CIRCULAR

Sub:- Allocation of Guest Teachers to schools against vacant post 2014-15.

All the HOS’s are informed that Guest Teacher applicants covered under merit have been allocated to schools against vacant posts. HOS’s are directed to verify DOB, qualification, caste, etc. as reported in the online application form from their original certificates. Eligibility may be checked with reference to the Public Notice 28.07.2014. For this purpose details of allocated applicants are made available at the school level. If the documents are found to be in order engagement letter must be issued online and the concerned candidate(s) be instructed to join the school/post immediately.

HOS’s are informed that if any discrepancies are found between the data submitted by applicant online and the original documents, their applications shall be rejected and no correction will be allowed.

All DDEs are directed to supervise the process and ensure that the task is completed within the stipulated time period.

(N.T. KRISHNA)
JT. DIRECTOR (PLANNING)
Check List for verification

1. Check the 12th class Roll Number, Date of Birth, name entered in the online application with the aid of CBSE/State Board original Certificate.

2. Check the qualifications for a given post with the help of post wise details of eligibility mentioned in the Public Notice dated 29.7.2014 issued by the Planning Branch. For any further clarification regarding qualification related matters RRs available online may be consulted.

3. If the documents of candidate are found to be in order engagement letter (online) must be issued immediately.

4. The process of verification and issuing of engagement letter must be completed in one visit only.

5. If the application is rejected the reasons must be updated online and also to be communicated to the applicant verbally.