

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

No. F.3(2)/DIET/ACR/97/AAO/ 2049 - 51

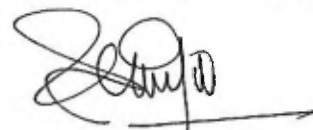
Dated:

PUBLIC NOTICE

**Subject: Hiring of retired persons on contract basis as Consultant
(Accounts) in SCERT/ DIETs**

Online applications are invited from persons, below the age of 65 years, retired from pensionable Central Govt./ Delhi Govt./any State Govt./Local Bodies/Defence services or equivalent services from the post of Asst. Accounts Officer carrying the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4800 or equivalent (pre-revised), for engagement as Consultant (Accounts) in SCERT/DIETs on contractual basis. Detailed instructions are as under:

1. **Remuneration:** The Consultant so 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 pensionable services of Central/Delhi/State Government, Local Bodies, Defence Services or equivalent services from the post of Asst. Accounts Officer carrying the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4800 or equivalent (pre-revised);
 - (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 Consultant and an undertaking shall, therefore, be obtained from the candidate that he/she has adequate working knowledge of MS Office.

4. Term of hiring:

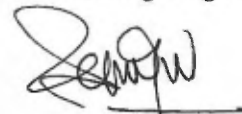
- (i) The Contract of hiring will be initially for one year or till the sanctioned vacant posts against which contractual persons have been hired are filled by regular employees or such staff attains the age of 65 years, whichever is earlier;
- (ii) In case, the need for hiring contractual staff still 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 Consultant (Accounts) on Contractual Basis in SCERT/DIETs".
- (ii) The link will be open from 04.06.2018 (11:00 AM) till 18.06.2018 (5.00 p.m.).
- (iii) The SCERT will chalk out schedule of interview and display the same on the website on 29.06.2018 and therefore, the applicants are required to check the website of the Directorate of Education 'www.edudel.nic.in' under link "Recruitment" and sub-link "Hiring of Retired Persons as Consultant (Accounts) on Contractual Basis in SCERT/DIETs" on 29.06.2018 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 of the following documents for verification namely:
- (a) Hard copy of the application,
 - (b) Self attested photocopies of the documents of educational qualification and previous experience
 - (c) Medical fitness certificate of a registered medical practitioner (having M.B.B.S. or equivalent degree),
 - (d) Pension Payment Order or any equivalent document showing length of earlier qualifying service,
 - (e) An undertaking to the effect that he/she has no criminal case pending against him at the time of hiring
 - (f) An undertaking to the effect that he/she has working knowledge of Computer such as MS-Office (Words & Excel), PPT, Internet and e-mail.
- (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 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) Only shortlisted applicants will be interviewed by a Selection Committee.
- (ix) The Offer of Engagement shall be issued in order of merit only. And remaining eligible applicants will remain empanelled in the SCERT for future engagement, if required.
- (x) In case of termination of contract of a Consultant 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 merit. In case of a tie i.e. more than one candidates securing same marks the younger in age will be placed above the one having higher age. If



any new vacancies arise or the originally selected person does not join or his contract is terminated, the next candidate in order of merit from the panel will be hired subject to clause X above.

(xii) Whenever service of one or two consultant has to be terminated due to joining of regular employee, the JD/DDE SCERT in consultation with selection committee will decide whose contract is to be terminated. The decision in this regard will be final and binding.

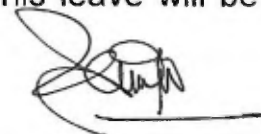
(xiii) As soon as the hired retired consultant attains the age of 65 years he/she will stand terminated immediately without any notice.

6. **Duties and responsibilities:** The contractual Consultant will perform duties related to accounts of SCERT/DIET. However, no financial powers will be given to him/her. Followings are some of the suggestive duties of the Consultant in which he/she will assist the DCA, SCERT/Principal, DIET and take action on his/her directions with regard to:

- (i) Maintenance of books of accounts of SCERT/DIET;
- (ii) Advising Director/DCA, SCERT or Principal/DIET;
- (iii) Examination of files relating to expenditure;
- (iv) Settlement of Advances released to Training Co-ordinators/DIET;
- (v) Liaison with various agencies such as Directorate of Education, Bank and CA etc. on the instructions of the Director/DCA, SCERT/Principal, DIET;
- (vi) Handling correspondence and file work;
- (vii) Preparation of various bills;
- (viii) Any other duty assigned by the Director/DCA, SCERT/Principal, DIET including office work.

7. **Termination of services:** The services of contractual Consultant 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 Director/DCA, SCERT/Principal, DIET or on attaining the age of 65 years.

8. **Entitlement of leave:** The contractual Consultant will be allowed to avail one leave per completed calendar month. Un-availed leave may be carried forward till the currency of the contract. 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 Consultant. The HOO, SCERT/Principal, DIET will treat/mark a Consultant 'on leave' only for the day he/she is granted leave to the admissible extent. In case he/she remains absent beyond period of 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 subject to availability of leaves in his/her leave account without the approval of the Director, SCERT. The accumulated leave(s) at the time of termination of contract shall not be encashable under any circumstances.

9. **Timings:** The Consultant will report for duty as per the SCERT/DIET office timings.



(Aseem Kumar Goel)
Deputy Director/HOO, SCERT