

STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
VARUN MARG, DEFENCE COLONY, NEW DELHI-110024

Public Notice for Engagement of Retired Government Servants as Estate Manager in SCERT/DIETs

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, retired from the post carrying the Pay Band of Rs.9300-34800 with Grade Pay of Rs. 4200 or equivalent (pre-revised), for engagement of 08 Estate Manager in SCERT/DIETs on Contractual basis.

The Estate Manager hired on contractual basis in SCERT/DIETs will be paid remuneration by applying the formula of last pay drawn minus basic pension plus DA there on at the applicable rate.

For the details of eligibility criteria, age limit and other terms and conditions of engagement log on to Link 'Recruitment' under website <http://www.edudel.nic.in> or <http://www.Scertdelhi.nic.in> Submission of application other than online shall not be entertained and any deviation in this regard shall lead to summary rejection. Eligible retired government servants are advised to apply online from 01.03.2018 (11.00 AM) to 15.03.2018 (up to 05.00 PM). Applicants are strictly instructed not to send any hard copy of the application to this department.



DIRECTOR, SCERT -
Director
State Council of Educational
Research & Training
Defence Colony, New Delhi-110024

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**STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
VARUN MARG, DEFENCE COLONY, NEW DELHI-110024**

No. F. 5 (97)/Admin./2016/13364-70

Dated: 27/02/17

PUBLIC NOTICE

**Subject: Hiring of retired persons on contract basis as Estate Manager in
SCERT/DIETs**

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, retired from the post carrying the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4200 or equivalent (pre-revised), for engagement as Estate Manger in SCERT/DIETs on contractual basis. Detailed instructions are as under:

1. **Remuneration**: The Estate Manager hired on contractual basis in SCERT/DIETs will be paid salary by applying the formula of last pay drawn minus basic pension plus DA at the applicable rate.
2. **Eligibility**:
 - (i) The candidate should have retired from the services of Central/Delhi/State Government, Local Bodies, Defence Services 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 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 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) The selection panel will remain valid for one year or till further orders, whichever is later.

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

- (i) The candidates will apply online on the home page of the website of the Directorate of Education 'www.edudel.nic.in' under link "Recruitment in SCERT" and sub-link "Hiring of Retired Persons as Estate Manager on Contractual Basis in SCERT/DIETs".
- (ii) The link will be open from 01.03.18 till 15.03.18 (5.00 p.m.).
- (iii) The Head of Office, SCERT will chalk out schedule of interview and display the same on the SCERT notice Board on 26.03.18 and therefore, the applicants are required to contact the Head of Office, SCERT on 26.03.18 from 11.30 a.m. onwards to know the date and time of interview. No separate intimation to individual applicant will be given.
- (iv) 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.
- (v) 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.
- (vi) Selection will be done at the SCERT 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.
- (vii) 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.
- (viii) Shortlisted applicants will be interviewed by a Selection Committee and their signature will be obtained as a token of attendance.
- (ix) Toppers of the Selection panel candidate will be issued Engagement Order by the HOO, SCERT. Remaining eligible applicants will remain empanelled in the SCERT for future engagement.

- (x) In case of termination of an Estate Manager on the ground "Post being filled by regular employee", and subsequently the vacancy arises again in SCERT/DIET, the SCERT may consider the name of such terminated candidate again.
- (xi) A panel of candidates will be drawn strictly on the basis of decreasing marks and the topper will be selected. In case of a tie i.e. more than one candidates securing same marks the younger in age will be selected. If any new vacancies arise or the originally selected person does not join or is terminated. The next candidate in order of merit from the panel will be hired.
- (xii) Whenever service of any contractual Estate Manager has to be terminated due to joining of regular employee, the Director, SCERT in consultation with selection committee will decide whose contract is to be terminated.
- (xiii) As soon as the hired retired govt. servant attains the age of 65 years he/she will stand terminated immediately.

6. **Duties and responsibilities:** The contractual Estate Manager will perform caretaking duties in respect of SCERT/DIET building. However, no financial powers will be given to him/her. Following are some of the suggestive duties of the Estate Manager in which he/she will assist the ADE(CTB), SCERT/Principal, DIET and take action on his/her directions with regard to:

- (i) Taking a round of the whole SCERT/DIET building and reporting to the ADE (CTB), SCERT/Principal, DIET on daily basis about any shortcoming or everything being okay before the start of the school. During the course of inspection, requests by the staff relating to their requirements would also be ascertained;
- (ii) Keeping toilets neat and clean with running water supply;
- (iii) Maintaining whole SCERT/DIET 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 and follow up work;
- (ix) Liaison with various agencies such as PWD, DJB and Electricity utilities, MTNL and Estate Branch, DoE etc. on the instructions of the ADE(CTB), SCERT/Principal, DIET;
- (x) Ensuring the provisions of clean drinking water and functional RO system in the SCERT/DIET;
- (xi) Ensuring proper maintenance of SCERT/DIET furniture;
- (xii) Co-ordination with the concerned agency for proper functioning and maintenance of Bio-metric machine, CCTV installed in the SCERT/DIET
- (xiii) Handling correspondence and file work
- (xiv) Preparation of various bills
- (xv) Any other duty assigned by the ADE(CTB), SCERT/Principal, DIET including office work

7. **Termination of services:** The services of any contractual Estate Manager may be terminated by the Director, SCERT/Principal, DIET 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 ADE (CTB), SCERT/Principal, DIET 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. 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 HOO, SCERT/Principal, DIET will treat/mark an Estate Manager 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 HOO, SCERT/Principal, DIET or permission, the HOO, SCERT/Principal, DIET will mark him/her as 'ABSENT' and not on 'leave'. The HOO, SCERT/Principal, DIET will not grant leave for more than three consecutive days at a time without the approval of the Director, SCERT.

Timings: The Estate Manger will report for duty half an hour before the normal SCERT/DIET timings.

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



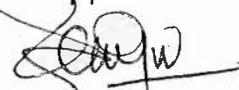
(Aseem Kumar Goel)
Deputy Director/HOO, SCERT

No. F.

Dated:

Copy to the followings for information

1. PS to the Secretary (Education)/Chairperson, SCERT.
2. PS to the Director, SCERT
3. JDE (IT) for uploading on the official website of Directorate of Education
4. ADE (CT), SCERT
5. DCA, SCERT
6. Incharge, ET Branch, SCERT for uploading on the official website of SCERT
7. Incharge, CAL Lab, DoE for creating the link for online applications



Deputy Director/HOO, SCERT

