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Ph No. 23812072, 23810647, E-mail: spd_delhi@rediffmail.com

No.F.DE(29)UEEM/Access/2014-15/  
Dated: 26/6/14

Sub: Engagement of Subject Specific Teacher-TGTs and Primary Teachers on contract basis by SSA (2014-15)

Guidelines to Deputy Director of Education

1. The UEE Mission proposes to engage Subject Specific Teacher (TGT) and Primary Teachers under RTE-SSA over and above sanctioned posts to maintain Pupil Teacher Ratio as per RTE mandate and accordingly action has been initiated with the approval of competent authority and necessary Advertisement and Public Notice has already been issued which are available in the Departmental website which contains inter-alia Consolidated salary payable to candidates, Qualification, Age etc.

2. The list of District-wise, Subject-wise posts under RTE-SSA over and above sanctioned posts is also available in the website as enclosure of Public Circular and it is reproduced below:-

District Wise & Subject Wise Posts under RTE-SSA of TGTs over and above the sanctioned posts as approved by PAB 2014-15

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>District Name</th>
<th>English</th>
<th>Math</th>
<th>Hindi</th>
<th>Sanskrit</th>
<th>Natural science</th>
<th>Social science</th>
<th>Punjabi</th>
<th>Urdu</th>
<th>Total Teachers (UPS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>East</td>
<td>47</td>
<td>27</td>
<td>39</td>
<td>13</td>
<td>50</td>
<td>21</td>
<td>0</td>
<td>1</td>
<td>198</td>
</tr>
<tr>
<td>2</td>
<td>North East</td>
<td>66</td>
<td>63</td>
<td>53</td>
<td>28</td>
<td>66</td>
<td>40</td>
<td>0</td>
<td>5</td>
<td>321</td>
</tr>
<tr>
<td>3</td>
<td>North</td>
<td>10</td>
<td>12</td>
<td>10</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>0</td>
<td>1</td>
<td>51</td>
</tr>
<tr>
<td>4</td>
<td>North West A</td>
<td>46</td>
<td>47</td>
<td>42</td>
<td>39</td>
<td>51</td>
<td>37</td>
<td>0</td>
<td>8</td>
<td>270</td>
</tr>
<tr>
<td>5</td>
<td>North West B</td>
<td>52</td>
<td>51</td>
<td>59</td>
<td>46</td>
<td>55</td>
<td>41</td>
<td>2</td>
<td>1</td>
<td>307</td>
</tr>
<tr>
<td>6</td>
<td>West A</td>
<td>6</td>
<td>5</td>
<td>5</td>
<td>3</td>
<td>5</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>28</td>
</tr>
<tr>
<td>7</td>
<td>West B</td>
<td>42</td>
<td>54</td>
<td>46</td>
<td>32</td>
<td>47</td>
<td>24</td>
<td>1</td>
<td>3</td>
<td>249</td>
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<td>8</td>
<td>South West A</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>9</td>
<td>South West B</td>
<td>56</td>
<td>46</td>
<td>46</td>
<td>33</td>
<td>36</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>257</td>
</tr>
<tr>
<td>10</td>
<td>South</td>
<td>44</td>
<td>39</td>
<td>53</td>
<td>39</td>
<td>46</td>
<td>36</td>
<td>0</td>
<td>2</td>
<td>259</td>
</tr>
<tr>
<td>11</td>
<td>New Delhi</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>12</td>
<td>Central</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>8</td>
<td>16</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>376</td>
<td>351</td>
<td>359</td>
<td>243</td>
<td>368</td>
<td>252</td>
<td>3</td>
<td>29</td>
<td>1981</td>
</tr>
</tbody>
</table>

District Wise Primary School Teachers on contract basis, under SSA, in Sarvodaya schools of Directorate of Education, Delhi under RTE-SSA over and above the sanctioned posts as approved by PAB 2014-15

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>East</th>
<th>North</th>
<th>North West-A</th>
<th>North West-B</th>
<th>West -A</th>
<th>West -B</th>
<th>South West-A</th>
<th>South West-B</th>
<th>South</th>
<th>Central</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>41</td>
<td>40</td>
<td>19</td>
<td>15</td>
<td>50</td>
<td>10</td>
<td>29</td>
<td>15</td>
<td>6</td>
<td>49</td>
<td>10</td>
</tr>
</tbody>
</table>
3. The result, which was declared for TGTs and Primary Teachers to be engaged on contract basis under SSA is available in the departmental website (www.edudel.nic.in) and DDE login.

4. All the DDEs are requested to open separate counters for each subject for verification of certificates etc., as per the schedule given below.

**Schedule:**

For Subject Specific Teachers (TGTs)

a. First 30 candidates in the merit list (General list as displayed in the website) in all the subjects should report to the respective district on 30.06.2014/01.07.2014 between 10.00 a.m. and 5.00 p.m. (for subject having less than 10 posts only 10 candidates have to report)

b. First 20 candidates of SC/ST/PH/OBC in all the subjects should report to the respective district on 02.07.2014/03.07.2014 between 10.00 a.m. and 5.00 p.m. (for subject having less than 10 posts only 06 candidates have to report).

c. Next 30 candidates in the merit list (General/SC/ST/PH as displayed in the website) in all the subjects should report to the respective district on 02.07.2014/03.07.2014 between 10.00 a.m. and 5.00 p.m. subject to availability of vacancy in the respective subjects.

d. Left out candidates in the above list can report (General/SC/ST/PH, if any) by 05.07.2014 as a last opportunity.

For Primary Teachers in DoE schools

I. First 30 candidates in the merit list (General list as displayed in the website) in all the subjects should report to the respective district on 04.07.2014/05.07.2014 between 10.00 a.m. and 5.00 p.m. (for district having less than 10 posts only 10 candidates have to report in the order of merit).

II. First 20 candidates of SC/ST/PH/OBC in all the subjects should report to the respective district on 07.07.2014 between 10.00 a.m. and 5.00 p.m. (for subject having less than 10 posts only 06 candidates have to report).

III. Next 30 candidates in the merit list (General list as displayed in the website) in all the subjects should report to the respective district on 07.07.2014 between 10.00 a.m. and 5.00 p.m. subject to availability of vacancy in the respective subjects.

IV. Left out candidates in the above list can report (General/SC/ST/PH, if any) by 08.07.2014 as a last opportunity.

5. The DDE should adhere to Reservation Rules as per norms.

6. Regarding vacancies available subsequently, the district may exhaust the merit list of all categories by extending the date of verification but not later than 14.07.2014 and after that this can be done only after approval of SPD-SSA. However, post in one category should not be converted into another. The contact number of the candidates is available in the District Login along with the results. Further, district should follow the Reservation policy in-force and RR including mandatory CTET.

7. The offer of engagement to successful candidates shall be issued as per the merit list by the DDEs of the concerned district where the vacancies exist and where the candidates have applied. The teachers will be engaged only on or after 14.07.2014 and they will be engaged till 31.03.2015. Salary for
autumn and winter break is payable however their services may be utilized by SSA during the break, if needed.

8. The candidates were directed to produce before the District Authorities the following for verification:-
   • Registration slip.
   • CTET qualification certificate
   • All original certificates along with their original mark sheet and certificate of 10th, 12th, Graduation and B.Ed (for TGTs).
   • All original certificates along with their original mark sheet and certificate of 10th, 12th, ETE/IBT/B.E.Ed. or equivalent (for primary teacher).
   • SC/ST/OBC Caste certificates (if claiming benefits of reservation).
   • Certificate of disability issued by the appropriate authority (if applied in PH category)
   • Two photographs (one attested and one plain).
   • Photo Identity Card
   • Experience certificate duly certified by the Principal/ Relieving certificate (applicable to candidates who worked as contract teacher under S$A during 2013-14 in DoE schools of Delhi).
   • The candidates shall also furnish one attested set of the above documents to the district office.


10. Vide notification issued by Dte. of Edn., dated 30.11.2012, candidates securing 60% and above marks will be considered as CTET qualified. Further the NCTE vide notification dated 29.07.2011 specifically provided that “Relaxation up to 5% in the qualifying marks shall be allowed to the candidates belonging to reserved categories, such as SC/ST/OBC/PH.

11. After verification of document, by order of merit the engagement letters shall be issued to the successful candidates by the District Authorities, only after getting necessary relieving certificate from the previous employer.

12. The DOE shall ensure that the candidates belonging to OBC categories belong to Delhi and produce certificates which are issued by concerned authorities of Delhi Government. Those who do not submit proper certificate as mentioned above will be treated as General Category and merit list of combined category will be applicable in their cases.

13. No change will be allowed by the District Deputy Director of Education if the entries are filled wrongly and submitted through online. However it was reported that some candidates have wrongly filled up the year of passing of CTET as 2013 instead of 2014 due to some technical error in the computer system. This may be considered in favour of the candidates after verification of the original certificate.

14. Common proforma for offer of appointment and Agreement for engagement on contract basis are enclosed.

15. Persons selected against the quota for persons with disabilities have to be placed in the appropriate category viz. SC/ST/OBC General candidates against the number of posts shown for these categories. No separate posts are identified for the persons with disabilities.

16. While issuing offer of appointment to these candidates of PH category the bottom placed candidates from GEN/SC/ST/OBC category, as the case may be, shall be displaced.

17. With reference to the candidates belonging to hearing impaired, no reservation is to be provided in terms of Annexure II to the GoI, Min. of Social Justice and Empowerment Notification no. 16-70/2007-DD.III dated 15th March 2007.

18. A rejection letter shall be issued to the candidates not found suitable clearly mentioning therein the reasons for rejection in the proforma enclosed.
19. All procedures like verification of documents, issue of offer letter, signing of Agreement letter and allotment of school be completed before 10.07.2014.

20. It may be ensured that the teachers be posted in the schools to maintain prescribed PTR to the extent possible.

21. All DDEs shall furnish a report detailing the total appointment made, categories wise and, subject wise to the undersigned at the office of the UEE Mission, Lucknow Road, Delhi-54 after completion of the process but not later than 21.07.2014.

22. It may be ensured that the total number of posts filled up (Subject Wise/Category wise) should not be more than the total number of posts allotted (Subject wise/Category wise) by SSA.

23. The candidates should be allowed to join the school only w.e.f. 14.07.2014 and not before that as the salary will become payable only after 14.07.2014. The engagement letter should be generated through online as per the procedure given below:
   a. School plant → Entry Form → Engagement/Relieving of contract teachers under SSA
   b. School Plant → Report → Reprint of Engagement/Relieving of contract teachers under SSA

   Note: no engagement letter will be issued manually.

Encl:
   1. Copy of Contractual Engagement letter
   2. Specimen copy of offer of engagement letter
   3. Specimen copy of rejection letter

Copy for information to:
   1. PS to Secretary (Education), Dte. of Education, old Sectt, Delhi-54
   2. PA to Director of Education, Dte. of Education, old Sectt, Delhi-54
   3. All Dy. Directors of Education, Dte. of Education,
   4. O.S.(IT) with the direction to upload the notice on the website.
AGREEMENT

Sub: The agreement is between the Dy. Director of Education (District, ...............) herein after referred as DDE and Mr./Ms. ............... herein after referred as Subject Specific Teacher

Mr./Ms. (Name) is hereby engaged to the post of Subject Specific Teacher (Subject: ............... ) in (school Name: ............... ) on contractual basis in this District from (Date) ............... on the following terms and conditions:

1. The contract is being entered into purely to meet the temporary, short term requirement of the District arising as a result of implementation of RTE-SSA program to maintain PTR as per RTE mandate.

2. The term of the engagement shall be for a period from ............... to 31.03.2015.

3. Mr./Ms. (Name) ............... is initially posted in ................ (name of school with ID) ............... .

4. That a consolidated remuneration of Rs.27800/- (Rs. Twenty Seven Thousand Eight Hundred Only) per month inclusive of all allowances shall be paid to the Contractee. No other benefits/allowances/perks etc shall be paid over and above the said consolidated remuneration.

5. The appointment is purely of contractual in nature and will not confer upon her/him any right whatsoever for regular appointment or placement in any other Deptt. under the Govt. of NCT of Delhi or otherwise.

6. The person shall not be entitled to any benefit or perk to which the regular employees of the District are entitled.

7. That the post offered to his/her is non-pensionable and no other benefits are payable /available to her/his for the period of service rendered in the District.

WORK SCHEDULE

1. The Teacher shall work 6 days a week. His/her work shall begin according to the schedule of the school or any other time assigned by the District.

2. The Teacher shall be entitled to one day leave in each month which cannot be carried forward.

3. That the Teacher can be assigned any duty at any place in the District to fulfill the objectives of the subject specific for which he/she has been engaged.

4. The duties and responsibilities of the work shall be indicated by the competent authority from time to time.

CONDUCT

1. He/ She shall maintain daily dairy and shall be required to submit monthly progress report of his/her on regular basis.

2. The Subject Specific Teacher shall perform the services under this Agreement diligently and honestly, in a professional and responsible manner. The quality of the performance of the contract teacher shall be of the highest standards and to the complete satisfaction of the HoS concerned. Towards this end, the Teacher shall not engage himself/herself or take up employment with any other office, organization, company, person, etc. during the tenure of his/her engagement with the District. The Teacher shall devote his/her full time, attention and efforts exclusively to the District. The Teacher shall complete all activities entrusted to him/her within reasonable time. The Teacher shall render his/her services himself/herself and shall not delegate them to any third person.
TERMINATION

1. The DOE may terminate his/her contract if the candidate has furnished false information exhibiting dishonesty, indiscipline, moral turpitude etc.
2. That the contractual engagement is liable to be terminated at any time without any notice and without assigning any reason.
3. That he/she will serve a notice of one month before resigning from his/her post or deposit one month salary for immediate termination of contract.

GENERAL

1. This engagement by the District neither create nor shall be deemed to create any employer-employee relationship between the District and the Subject Specific Teacher and the District shall incur no liability in this regard. The Teacher shall render his/her services as an independent contractor. Nothing under this Agreement or in the arrangements hereby contemplated shall constitute the Teacher as an employee, servant or workman of the District.

Signature of the Approving Authority on behalf of the District

DY.DIRECTOR OF EDUCATION
District ............

(Accepted the above terms and conditions and offer my willingness)

Signature of the Teacher
Ms./Mr. (Teacher name)

No. Dated:

Copy to:-
1. SPD-SSA, UEE Mission
2. AO/AAO, District
3. A.O. UEE Mission, Lucknow Road,
4. Supdt., E-III, Dte. of Education, Old Seet., Delhi
5. HoS Concerned.
6. Teacher Concerned
7. Main File

DY.DIRECTOR OF EDUCATION
District ............
MEMORANDUM

Sub: Offer of engagement to the post of Subject Specific Teacher (Subject ____________) on Contract Basis.

Mr./Ms. ________________ is hereby given an offer on the engagement to the post of Subject Specific Teacher (Subject ____________) purely on contractual basis in District (___________) for the period of ______________ to 31.03.2015.

In case, he/she is willing to accept this offer, he/she shall have to sign an agreement with the district ________ in which terms & conditions of contract are very clearly specified (copy enclosed) and furnish his/ her acceptance to this office within three days from the receipt of this letter, failing which the offer shall be treated as cancelled without any further notice.

This issues with the prior approval of the Competent Authority.

DY. DIRECTOR OF EDUCATION
District ____________

Encl: As above
DEPARTMENT OF EDUCATION  
DISTRICT__________  
Government of NCT of Delhi 

No.____  

MEMORANDUM 

Sub: Rejection letter for the post of Subject Specific Teacher (Subject..............) on Contract Basis. 

Mr/Ms. ______(Name)__________ is hereby informed that his/her candidature for the post of Subject Specific Teacher (Subject..............) on contract basis in District (_________), under the SSA scheme, is rejected for the following reasons:-

1.____________________________________

2.____________________________________

3.____________________________________

DY.DIRECTOR OF EDUCATION  
District ..........  

To,  
Mr./Ms._______(Name of candidate)______
DEPARTMENT OF EDUCATION

DISTRICT ________________________________________

Government of NCT of Delhi

(AGREEMENT)

Sub: The agreement is between the Dy. Director of Education (District.............) here in after referred as DDE and Mr./Ms. here in after referred as (Primary Teacher)

Mr./Ms. (Name) is hereby engaged to the post of Primary Teacher in (school Name.................) on contractual basis in this District from (Date)............to............ on the following terms and conditions:-

1 The contract is being entered into purely to meet the temporary, short term requirement of the District arising as a result of implementation of RtE-SSA program to maintain PTR as per RtE mandate.

2 The term of the engagement shall be for a period from........... to 31.03.2015.

3 Mr./Ms. (Name).................is initially posted in _________________(name of school with ID)______.

4 That a consolidated remuneration of Rs.27000/- (Rs. Twenty Seven Thousand only) per month inclusive of all allowances shall be paid to the Contractee. No other benefits/allowances/perks etc shall be paid over and above the said consolidated remuneration.

5 The appointment is purely of contractual in nature and will not confer upon her/him any right whatsoever for regular appointment or placement in any other Deptt. under the Govt. of NCT of Delhi or otherwise.

6 The person shall not be entitled to any benefit or perk to which the regular employees of the District are entitled.

7 That the post offered to his/her is non-pensionable and no other benefits are payable /available to her/his for the period of service rendered in the District.

WORK SCHEDULE

1. The Teacher shall work 6 days a week. His/her work shall begin according to the schedule of the school or any other time assigned by the District.

2. The Teacher shall be entitled to one day leave in each month which cannot be carried forward.

3. That the Teacher can be assigned any duty at any place in the District to fulfill the objectives or the subject specific for which he/she has been engaged.

4. The duties and responsibilities of the work shall be indicated by the competent authority from time to time.

CONDUCT

1. He/She shall maintain daily dairy and shall be required to submit monthly progress report of his/her on regular basis.

2. The Primary Teacher shall perform the services under this Agreement diligently and honestly, in a professional and responsible manner. The quality of the performance of the contract teacher shall be of the highest standards and to the complete satisfaction of the HoS concerned. Towards this end, the Teacher shall not engage himself/herself or take up employment with any other office, organization, company, person, etc. during the tenure of his/her engagement with the District. The Teacher shall devote his/her full time, attention and efforts exclusively to the District. The Teacher shall complete all activities entrusted to him/her within reasonable time. The Teacher shall render his/her services himself/herself and shall not delegate them to any third person.
TERMINATION

1. The DOE may terminate his/her contract, if the candidate has furnished false information exhibiting dishonesty, indiscipline, moral turpitude etc.
2. That the contractual engagement is liable to be terminated at any time without any notice and without assigning any reason.
3. That he/she will serve a notice of one month before resigning from his/her post or deposit one month salary for immediate termination of contract.

GENERAL

1. This engagement by the District neither create nor shall be deemed to create any employer-employee relationship between the District and the Teacher and the District shall incur no liability in this regard. The Teacher shall render his/her services as an independent contractor. Nothing under this Agreement or in the arrangements hereby contemplated shall constitute the Teacher as an employee, servant or workman of the District.

Signature of the Approving Authority on behalf of the District

DY.DIRECTOR OF EDUCATION
District .............

(Accepted the above terms and conditions and offer my willingness)

Signature of the Teacher
Ms./Mr. (Teacher name)

No.
Copy to:-
1. SPD-SSA, UEE Mission
2. AO/AAO, District
3. A.O. UEE Mission, Lucknow Road,
4. Supdt., E-IV, Dte. of Education, Old Sectt., Delhi
5. HoS Concerned
6. Teacher Concerned
7. Main File

Dated:

DY.DIRECTOR OF EDUCATION
District .............
MEMORANDUM

Sub: Rejection letter for the post of Primary Teacher on Contract Basis by SSA.

Mr./Ms. (Name) is hereby informed that his/her candidature for the post of Primary Teacher on contract basis in District (__________), under the SSA scheme, is rejected for the following reasons:-

1. 
2. 
3. 

To,
Mr./Ms. (Name of candidate)
DEPARTMENT OF EDUCATION
DISTRICT
Government of NCT of Delhi

MEMORANDUM

Sub: Offer of engagement to the post of Primary Teacher on Contract Basis by SSA.

Mr./Ms. ____________________ is hereby given an offer on the engagement to the post of Primary Teacher purely on contractual basis in District (_______) for the period of .................to 31.03.2015.

In case, he/she is willing to accept this offer, he/she shall have to sign an agreement with the district ________ in which terms & conditions of contract are very clearly specified (copy enclosed) and furnish his/ her acceptance to this office within three days from the receipt of this letter, failing which the offer shall be treated as cancelled without any further notice.

This issues with the prior approval of the Competent Authority.

DY. DIRECTOR OF EDUCATION
District ............

Encl: As above