



## OFFICE OF THE U.E.E. MISSION

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### CIRCULAR

#### Engagement of DURC & CRC Coordinators under SSA

The UEE Mission, Department of Education, Government of Delhi, is State Implementing Authority for Sarva Shiksha Abhiyan (SSA), a flagship programme of MHRD, Govt. of India for providing universal access, enrollment, retention, and quality education to all children in the age group of 6-14 years.

The various SSA interventions are being implemented and monitored in schools through 9 District Urban Resource Centers and 136 Cluster Resource Centers in collaboration with the educational supervisors of the Directorate of Education, MCD, NDMC and DCB. The UEE Mission intends to engage qualified and experienced persons with proven merit and willingness to work with dedication to achieve the goals and objectives of SSA, purely on contract basis for the following posts, as under:-

#### District Urban Resource Center Coordinator

##### Qualification:

- I. For Retired person: - Should have retired from the post of DDE/EO from Dte. of Education/DEO of MCD/Principal of DIET/Sr. Lecturer DIET/SCERT.
  
- II. For Direct Recruitment:- Post graduate with 07 years school teaching experience from a recognized institution and Degree or Diploma in Teaching. Preference will be given to M.Phill/PH.D and Graduate in Elementary Education candidates.

**Salary:** The consolidated monthly remuneration: Rs.18,750/- p.m.

**Tenure:** The contract will remain valid for period of Eleven months and may be renewed on case to case basis.

**Age Limit:-** The Maximum age limit for Direct Candidates 45 years and incase of retired person is 63 years as on date of publication of this advertisement.

### **Cluster Resource Center Coordinator**

#### **Qualification:**

I. **For Retired persons:-** Should have retired from the post of Principal/Vice Principal/ PGT of a Secondary or Senior Secondary School / School Inspector or AEO of MCD/Lecturer of DIET/SCERT.

III. **For Direct Recruitment:** Graduate with 05 years experience in teaching and Degree in Education. Preference will be given to M.Ed./M.Phil and other higher qualifications.

**Salary:** The consolidated monthly remuneration: Rs.15,000/-p.m.

**Tenure:** The contract will remain valid for period of Eleven months and may be renewed on case to case basis.

**Age Limit:-** The Maximum age limit for Direct Candidates 45 years and incase of retired person is 63 years as on date of publication of this advertisement.

The candidate possessing the requisite qualification may submit their applications in prescribed format (as given in this circular) by post only (ordinary/speed/registered post or by Courier), at the above mentioned address, within 15 days from the issue of this circular on the website/publication of this advertisement. Applications by hand will not be accepted.

Please superscribe on the envelop:**“APPLICATION FOR THE POST OF DURC/CRC COORDINATOR.”** (Please submit separate application for each post)

**Enclosures with application**

- a. **Two recent passport size coloured photograph (front face) be enclosed with the application form.**
- b. **Attested photocopies of the documents related to Qualification and Experience.**

**General Information:-**

1. **The candidates so engaged on contract basis shall not claim for regular appointment in the UEE Mission.**
2. **The candidates so engaged on contract basis shall not file any court case regarding salary and regularization.**
3. **The selected candidates will have to sign a contract agreement with UEE MISSION and in case of breach of contract, the same will be cancelled and the services will be terminated without giving any notice.**
4. **Selected candidates will have to join their duties, immediately, after getting the engagement letter and in case of non-reporting for duty during the stipulated period, next candidate available in the merit list will given the offer, no formal intimation or letter for cancellation of the offer will be sent to the candidates in this regard.**
5. **UEE Mission, Delhi, will not be responsible for any delay in postage. No application will be entertained after the due date.**
6. **No application will be accepted in person or through email or by courier.**
7. **UEE Mission, reserves the right to withdraw/cancel the advertisement and/or the selection process there under.**
8. **Number of vacancies will be determined as per requirement, however, a panel will be prepared for filling the future vacancies.**
9. **The eligible candidates will be called for Interview after scrutiny of applications. However, in the event of large number of applications, the UEE Mission, may conduct a written test based on general aspects of education and SSA.**
10. **The candidates may be assigned any duty or responsibility related to the SSA programme in Delhi.**

- 11. The selected candidates may be posted at any CRC, DURC, District and State office of the Sarva Shiksha Abhiyan.**
- 12. Applications with incomplete/wrong particulars/not in the prescribed format will entail rejection.**

**APPLICATION FORM**

- (1) Post Applied for : .....
- (2) Name of the Applicant : .....  
(in block letters) .....
- (3) Father's Name : .....
- (4) Male/Female : .....
- (5) Married/Unmarried : .....
- (6) Date of Birth (in figures : .....  
in words) : .....
- (7) Date of Retirement (if retired) : .....
- (i) Name of Department : .....
- (ii) Designation : .....
- (8) Correspondence Address : .....  
.....
- (9) Permanent Address : .....  
.....
- (10) Phone No.: (R)..... (Mob.).....e-mail-ID.....
- (11) Educational Qualification : .....

Examination Passed	Name of Board/University	Year of passing	Subjects	Max. Marks	Marks Obtained	% of Marks

(12) Teaching/Training Experience: No. of Years..... (Please give details on separate sheet)

**Undertaking:** That the above said information is true and correct and nothing material has been concealed there from. The UEE Mission is free to act upon if any information is found false in future and my contractual engagement can be terminated. And that, I will not file any suit/writ for regularization of my service or salary etc. in the court, if engaged, by the UEE Mission, Delhi, on contract basis.

Date:

(Signature of applicant)

Place:

(Name of applicant in Block letters)

## **DUTIES AND RESPONSIBILITIES OF DISTRICT URBAN RESOURCE COORDINATORS**

### *Academic Improvement in schools of the District*

1. To plan for and provide need based academic resource support for quality improvement in the Govt./MCD/NDMC/DCB and aided schools.
2. To work in coordination of DIETs and plan for need based training of in-service teachers and CRCs.
3. To organize short term district level workshops for academic development of teachers and CRCs in the district including material development workshop.
4. To collect and compile Data through various Quality Monitoring Tools and submit the District level report to UEE Mission and copy to Principal DIET.
5. To form District resource groups and to orient them to mobilize community for soliciting its support in achieving the goals of UEE.
6. To administer achievement tests or research tools/questionnaire in the schools through CRCs and to prepare the district level reports.

### *Planning and Implementation of SSA interventions*

1. To collect and compile data required for the Development of Annual Work Plan and Budget (AWP&B) for SSA interventions (Annual District Elementary Education Plan) for the District.
2. To coordinate, in collaboration of the planning unit of the DIET the workshops for developing the AWP&B for the Revenue District.
3. To carry out all work as would be assigned by the State Project Office (UEEM) from time to time.
4. To monitor the implementation and progress of all the SSA interventions in the district.

### *Supervision and Monitoring of CRCs in District*

1. To plan and organize weekly/fortnightly/monthly meetings of CRCCs.
2. To monitor the performance of each CRCC and report to the SPO.
3. To disseminate to CRCCs, all information and directions received from the UEE Mission (State Project Office of SSA).
4. To keep track of the functioning of CRCCs and report to UEE Mission on weekly basis about any development in the district.

### *General*

1. Since DURCCs are to function under administrative control of DIETs, hence the coordinators will be required to inform the Principal about their movement.
2. The attendance in r/o each District Coordinators is to be verified by the DIET principals on monthly basis.
3. The Coordinators are supposed to plan their calendar of activities on weekly/monthly basis and to maintain a daily diary of the work done.
4. The coordinators are supposed to work in a mission mode and to try to develop a good team of CRCCs so that an enabling environment of quality education is created in the district.

**IMPORTANT: No leave should be availed without prior permission of the UEEM-HQ The daily attendance is to be submitted to DIET Principal on whose verification the salary for a month will be paid. Any absence without information /permission of the SPD/ Addl. SPD may lead to termination of the contract.**

## **DUTIES AND RESPONSIBILITIES OF CLUSTER RESOURCE COORDINATORS**

### ***Academic Improvement in schools of the Cluster***

1. To plan for and provide need based academic resource support for quality improvement in the Govt./MCD/NDMC/DCB and aided schools.
2. To work in coordination of DURCCs and plan for need based training of in-service teachers.
3. To organize short term Cluster level workshops for academic development of teachers, including material development workshop.
4. To collect and compile Data through various Quality Monitoring Tools from the schools in the cluster and submit the Cluster level report to the DURCC.
5. To form resource groups at Cluster level and mobilize community for soliciting their support in achieving the goals of UEE.
6. To administer achievement tests or research tools/questionnaire in the schools and to prepare the cluster level reports.

### ***Planning and Implementation of SSA interventions***

1. To collect and compile data required for the Development of Annual Work Plan and Budget (AWP&B) for SSA interventions (Annual District Elementary Education Plan) at cluster level.
2. To coordinate, in collaboration DURC, the workshops for developing the AWP&B for the Cluster.
3. To carry out all task, assigned by the DURCC and UEE Mission (State Project Office of SSA) from time to time.
4. To monitor the implementation and progress of all the SSA interventions in all the schools in the Cluster.
5. To participate in and monitor the admission drive in the schools.

### ***General***

1. Since CRCCs are to function under administrative control of the head of the School of CRC location, hence the coordinators will be required to inform the Principal about their movement.
2. The attendance in r/o each Cluster Coordinator is to be verified by the Principal of the concerned school/schools visited on monthly basis.
3. The Coordinators are supposed to plan their calendar of activities on weekly/monthly basis and to maintain a daily diary of the work done.
4. The coordinators are supposed to work in a mission mode and to develop the teachers so that an enabling environment of quality education is created in the district.

***IMPORTANT: No leave should be availed without prior permission of the District Coordinator. The daily attendance is to be submitted to District Coordinator on whose verification the salary for a month will be paid. Any absence without information / permission of the District Coordinator may lead to termination of the contract.***

**Note:-Preference will be given to the candidates who have sufficient knowledge of computer (for both candidates of DURCCs and CRCCs)**