

GOVERNMENT OF NCT OF DELHI  
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, DELHI-110088

NO. F. 161/18/PT. TIME FACULTY/DDTE/2014/ 3262 - 3677

Dated:- 13/12/2014

**OFFICE ORDER**

The Govt. of NCT of Delhi has considered the proposal regarding Hiring of Part-Time Faculty/Non Teaching/Lab staff in Degree and Diploma level Institutes (except Autonomous Bodies/Universities) under Department of Training and Technical Education, Delhi and has approved it vide cabinet decision no. 2260 dated 30-11-2014 to implement the proposal to ensure availability of sufficient number of teaching and non teaching staff. The scheme as approved by the Cabinet for hiring Part Time faculty & supporting staff in degree and diploma level institutes is as under:-

**1. SCHEME FOR ENGAGEMENT OF PART TIME SERVICES FOR TEACHING AND NON TEACHING POST:-**

**1(A). Introduction:** - Keeping in view of the interest of students of the institutes, the principals may compile the requirement at the level of institutes for teaching faculty and other non teaching staff in the relevant discipline/trade and engage the part time faculty with the prior approval of Director, TTE for desired number of faculty in their respective institutes till the vacant sanctioned posts are filled either on regular basis or on contract basis. This will make the process of hiring of services of part-time teachers/guest teachers, timely, smooth and less cumbersome and will lead to imparting of quality education as desired by Government.

**1(B). Calculation of Vacancy:** - The Principal/Head of the Institutions will work out the expected number of vacant posts against the sanctioned strength atleast three months before the start of new Academic Session so as to ensure initiation of engagement process well in time. As per AICTE norms, one teaching faculty is required to teach/train atleast for 64 hours in a month. It is proposed that the part time faculty/guest teacher will be engaged for 16 hours in a month and therefore to meet the desired requirement of teaching faculty, it would be necessary to hire atleast 04 part time faculty/guest teachers against each vacant post. Therefore, against 01 vacancy of

regular teacher. 04 part time teachers/faculty will be engaged to ensure that teaching should not suffer and quality education is imparted among the students. Specific topic will be assigned to each part time teacher to ensure that the teaching occurs in a streamlined manner.

In case of non teaching staff, engagement shall be equal to the available vacant post

**1(C). Eligibility Conditions:-**

Three categories of persons/applicants will be considered for engagement as part time faculty/guest teacher as detailed below:

- i). In service lecturers/staff working under DTTE for engagement as part time teacher to teach in part time evening Diploma Courses on hourly basis.
- ii). Retired faculties/ staff of DTTE for utilizing their experience and knowledge upto the level at which they were working at the time of their retirement. However they shall be engaged to teach or assist in teaching only.
- iii) Any other candidates who are eligible as per qualification of notified Recruitment Rules as approved by DTTE/UGC/AICTE/University.

The applicants in category "i" shall be considered only in case sufficient eligible candidates are not available in categories "ii" and "iii".

**1(D). Additional Conditions:-**

- (i) There will be no age bar for the candidate mentioned at point "iii", however maximum age should not be more than 65 years.
- (ii) In case of retired faculty/staff of DTTE, the maximum age limit as approved by AICTE will be enforced. However, it shall not be beyond 70 years of age.

**2. Mode of Engagement:** - All engagement shall be done strictly by advertising the vacancies in leading newspapers in Delhi and on the website of the department. The advertisement must contain total number of vacancies with complete detail of discipline/trade. Department will devise an application form for collecting uniform data from all candidate for considering their candidature. Applicants will be given sufficient time (at least 15 days) for submitting their applications conveying their willingness to work as part time faculty/guest teacher or non-teaching staff. The applications received up till the last date for submitting the applications. will be

scrutinized by a committee constituted by the Principal/Head of Institution. All eligible candidates will be called for interview before a Committee approved by Director (TTE).

Provision of calling On-Line applications shall be implemented from Academic Session 2016-2017.

3. **Method of preparation of merit list:-** The preparation of merit list of the candidates will have following stages:-

- (A) Academic Qualification
- (B) Interview

Scheme of Marking will be as under:-

For teaching faculty		For non-teaching staff	
QUALIFICATION	MAX. MARKS ASSIGNED	QUALIFICATION	MAX. MARKS ASSIGNED
12 <sup>th</sup>	10	10 <sup>th</sup>	10
B.E. / B.Tech	20	ITI / 12 <sup>th</sup>	25
M.E. / M.Tech	25	Diploma	30
Ph.D.	10		
Experience	20	Experience	20
Interview	15	Interview	15
<b>Total</b>	<b>100</b>	<b>Total</b>	<b>100</b>

Two (02) marks for each year of experience shall be assigned to the candidate. However, in case of experience of more than 10 years maximum marks of 20 will be assigned to the candidate. Only completed year of experience shall be counted.

The calculation of net marks obtained by the candidate in r/o their academic qualification will be worked out in following manners:-

$$= \frac{\text{Maximum Marks Assigned} \times \% \text{ score}}{100}$$

100

For example: If a candidate has secured 67% of marks in class 12<sup>th</sup> his / her net marks for the purpose of calculation of merit will be as under: -

$$10 \times 67 = 6.7$$

100

During interview only chairperson will assign the numbers after having discussion with other members.

After scrutinizing the detail given by the applicants and performance during the interview, a merit list will be prepared by the Principal/Head of Institution which will be placed before the Director (TTE) being Head of Department for approval. The list so prepared shall contain complete detail of the applicant viz. his name, parent name, address, telephone number and previous experience, if any. Offer shall be given as per the merit till all vacancies are filled.

Only after approval of the Head of Department (TTE), offer letter will be issued and an appointment will be given.

Such appointment shall be for one Academic Year starting from August and ending in July of the succeeding year.

**4. Provision of Fund, Payment Structure and Authority Competent to accord Administrative Approval & Expenditure Sanction: -**

i). **Budget Provision:** - The provision is available in the approved budget for payment of remuneration to the part-time faculty/staff so engaged under the separate head of account viz. PSS- Plan & PSSs-Non-Plan.

ii). **Payment Structure:-**

(ii) (A) All part time faculty/guest teachers will be paid as per following norms:-

<u>Diploma Institutions</u>	<u>Rate/hour</u>	<u>Degree Institutions</u>	<u>Rate/hour</u>
Selection Scale Lecturer / HOD	1500/-	Professor/ Associate Professor	2000/-
Lecturer / Sr. Scale Lecturer	1000/-	Asstt. Professor	1500/-

a) These rates are for the theory classes.

- b) As per the AICTE guideline, two (02) practical classes will be equal to one (01) theory class.
- c) Teachers so engaged shall have to take both theory and practical classes of the topic allotted/assigned to him
- d) Rates will be inclusive of transportation and other charges.
- e) The above rates will be subject to revision with the approval of Government of NCT of Delhi from time to time.
- f) The payment to be made to these persons will be treated as remuneration.
- g) The payment shall be subjected to deduction of Income Tax at source at the prevailing rate under Income Tax Act.
- h) One applicant can have engagement in maximum two (02) institutions.

(ii)(B) All part time non-teaching staff will be paid as per following norms:-

<u>Diploma Institutions</u>	<u>Rate/Day</u>	<u>Degree Institutions</u>	<u>Rate/Day</u>
Technical Assistants / Non-teaching staff	750/-	Technical Assistants / Non-teaching staff	750/-
Attendant	400/-	Attendant	400/-

Under the category of technical assistant/non teaching staff, following posts will be cover:-

Work Shop Instructor	Lab Technicians	Instrument Repair
Technical Assistant	Any Other equivalent post	

Under the category of Attendants following posts will be cover:-

Lab Attendant	Work Shop Attendant	Library Attendant
Store Attendant	Lab Assistant	Lab Cleaner
Daftry	Any other equivalent post	

- iii). **Competent Authority for Administrative Approval:-** Director, Training & Technical Education Department shall be the Competent Authority for engagement of the part time faculty/staff/guest teachers.

**Competent Authority for Expenditure Sanction:-** As per the delegation of powers to head of the departments, HOD has been delegated the power of expenditure sanction for payment of remuneration to part-time teachers/guest speakers etc. as per rates/norms as approved by Govt. of NCT of Delhi. Therefore, payment to be released with the expenditure sanction of Director, TTE

It is further intimated that as per Office order regarding delegation of financial powers, DTTE order no. F-1(2)/DTTE/AC/DFPR/2015-16/7340-77 dated 12/10/2015, expenditure sanction for payment of remuneration to part-time teachers etc. are delegated to Head of the office/Principals of the institutes. Accordingly expenditure sanction may be approved by Principal of the Institute.

The revised rate shall be applicable w. e. f. 1<sup>st</sup> January 2016.

  
(RAJ KUMAR)

ADDITIONAL DIRECTOR


Ref. No. 164118/PT. TIME FACULTY/DDTE/2014/306(2-307)

Dated: 22/11/2015

Copy for information and necessary action:

- 1. Secretary to Chief Minister, Govt. of NCT of Delhi.
- 2. Secretary (Finance), Govt. of NCT of Delhi.
- 3. P.S. to Secretary (DTTE), Delhi
- 4. P.S. to Director/Addl. Director/Spl. Director (DTTE), Pitam Pura, Delhi
- 5. Joint Director (Tech.)/Planning, DTTE.
- 6. P.O., DTTE, Delhi
- 7. Principals, all Govt. Institutes of Technology/Polytechnics.
- 8. P.O. (SB) to circulate to all Engg. Colleges under DTTE.
- 9. Pay & Accounts Officers concerned through respective Principals/Director of the Institutes.
- 10. Staff Programmer, DTTE (HQ) to upload the order on department website

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(DR. SHAILESH KR. TRIPATHI)  
DEPUTY DIRECTOR



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
GENERAL ADMINISTRATION DEPARTMENT  
(CO-ORDINATION BRANCH)  
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI

211/c

No.F.3/3/2013/GAD/CN/dsgadiii/6157-6168

Dated: 02.12.2015

CABINET DECISION NO.2260 DATED 30.11.2015

**Subject:** HIRING OF PART-TIME FACULTY/NON TEACHING/LAB STAFF IN DEGREE AND DIPLOMA INSTITUTES (EXCEPT AUTONOMOUS BODIES/UNIVERSITIES) UNDER DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION, DELHI.

**Decision:** The Council of Ministers considered the note of Secretary (Training & Technical Education) and approved the proposal as contained in para-12 of the Cabinet Note.

In addition, Secretary (TTE) mentioned that the department had engaged part time teaching/non-teaching staff, as per the prevailing practice, to meet similar requirement of manpower in previous years. The Cabinet took note of the same.

-Sd/-

(K.K. Sharma)  
Secretary to the Cabinet

No.F.3/3/2013/GAD/CN/dsgadiii/6157-6168

Dated: 02.12.2015

1. Secretary to Lt. Governor, Govt. of NCT of Delhi.
2. Pr. Secretary to the Chief Minister, Govt. of NCT of Delhi.
3. Secretary to Dy. Chief Minister, Govt. of NCT of Delhi.
4. Secretary to Minister, Transport, Govt. of NCT of Delhi.
5. Secretary to Minister, Health, Govt. of NCT of Delhi.
6. Secretary to Minister, Women and Child, Govt. of NCT of Delhi.
7. Secretary to Minister, Tourism, Govt. of NCT of Delhi.
8. Secretary to Minister, Food and Supply, Govt. of NCT of Delhi.
9. Secretary (TTE), Govt. of NCT of Delhi, with request to upload ATR on CDMS.
10. OSD to Chief Secretary, Govt. of NCT of Delhi.
11. Hindi Officer, Language Department, Govt. of NCT of Delhi for translation.
12. Guard file.

*Arvind Ray*

(Arvind Ray)  
Joint Secretary to the Cabinet