to coordinators for nodal centers for girls, in addition to following duties:

- (i) To supervise that classes are held as per Time Table
- (ii) To submit online attendance of the students punctually and regularly
- (iii) To ensure that teachers give assignments/home work to the students and check it regularly
- (iv) To oversee cleanliness and sanitation of the school premises under use
- (v) To ensure that all the students remain in the school premises only during specified period of time and no student enters it before time or remains in it after closing time of the nodal center
- (vi) To ensure optimum and justified utilization of nodal center school resources such as water and electricity etc. to avoid wastage
- (vii) To see that the building/premises is left clean and usable for the normal classes in the morning of the next day or the other shift on the same day.
- (viii) Any other work that may arise in the course of running the centre.

2 Scheme of engagement of contractual Nodal Center Coordinators:

The engagement of retired persons will be on purely contractual basis in terms of O.M. No. F.20/47/2015-AC/204-248 dated 04/12/2015. The engagement will be for a particular district against vacant sanctioned posts of Principal and Vice Principal.

3 Eligibility:

- (i) Maximum age of the candidate should be below 65 years on the last date for submitting online application.
- (ii) He/she should have retired from the post of Vice Principal, Principal/Deputy Education Officer from any Government organization like Directorate of Education, Delhi Government, New Delhi Municipal Council (NDMC), Kendriya Vidyalaya, Navodaya Vidyalaya.
- (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 is required at the time of interview.
- (iv) The candidate should be free from vigilance angle at the time of retirement. The following documents may be submitted at the time of interview,



- (a) Vigilance Clearance at the time of retirement,
 - (b) Copy of PPO (Pension payment order)/ GPO (Gratuity payment order),
 - (c) Re-employment order (if any)
 - (d) Undertaking to the effect that no criminal case is pending against him/her at the time of engagement.
- (v) The person should have working knowledge of Computer such as MS-Office (Words & Excel), PPT, Internet and e-mail.

4 Mode of application and selection:

- (i) The candidates will have to apply for a particular educational district online on the website of the Directorate of Education 'www.edudel.nic.in' under link "**Recruitment**" and sub-link "**Engagement of Retired Persons as Center Coordinators on Contractual Basis**".
- (ii) Selection will be done on merit based on parameters of age, overall result of school for last 3 years and interview.
- (iii) On selection he/she will be liable to be deployed in any nodal center within the district applied for.
- (iv) The online engagement orders will be generated in accordance with merit and deployment of selected candidate to a nodal study center will be on the recommendation of the selection committee.
- (v) If the selected candidate fails to join duty within 03 working days or resigns/terminated, his/her engagement shall be terminated online and next candidate in merit will be issued online 'Engagement Letter'.
- (vi) The select panel will remain valid for Eight months or till further orders, whichever is later.

5 Consolidated Remuneration: The contractual persons engaged as Center Coordinators will be entitled to a monthly consolidated remuneration equal to Last Basic Pay at the time of retirement minus gross basic pension and D.R. thereon as per norms approved by the Finance Department, GNCTD vide O.M. No. F.20/47/2015-AC/204-248 dated 04/12/2015. However, they will not be entitled to any other allowance or Government transport facility. T.A./ D. A. will be admissible to them as per rules in connection with their journey in connection with official duty.

6 Leave Entitlement: The contractual Coordinators will be entitled to 08 days leave in a calendar year on pro-rata basis. Unavailed leave in a calendar year cannot be carried forward to next calendar year.

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7 Duty hours: The Nodal Center Coordinators will work for an extra hour over and above the normal working hours of the Heads of Government schools. The Nodal Center Coordinators of girls will devote an extra hour after the close of morning shift. Likewise, the Nodal Center Coordinators of boys will come an hour earlier than the opening time of the second shift school. Their timings may be enhanced by the higher officers as per requirement.

8 The contractual coordinators will have no financial powers of any kind.

9 The contractual engagement is of a temporary nature which can be terminated at any time without assigning any reason. Further, these coordinators will not be allowed to take any other assignment during the period of this contractual engagement.

10 The engagement is initially for eight months which can be extended subject to satisfactory performance and job requirement.

11 The engaged coordinators will have to ensure that at least 50% of the students pass the NIOS examination. In every academic cycle, the performance/appraisal of the concerned contractual appointees will be done by the DDE District concerned.

This issues with the prior approval of the Competent Authority.

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28/9/17

(Renu Sharma)
RDE (West/NIOS Project)

No. : NIOSP/PV/2017-18/22

Date: 28/9/17

Copy to:

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5. OS (IT), Dte. of Education
6. Office Order/ Guard File

Yadiah
28/9/17

(Dr. Yadaiah Marka)
DDE (NIOS Project)