

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

F.No.3(2)/DIET/ACR/97/AAO/2137-38

Dated: 19/07/2021

PUBLIC NOTICE

Applications are invited from retired Accounts 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 (Accounts) in SCERT/DIETs on contractual basis. Detailed instructions are as under:

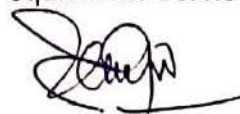
1. **Remuneration:** The Consultant so hired on contractual basis in SCERT/DIETs will be paid salary by applying the formula of Last Pay Drawn minus Basic Pension plus DA at the applicable rate.
2. **Eligibility:**
 - (i) The candidate should have retired as SAS qualified account functionary from the 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 and an undertaking shall, therefore, be obtained from the candidate that he/she has adequate working knowledge of MS Office.
3. **Terms of Hiring:**
 - (i) The Contract of hiring will be **initially up to 31.03.2022** 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 63 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 offline as per performa available on the home page of the website of the SCERT 'www.scertdelhi.nic.in' under link "Recruitment in SCERT" and sub-link "Engagement of retired persons as Consultant (Accounts).
- (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 same link, 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/herself along with self-attested copies and originals of the documents relating to educational qualification, experience, length of service, DOB etc. 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.
- 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, he/she will forfeit his/her candidature.
- v) 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.



- 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 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 engaged subject to clause viii above.
- x) Whenever service on one or two consultant has to be terminated due to joining of regular employee, the DD/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 63 years, he/she will stand terminated immediately without any notice.

5. 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 Dte. Of Education/DCA, Bank and CA etc. on the instructions of the Director/DCA, SCERT/Principal, DIET;
- (vi) Handling correspondence and file work;
- (vii) Any other duty assigned by the Director/DCA, SCERT/Principal DIET including office work.

- 6. 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.



7. **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 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 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 will report for duty as per the SCERT/DIETs office timings.



(ASEEM KUMAR GOEL)
DEPUTY DIRECTOR/HOO SCERT

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(AN AUTONOMOUS ORGANISATION OF GOVT. OF NCT OF DELHI)
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DATE OF APPLICATION			
1. POST	Consultant (Accounts)		
2. First Name of Applicant			
3. Middle Name of Applicant			
4. Last Name of Applicant			
5. Father's Name			
6. Residential Address			
7. Contact No.			
8. E-Mail ID			
9. Date of Birth			
10. Highest Educational Qualification			
11. Age as on 09.08.2021	Years	Months	Days
12. Total length of regular service in previous Central/Delhi/State Govt. Bodies/Defence Services equivalent services	Years	Months	Days
13. PPO No./Gratuity Payment Authority No.			
14. Are you presently engaged in any Service/Engagement/Employment			
15. Do you have knowledge of Computer (MS-Office, using Internet, PPT)			
16. Post held at the time of retirement AAO/AO/Sr.AO/DCA/CA			
1. Whether SAS Exam qualified	Yes/No		
2. Are you retired from GNCTD	Yes/No		
UNDERTAKING			
I am fully aware of the nature of duties to be performed by me, if selected, and therefore, I undertake, that I shall discharge all the duties and responsibilities with utmost sincerity, entrusted to me, by the head of Department. I further undertake that the above information furnished by me is correct.			
Date:-		Signature:	
Place:-		Name :	