

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

F. No. 169/Rectt./Admn./SCERT/2019

7405

Dated: 04/09/19

PUBLIC NOTICE

Subject: Engagement of retired persons on contract basis as Consultant (SO) and Consultant (ASO) in SCERT/DIETs.

Applications are invited from retired Government Employees, below the age of 63 years, retired from pensionable Central Govt./Delhi Govt./any State Govt./Local Bodies/Defence Services or equivalent services under CCS (Pension) Rules, 1972 for engagement as Consultant (SO) and Consultant (ASO) in SCERT/DIETs on contractual basis. Detailed instructions are as under:-

1. Remuneration:

The Consultant (SO) and Consultant (ASO) engaged on contractual basis in SCERT and 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 and Assistant Section Officer from the pensionable services of Central/Delhi/State Government, Local Bodies, Defence Services or equivalent services, under CCS (Pension) Rules, 1972;
- (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 (Word & 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.



3. Terms of Engagement:

- (i) The contract of engagement will be initially upto 31.03.2020 or till the sanctioned vacant posts against which contractual persons have been engaged are filled by regular employees or such staff attains the age of 65 years, whichever is earlier;
- (ii) In case, the need for engaging contractual staff still persists after 31.03.2020, 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.

4. Mode of application and selection:

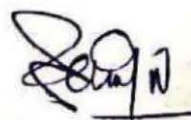
- i. The candidate will apply offline as per performa available on the home page of the website of the SCERT 'www.scertdelhi.nic.in' under link "Recruitment" and Sub-link "Engagement of Retired Persons as Consultant (SO) and Consultant (ASO) on Contractual Basis". The application forms alongwith all the enclosures shall be deposited in R&I Branch, SCERT, SCERT Bhawan, Varun Marg, Defence Colony, New Delhi from 16.09.2019 till 30.09.2019 between 11:00 a.m. and 05:00 p.m.
- ii. The SCERT will chalk out schedule of interview and display the same on the website and therefore, the applicants are required to check the website of the SCERT 'www.scertdelhi.nic.in' under link "Recruitment" and Sub-link "Engagement of Retired Persons as Consultant (SO) and Consultant (ASO) on Contractual Basis" in SCERT/DIETs regularly to know the date and time of interview. No Separate intimation to individual applicant will be given.
- iii. On the date and time fixed for interview, the applicant will present himself along with self attested copies and originals of the following documents for verification:
 - (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 (Word & Excel), PPT, Internet and e-mail.



- iv. 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, will forfeit his/her candidature.
- v. Selection will be done at the SCERT level on merit prepared by giving weightage to 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 performance in interview.
- vi. Only shortlisted applicants will be interviewed by a Selection Committee.
- vii. The Offer of Engagement shall be issued in order of merit only. Remaining eligible applicants will remain empanelled in the SCERT for future engagement, if required.
- viii. In case of termination of contract of a Consultant due to joining of regular employee, and subsequently the vacancy arise again in SCERT/DIET, the SCERT may consider the name of such terminated candidate again.
- ix. 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 engaged subject to clause viii above.
- x. Whenever service of one or two consultant has to be terminated due to joining of regular employee, the DDE/DCA SCERT in consultation with selection committee will decide whose contract is to be terminated. The decision in this regard will be final and binding.
- xi. As soon as the engaged retired consultant attains the age of 65 years he/she will stand terminated immediately without any notice.

Duties and responsibilities: The contractual ministerial staff, irrespective of his post from which he retired will have to perform the following duties. No financial powers will be given to the contractual employee. The Deputy Director, SCERT/Principal, DIET will decide about proper work distribution among the ministerial staff members. The contractual ministerial staff will have to do following work:

- i. Handling of Administrative matters like Service Book, Leave Record etc.
- ii. Handling correspondence and file work.
- iii. Record keeping/Record maintenance.
- iv. Scrutiny of various personal claims such as LTC, Medical, CEA etc.
- v. Submission of various information/returns.



- vi. Looking after logistics for training programme/workshop/conference/seminar.
- vii. Any other duty of ministerial nature assigned by Deputy Director, SCERT/Principal, DIET.

5. Termination of services: The services of contractual Consultant may be terminated by the Director, SCERT 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.

6. Entitlement of leave: Consultants shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year. 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 Consultants. 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 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.

7. Timing: The contractual ministerial staff will work during duty hours prescribed for SCERT or DIETs, as the case may be.



(Aseem Kumar Goel)
Deputy Director/HOO, SCERT