

**STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING**  
(An Autonomous Organisation of Education Department, GNCT of Delhi)  
**VARUN MARG, DEFENCE COLONY, NEW DELHI-110 024**

**F.No. 5(94) Admn/2016/PF-I/894**

**Dated: 26/04/2022**

**PUBLIC NOTICE**

Applications are invited from retired functionaries, below the age of 63 years, retired from pensionable Central Govt./Delhi Govt./any State Govt./Local Bodies/Defence Services or equivalent services for engagement as Consultant (Estate) in SCERT/DIETs on contractual basis. Detailed instructions are as under:

- 1. Remuneration:** The Consultant (Estate) 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 as Section Officer or equivalent from the pensionable services of Central/Delhi/State Govt., Local Bodies, Defence Services or equivalent services;
  - (ii) He/She should be less than 63 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 (Estate) and an undertaking shall, therefore, be obtained from the candidate that he/she has adequate working knowledge of MS Office and Android Mobilie App;

### **3. Terms of Hiring:**

- (i) The Contract of hiring will be **initially up to 31.03.2023** 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 may be renewed on yearly basis on the basis of satisfactory work and conduct report/performance. However, no extension shall be given beyond the age of 65 years;
- (iii) The selection panel will remain valid for one year or till further orders, whichever is later.

### **4. Mode of Application and Selection:**

- (i) The candidates will apply online as per performa available on the SCERT website '[www.scert.delhi.gov.in](http://www.scert.delhi.gov.in)' under link 'Notice Board' and sub-link "Recruitment" Hiring of Retired Persons as Consultant (Estate) on Contractual basis".
- (ii) 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 photocopies of the documents of educational qualification and previous experience;
  - c) Medical fitness certificate of a registered medical practitioner (having MBBS 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 and also operating knowledge of Android Mobile Apps.
- (iii) 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.

- iv) 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/State Govt., Local Bodies, Defence Services or equivalent services as well as interview.
- v) All the applicants will be interviewed by a Selection Committee and their signature will be obtained as a token of attendance.
- vi) 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.
- vii) Whenever service on one or two consultant has to be terminated due to joining of regular employee, the ADE SCERT in consultation with Selection Committee will decide whose contract is to be terminated.
- viii) As soon as the engaged retired consultant attains the age of 65 years, he/she will stand terminated immediately without any notice.

##### **5. Duties and Responsibilities:**

The contractual Consultant (Estate) will perform caretaking duties in respect of SCERT/DIET building. However, no financial powers will be given to him/her. Followings are some of the suggestive duties of the Consultant (Estate) 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 Estate Branch, SCERT/Principal, DIET on daily basis about any shortcoming or everything being okay before the start of the DIET. During the course of inspection, requests by the staff relating to their requirements would also be ascertained.
- (ii) Ensuring toilets neat and clean with running water supply;
- (iii) Ensuring 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, EOR and follow up work;
- (ix) Liaisoning with various agencies such as PWD, DJB and Electricity utilities, Estate Branch etc. on the instructions of the OSD (Estate)/Dy. Director, SCERT/Principal, DIET
- (x) Ensuring the provisions of clean drinking water and functional RO system in the SCERT/DIET for children;
- (xi) Ensuring proper maintenance of SCERT/DIET furniture;
- (xii) Co-coordinating with the concerned agency for proper functioning and maintenance of CCTV installed in the SCERT/DIETs;
- (xiii) Any other duty assigned by the OSD (Estate)/Dy. Director, SCERT/Principal, DIET including office work.

**6. Termination of Services:** The services of contractual Consultant (Estate) 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.

**7. Entitlement of Leave:** The contractual Consultant (Estate) 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 this contractual Consultant (Estate). The HOO, SCERT/Principal, DIET will treat/mark a Consultant (Estate) 'on leave' only for the day he/she is granted leave to the admissible extent. In case he/she is absent beyond period of granted leave, irrespective of prior intimation, 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.

8. **Timings:** The Consultant (Estate) will report for duty as per the SCERT/DIETs office timings.



**(ASEEM KUMAR GOEL)**  
**DEPUTY DIRECTOR/HOO SCERT**

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**Advertisement No.1/2022**

Online applications, are hereby, invited for filling up 05 posts of **Consultant (Estate)** on contractual basis in SCERT and its 09 (Nine) DIETs of Delhi, up to 31.03.2022 or till the post is filled up on regular basis, whichever is earlier. Eligible candidates are advised to apply online only from **02.05.2022 to 10.05.2022 up to 5.00 p.m.** Submission of wrong or false or fabricated information shall lead to rejection of candidature. For details, regarding essential eligibility conditions, educational qualifications, selection criteria and application form etc. please refer to website [www.scert.delhi.gov.in](http://www.scert.delhi.gov.in) under link 'Notice Board' and sub-link "Recruitment".

A handwritten signature in blue ink, consisting of stylized initials and a horizontal line extending to the right.

**Director, SCERT**