

GOVT OF NCT OF DELHI
DIRECTORATE OF EDUCATION,
NIOS PROJECT
OLD SECTT. DELHI- 110054.

Ref. No. NIOS/P/2023-24/1169-1177

Dated: 26.04.2023

Public Notice

Subject:- Engagement of Retired Principals / Vice Principals as NIOS Nodal Study Centre In-charge / Coordinators on Contractual / Hiring basis under NIOS Project of DoE, Delhi for the session 2023-24.

Online application module is available on the website of Directorate of Education at www.edudel.nic.in under the link "Recruitment". The same will remain open from 01.05.2023 to 11.05.2023 (up to 05:00 PM). The candidate should apply online for a particular educational district on the website of the Directorate of Education i.e. www.edudel.nic.in under the link "Recruitment" and sub-link "Engagement of Retired Principals / Vice Principals as NIOS Nodal Study Centre In-charge / Coordinators on contractual / Hiring Basis".

Duties and Responsibilities for Coordinators/In-charge of Nodal Study Centers

1. The contractual Coordinators for Nodal Centres will be responsible for all tasks related to the NIOS Project of DoE, including the following:
 - (i) Most significantly, to ensure safety, security and to maintain discipline in the study center.
 - (ii) To frame centralized Time Table for running classes for the students under this programme.
 - (iii) The Coordinators will take minimum 6 periods in a week.
 - (iv) To ensure that classes are held as per Time Table at the study centre.
 - (v) To ensure good quality teaching of these students and to have remedial classes, if required.
 - (vi) To supervise allotted study centre throughout the working hours and to ensure that online attendance of the students is submitted regularly and resources are best utilized in the benefit of students.
 - (vii) To distribute study material to all the students received from the NIOS.

- (viii) To assign and monitor duties to the Data Entry Operators deployed at the Nodal Centres.
 - (ix) To oversee that the salary/remuneration of the Teachers is paid timely by the DDO already working in the respective schools.
 - (x) To liaison with the HOSs/DDOs of the Nodal-cum-study centres and Building In-charges of the Nodal Centres as well as with the NIOS Regional Centre for latest information/update.
 - (xi) To keep in touch with the parents & counsel them and their wards for their progress.
 - (xii) To ensure that teachers give assignments/home work to the students and check it regularly.
 - (xiii) To ensure that Tutor Marks Assignments (TMA) and Transfer of Credit (TOC) are properly given to the students and duly checked. Also to ensure that TMAs are uploaded on the NIOS website within the stipulated time.
 - (xiv) To make sure that practicals are being conducted as per schedule along with its exam as per guidelines of NIOS. FA/SA marks must be uploaded on the NIOS website within the stipulated time.
 - (xv) To assign and monitor duties to the Estate Managers, Sanitation workers, Data Entry Operators, Security Guards, MTS deployed on the Nodal Centres (for evening shift Coordinators).
 - (xvi) To ensure optimum and justified utilization of resources of Nodal Centre School such as water and electricity etc. to avoid wastage. (For evening shift Coordinators).
 - (xvii) To see that the building/premises is left clean and usable for the normal classes to be held in the morning of the next day. (For evening shift Coordinators).
 - (xviii) To collect copy of Aadhar Card from the students and seed it with Bank Account Number of student concerned.
 - (xix) Any other work that may arise in the course of running the centre.
2. **Duty hours:** The Nodal Centre Coordinators will work for an extra hour over and above the normal working hours of the Heads of Government schools. The Nodal Centre Coordinators of Girls will devote an extra hour after the close of morning shift. Likewise, the Nodal Centre 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.
3. The contractual coordinators will have no financial powers of any kind.

4. 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.
5. The engagement is initially up to April 2024 which can be extended subject to satisfactory performance and requirement.
6. The engaged coordinators will try his/her best to achieve the minimum bench mark of at least 70% pass percentage in the NIOS examination.
7. **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 preferably be for a particular district applied for. However, the applicant can be deputed wherever vacancy exists across Delhi against vacant sanctioned posts of Principal/Vice Principal.
8. **Eligibility:**
 - (i) The age of the applicant should not be more than 65 years as on 30.06.2024.
 - (ii) He/She should have been retired from the post of Principal/Vice Principal, from any Government organization like Directorate of Education, Delhi Government/ New Delhi Municipal Council (NDMC) / Kendriya Vidyalaya Sangathan and Navodaya Vidyalaya Samiti at the time of filling of application form.
 - (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) 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 (Word & Excel), PPT, Internet and E-mail.

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9. Consolidated Remuneration: The contractual persons engaged as Centre 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.

The salary of these Contractual Coordinators will be paid from schools against vacant post of Principals / Vice Principals.

10. Leave Entitlement: The Contractual Coordinators will be entitled to 08 days leave in a calendar year on pro-rata basis.

11. In every academic cycle, the performance/appraisal of the concerned contractual appointees will be done by the OSD (NIOS) / DDE (NIOS). This appraisal shall be taken into account for future engagement of the applicants.

This issues with the approval with Competent Authority.



VIKAS KALIA
RDE (NIOS PROJECT)

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Copy to:-

1. PS to Secretary (Education).
2. PS to Director (Education).
3. Addl. DE School/Exam
4. PS to SPL DE (Admn.).
5. All Regional Directors.
6. All DDE (Districts/Zone) to ensure compliance (through MIS).
7. SO (IT) to please paste on website.
8. Guard File



DR. RAJVIR SINGH
DDE (NIOS PROJECT)