

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF EDUCATION, ESTABLISHMENT-I**  
**OLD SECRETARIAT, DELHI -110054**

F.DE.1(15)(10)/E-I/RRs/2017/880207

Dated: 23/9/24

**NOTICE**

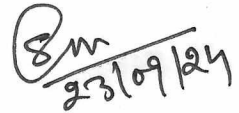
**Sub.: Notice to all stakeholders for seeking suggestion/comments/objection for framing of Recruitment Rules of Multi Tasking Staff (MTS) for all posts of Class-IV, Group C (Erstwhile Group-D) in Directorate of Education, GNCT of Delhi.**

In accordance with DOPT OM AB-14017/6/2009-Estt(RR) dated 30/4/2010 regarding recommendation of 6<sup>th</sup> CPC and Services department, GNCT of Delhi letter no. 2/6/RR/2011/S-IV/1612 dated 17/10/2016; framing of Recruitment Rules (RRs) of Multi Tasking Staff (MTS) for all posts of Class-IV Group-C erstwhile Group D (i.e. Class-IV, Museum Attendant, Gestener Operator, Daftry, Duplicate Operator, Mali, Gardner SOE, Waterman, Lab Attendant, Khalasi, Chowkidar, Mali cum tracker, Peon, Peon SOE, Mali cum Chowkidar, Sweeper, Guard cum Attendant, Farash cum Sweeper, Farash, Farash cum Peon, Attendent, Despatch Rider, Museum Attendant, Technical Attendant cum Khalasi, Boat Keeper, Laskers, Caller Woman, Peon cum Messenger, Mali cum Groundman, MTS for Sports Branch, Ground Man (MTS)-Outsource Aya, Aya-SOE, Aaya-Outsource) in Directorate of Education is under process.

Draft schedule for framing of Recruitment Rules of Multi Tasking Staff (MTS) is enclosed herewith. All the stakeholders are hereby informed & requested to provide their suggestion/comments/objection in the matter, if any within 15 days in this office.

This issues is with the Prior approval of Worthy Director, Education, GNCT of Delhi.

Encls.: Draft schedule (Annexure-I, II & III)  
for framing of Recruitment Rules

  
23/09/24

**(SUNDEEP KUMAR)**  
**Section Officer (Estt.-I)**

To  
All the Stakeholders/ Class-IV, Group C (Erstwhile Group-D)  
of Directorate of Education, GNCT of Delhi

F.DE.1(15)(10)/E-I/RRs/2017/8802-07

Dated: 23/09/24

Copy for information and necessary action to:-

1. PS/PA to Worthy Director, Directorate of Education, GNCTD
2. PS/PA to the Addl. Director, (Admn.), Directorate of Education, GNCTD
3. PS/PA to the Dy. Director (E-I), Directorate of Education, GNCTD
4. The In-charge (MIS), Directorate of Education, GNCTD for uploading this notice in Public Circular on Education MIS Portal; for information & suggestion/comments/objection of Stakeholders/Class-IV, Group C (Erstwhile Group-D) of Directorate of Education, GNCT of Delhi.
5. Guard File

  
23/09/24

**(SUNDEEP KUMAR)**  
**Section Officer (Estt.-I)**

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F.DE.1(15)(10)/E-I/RRs/2017/

Dated:

**DRAFT RECRUITMENT RULES  
FOR THE POST OF MULTI TASKING STAFF (MTS)**

**SCHEDULE**

1	Name of the Post	<b>Multi Tasking Staff (MTS) [MTS-General Duty and MTS-Aaya, Female]</b>
2	Number of Post	<b>4543* subject to variation dependent on workload. [4185 (MTS - General Duty) + 358 (MTS-Aaya, Female only)] (@ year 2024)</b>
3	Classification	<b>Group - 'C', Non-Gazetted, Non Ministerial</b>
4	Scale of Pay	<b>Pay Level-1 (Rs. 18000 - 56900) as per 7<sup>th</sup> CPC recommendation.</b>
5	Whether selection post or Non selection post	<b>Not Applicable</b>
6	Age Limit for Direct Recruitment	<b>Between 18-27 Years (Relaxation in upper age as per Govt. norms/rules)</b>
7	Educational and other qualifications required for direct recruits	<b>Matriculation OR equivalent OR ITI pass from a Govt. recognized University/Board</b>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<b>Not Applicable</b>
9	Period of probation, if any	<b>Two (02) Years</b>
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	<b>By Direct Recruitment through Delhi Subordinate Service Selection Board (DSSSB) or any other similar Govt. Agency.</b>
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation absorption to be made	<b>Not Applicable</b>
12	If a Departmental promotion committee exists what is its composition	<b>Not Applicable</b>
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	<b>Not Applicable</b>

**Note : (1)\*** Total number of posts 4185 (MTS - General Duty) + 358 (MTS-Aaya, Female only) = 4543 is subject to variation dependent on workload. The year i.e. 2024 in which the indicated number exists is given within brackets.

**Note : (2)** 358 posts out of total 4543 posts of MTS are reserved as MTS-AAYA; for female candidates only due to nature of work/s for the post of Aaya.

**Note : (3)** List of some illustrative but not exhaustive duties are attached.

**(Sanjeev Kumar Sharma)  
Dy. Director (Estt.-I)**

**Annexure-II**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF EDUCATION, ESTABLISHMENT-I**  
**OLD SECRETARIAT, DELHI -110054**

F.DE.1(15)(10)/E-I/RRs/2017/

Dated:

**Form to be filled by the Ministry/Department**  
**while forwarding proposals for framing of Recruitment Rules for posts**

Sl. No.	Particulars	Details
1.	a. Name of the posts	Multi Tasking Staff (MTS) [MTS-General Duty and MTS-Aaya, Female]
	b. Name of the Ministry/Department	Directorate of Education, Government of NCT of Delhi
	c. Number of Posts	4543* (Four Thousand Five Hundred Forty Three) [4185 (MTS - General Duty) + 358 (MTS-Aaya, Female only) (@ year 2024)] *Subject to variation dependent on workload
	d. Scale of Pay	Pay Level-1 (Rs. 18000 - 56900) as per 7 <sup>th</sup> CPC recommendation.
	e. Class and Service to which the post belong (of MHA notification no. 20/16/60-Estt (A) dated 13.03.1962)	Group - 'C', Non-Gazetted, Non Ministerial
	f. Ministerial or non-ministerial (of F.R. 9 (17))	Non-Ministerial
2.	Appointing Authority	Worthy Director (Education), GNCT of Delhi
3.	Duties of the post in detail	As per the DoPT OM no. AB-14017/6/2009-Estt (RR) dated 30.04.2010, list of some illustrative duties but not exhaustive are attached.
4.	Describe briefly the method (s) adopted for filling the post hitherto	Not applicable
5.	Method (s) of recruitment proposed	100% by Direct Recruitment
6.	If promotion is proposed as a method of recruitment	Not applicable
	a. Designation and No. of the posts proposed to be included in the field of promotion	Not applicable
	b. Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI Instructions)	Not applicable
	c. Percentage of vacancies in the grade proposed to be filled by promotion	Not applicable
	d. Have recruitment rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required, please attach a copy of rules framed. A copy of the rules should be sent to DOP&T along with the proposal.	Not applicable
	e. If recruitment rules were not framed for the post in the field of promotion	Not applicable
	(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods	100% by Direct Recruitment
	(ii) Please state briefly the education qualification possessed by the persons in the field of promotion	Not applicable
	(iii) In case the feeder posts are filled by promotion, the recruitment rules for the still lower posts (including the lowest post to which direct recruitment is one of the methods of recruitment) may be furnished	Not applicable
	f. (i) Is the promotion to be made on selection or non-selection basis	Not applicable
f. (ii) Reasons for proposal in (i) above	Not applicable	
g. If a DPC exists, what is its composition	Not applicable	
(h) Indicate if the feeder posts are having promotion channels other than the one under consideration	Not applicable	
7.	If promotion is not proposed as method, please state why it is not considered Desirable/possible / necessary.	Not applicable

	If direct recruitment is proposed as a method of recruitment Please state:-	<b>Yes</b>
	a) The percentage of vacancies proposed to be filled by direct recruitment	<b>100%</b>
	b) Indicate if there are any promotional avenues for the direct recruits?	<b>Yes</b>
	c) (i) Age for direct recruits (As per extant GOI instructions) (ii) is age relaxation for Government Servants?	<b>Between 18-27 Years</b>  <b>(Relaxation in upper age as per Govt. norms/rules)</b>
8.	d) Educational and other qualifications required for direct recruits. (It may please be noted that the essential qualifications prescribed are relaxable at commission's discretion in case of candidates otherwise will qualified).	<b>Matriculation OR equivalent OR ITI pass from a Govt. recognized University/Board.</b>  <b>Note: Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.</b>
	e) Whether essential qualifications to be prescribed are in accordance with any ACT(s)? If so please quote the relevant ACT(s) under which it is necessary and also supply relevant extracts from the ACT(s)	<b>Yes, Model Recruitment Rules for the post of Multi Tasking Staff circulated vide Services Department letter dated 17.10.2016 has been followed.</b>
	f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	<b>Not applicable</b>
9.	If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible/necessary	<b>Not applicable</b>
10.	i. if promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotions?	<b>Not applicable</b>
	ii. if not, to what extent are the educational qualifications proposed to be relaxed in case of promotions	<b>Not applicable</b>
11.	a. is deputation/transfer proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or transfer or both are proposed	<b>No</b>
	b. The percentage of vacancies proposed to be filled by this method	<b>Not applicable</b>
	c. the period to which deputation will be limited	<b>Not applicable</b>
	d. the names of the posts of grades or services etc. from which deputation/transfer is proposed (of MHA OM No. 2/25/60-Estt (D) dt. 19/9/1960	<b>Not applicable</b>
12.	a. If any of the methods is proposed fails, by what methods are such vacancies proposed	<b>Not applicable</b>
	b. whether the recruitment rules relate to a post which has been upgraded from Group 'C' to Group 'B' to Group 'A' or within the same group? If so, whether the necessary provision for initial constitution has been proposed	<b>Not applicable</b>
	c. whether the recruitment rules relate to a post which is proposed to be down graded? If so, whether necessary safe guards have been suggested in respect of the existing incumbents of that posts	<b>Not applicable</b>
13.	a. Special circumstances if any, other than those covered by the rules in which the commission may be required to be consulted	<b>Not applicable</b>
	b. whether the Deptt. of personnel and Training have concurred in the proposal?	<b>Not applicable</b>
14.	If these proposals are being sent in response to any reference from the Commission, please quote commission's reference No.	<b>Not applicable</b>
15.	Name, addresses and telephone numbers of the Ministry's representative with whom these proposals may be discussed if necessary, for clarification/early decision.	<b>Sh. Sanjeev Kumar Sharma</b> <b>Dy. Director (Estt-I),</b> <b>Directorate of Education, GLNCTD</b> <b>Old Secretariat, Civil Line, Delhi - 54.</b> <b>Ph. No: - 011-23890232 - 041</b>

Place: Delhi  
Dated:.....

(Sanjeev Kumar Sharma)  
Dy. Director (Estt-I)

**Annexure-III**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
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Dated:

**LIST OF SOME DUTIES & RESPONSIBILITIES**  
**(ILLUSTRATIVE BUT NOT EXHAUSTIVE)**

(As per the DoPT OM no. AB-14017/6/2009-Estt (RR) dated 30.04.2010)

**(FOR MTS-GENERAL DUTY)**

1. Physical Maintenance of records of the Room/Branch/Office/school.
2. General cleanliness & upkeep of the Room/Branch/Office/school.
3. Carrying of files & other papers within the building.
4. Photocopying, sending of FAX etc.
5. Other non-clerical work in the Room/Branch/Office/school.
6. Assisting in routine office work like diary, dispatch etc., including on computer.
7. Delivering of Dak (outside the building).
8. Watch & Ward duties.
9. Opening & closing of Room/Branch/Office/school.
10. Cleaning of Room/Branch/Office/school.
11. Dusting of furniture etc.
12. Cleaning of building, fixtures etc.
13. Work related to his ITI qualifications, if exists.
14. Driving of vehicles, if in possession of valid driving license.
15. Upkeep of parks, lawns, potted plants etc.
16. **Any other office works/duties as assigned by HOO/HOS/In-charge or Higher Authorities from time to time.**

**(FOR MTS-AAYA, FEMALE ONLY)**

1. To ensure safety & security of Nursery/Primary student(s) & CWSN during school hours by ensures strict compliance of safety & security guidelines including their entry/exit in/from the school. The Aaya shall reach the school before Nursery/Primary student(s) & CWSN reach the school ontime and leave the school only after school hours when concerned student(s) leave the school.
2. Caring for Nursery/Primary student(s) & CWSN based on their needs and assist them in/whilst.
  - i) Toileting and related needs such as changing wet cloths, & cleanliness.
  - ii) Eating and drinking. If Nursery/Primary student(s) & CWSN is not able to eat himself/herself, Aaya shall feed the student.
  - iii) Dressing and undressing whenever required.
  - iv) Moving in and out of wheel chairs and wearing braces & other orthopedic appliances, if any.
3. To assist in/perform tasks related to the physical, self care, social and health care needs of Nursery/Primary student(s) & Children with Special Needs (CWSN).
4. To keep the rooms & toilets clean for Nursery/Primary student(s) & CWSN.
5. To assist the teacher in training of Nursery/Primary student(s) & CWSN in their personal/self care skills. For example, toileting, eating, dressing, grooming etc.
6. To maintain self-hygiene and positive relationship with parents and Nursery/Primary student(s) & CWSN.
7. General cleanliness of chair, table & furniture etc & upkeep of the Room/Hall for Nursery/Primary student(s) & CWSN.
8. **Any other office works/duties related to Nursery/Primary student(s) & CWSN as assigned by HOO/HOS, In-charge or Higher Authorities from time to time.**

**(Sanjeev Kumar Sharma)**  
**Dy. Director (Estt.-I)**