

SAMAGRA SHIKSHA-DELHI

(A Society under Education Department, Govt. of NCT of Delhi)

District North, Lucknow Road, Delhi – 110054

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No.F.59/DDE(IEDSS)/Admn.Cell/2016/2596-2605

Dated: 06.10.2021

CIRCULAR

The guidelines for fresh/new engagement of Attendant/Helper at school level under Inclusive Education - Samagra Shiksha from 2021-22 are given below:

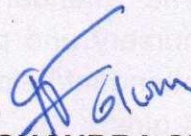
1. Selection Committee to be formed at School level (Govt. And Govt. Aided) with three to five members and HOS as chairperson (One member should be the concerned District Coordinator (IEB)). The said committee shall hold interview of all eligible candidates.
2. HOS of concerned school shall issue a notice regarding the intent to select attendant/helper and display the same in notice board in the school.
3. Age: age should not exceed beyond 40 years as on the date of the selection. The candidate should not be a minor.
4. Educational Qualification: Class XII passed
5. Medical Fitness Certificate from a registered Doctor for providing services to Children with Disabilities as Attendant/helper shall be produced by the candidate at the time of interview
6. The candidates who have experience in working as attendant/ helper for children with disabilities in the schools of DoE or any other organizations may be given weightage.
7. While screening the Selection Committee should ensure that candidate have appropriate skill/attitude towards assisting Children with Disabilities.
8. A merit list of the candidates to be maintained and in case of any candidate fail to join in time, the next candidate shall be engaged without any delay.
9. HOS must get the antecedent check carried out from concerned Police Station, of the selected candidate(s).
10. The attendant/helper for children with severe disabilities studying in nursery and primary classes should be a female. For other classes, the attendant/helper shall be selected by matching the type of school i.e., boys & girls.
11. The deployment of Attendant/Helper for any financial year should not be for more than ten months. The service of attendant/helper may be taken

during the month of January, May and June except vacation period, however, the total period in a financial year shall not exceed 10 months.

12. The remuneration for each Helper/Attendant will be as per approved rate/unit cost of PAB-MHRD, Govt. of India/EC-Samagra Shiksha, Delhi for that particular financial year.
13. The HOS shall submit an appraisal report in respect of duties performed by each attendant/helper separately to concerned DDE (District) in second week of March.
14. The engagement will be purely contractual in nature and will not confer upon him/her any right whatsoever for regular appointment or placement in any other Deptt. under the Govt. of NCT of Delhi.
15. The person shall not be entitled to any benefit to which the regular employees are entitled.
16. The post offered to him/her is non- pensionable and no other benefits are payable/available to him/her for the period of service rendered in the school.
17. He/she shall be entitled to one day leave in each month which cannot be carried beyond the period of engagement.
18. The school may terminate the contract his/her contract, if the candidate furnishes false information.
19. The contractual engagement is liable to be terminated at any time without any notice and without assigning any reason.
20. He/she shall serve a notice of one month before resigning from his/her post or deposit one month salary for immediate termination of contract.
21. By 5th of every month the attendant/helper HOS shall release remuneration from allocated/available fund under Samagra Shiksha Bank Account of school to the attendant/ helper based on the attendance.
22. The District Coordinator (IE) must monitor the duties of Helper/Attendant.
23. The HOS may ensure that the Helper/Attendant should perform the duties exclusively for Children with Disabilities.

All concerned HOS of Govt. & Govt. Aided schools are hereby directed to follow the above mentioned guidelines while engaging new/fresh candidates as attendant/ helper from 2021-22.

This issues with the prior approval of the Pr. Secretary (Education) /President, Samagra Shiksha, Delhi.


(RAMACHANDRA SHINGARE)
JOINT DIRECTOR OF EDUCATION (IE)

No.F.59/DDE(IEDSS)/Admn.Cell/2016/2546-2605

Dated : 06.10.2021

Copy to:

1. P.S. to Pr. Secretary (Education), GNCTD
2. P.S. to Director (Education), Directorate of Education, GNCTD
3. P. A. to SPD, Samagra Shiksha, Directorate of Education, GNCTD
4. DDE- Samagra Shiksha, Directorate of Education, GNCTD
5. FCA- Samagra Shiksha, Directorate of Education, GNCTD
6. DPO/DDE (District) concerned.
7. HOS concerned.
8. All Account Officers of Districts
- ✓ 9. In-charge (Computer Cell), Directorate of Education with the request to upload the circular on the website of the department.
10. Guard File

(RAMACHANDRA SHINGARE)
JOINT DIRECTOR OF EDUCATION (IE)