CIRCULAR

Instructions to the HOS for hiring of retired persons as Estate Manager on contractual basis

Fresh applications are being invited to engage Estate Manager for schools where no one could be engaged earlier. The Head of School are directed to go through the Order No. F.1/437/CTB/2015-16/1697 dated 28/12/2015 and clarifications issued in this regard thereafter and strictly follow the instructions. Following guidelines are being issued for hiring of retired persons as Estate Manager on contract basis:

1. The online module for application will remain open till 30/04/2016 up to 5.00 p.m. The school wise list of applicants will be made available to the HOS on www.edudel.nic.in on 03/05/2016 at 5.00 p.m. on link “School Plant- Report- Estate Manager/Ministerial Staff Report” after logging in ‘DEL E’.

2. The HOS will chalk out a schedule for interview which will be displayed at the Notice Board invariably on 04/05/2016 so that all applicants are aware of the schedule.

3. No contractual engagement shall be done in any school where the students' enrolment is 'zero'.

4. The remaining applicants, who had applied online in January, 2016 for engagement as Estate Manager will no longer be considered for selection. They will have to apply afresh now.

5. All the applicants will be interviewed by a Selection Committee from 6/5/2016 to 13/5/2016 and their signature for attendance will be taken. The candidates will be required to submit following documents:
   (a) hard copy of the online application,
   (b) self attested photo copies of the documents of educational qualification
   (c) Proof of Defence Service, if any
   (d) Medical fitness certificate of a registered medical practitioner (having M.B.B.S. or equivalent degree),
   (e) Pension Payment Order or any equivalent document showing length of earlier qualifying service. It will serve as a proof of vigilance clearance at the time of retirement ,
   (f) an undertaking to the effect that he/she has no criminal case pending against him at the time of hiring
   (g) an undertaking to the effect that he/she has adequate working knowledge of MS Office (Words and Excel) and internet as well as of Android Mobile App.

6. The Selection Committee comprising of the followings will screen the candidate's eligibility and interview the candidates from 6/5/2016 to 13/5/2016. A merit list will be drawn giving weightage as mentioned in para 5 below:
7. The weightage for the followings will be given to the candidates for preparing merit for selection:

(i) Weightage of experience/length of service:
   - Below 20 years: 01 marks
   - 20 and above but less than 25 years: 02 marks
   - 25 and above but less than 30 years: 03 marks
   - 30 years and above: 04 marks

(ii) Weightage of age
   - Up to 61 years: 03 marks
   - More than 61 but up to 62 years: 02 marks
   - More than 62 but up to 63 years: 01 marks
   - Above 63 years: NIL

(iii) Weightage of highest educational qualification
   - Below XII Standard: NIL
   - Senior Secondary/ XII Standard: 01 marks
   - Graduation: 02 marks
   - Post Graduation: 03 marks

(iv) Weightage for Ex-serviceman: 05 marks

(v) Weightage of Interview: 08 marks

8. The weightage of 05 marks for 'Ex-serviceman' may be given only to a person who has retired from any rank (whether a combatant or as non-combatant) in the Regular Army, Navy and Air Force of the Indian Union but not to a person who has served in the defence Security Corps, the General Research Engineering Force, Lok Sahayak Sena and the paramilitary forces.

9. There is no condition of any minimum educational qualification for engagement on contract basis as Estate Manager. However, there are marks for qualification. In case a person is below Senior Secondary/ XII Standard, 'zero' marks will be given for qualification but he/she will be considered. It is the duty of the Selection Committee to ensure that candidates have working knowledge of computer (MS-Word, Excel, Internet, e-mail) as well as Android Mobile Apps.

10. 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 select panel will be engaged.

11. The HOS will be empowered to hire ONE Estate Manager on contractual basis against vacant posts of ministerial staff (LDC, UDC, HC and OS). For this purpose, the Data Entry Operators (DEO) posted in the school shall be counted as regular staff against filled posts. First, an Estate Manager is to be hired against the vacant posts and if there are more than one vacancy in the school, then these will be filled by Ministerial staff.

12. The hiring will be done by generating online “Engagement Order” from the link available in “School Plant” from 16/5/2016 to 21/5/2016.

13. In case of filling of any of the vacant posts against which ministerial staff as well as Estate Manager are hired, are filled by regular employees, first the Ministerial staff on contractual basis will be terminated and then the Estate Manager will be removed only when all the vacant posts of ministerial staff are filled by regular employees.

14. The Estate Manager will be assigned duties by the HOS but no financial powers can be given to him/her. In case of any irregularity/lapse/absence without prior sanction, the HOS will be competent to terminate the services of such person without any notice. The termination order will be generated online from the link under “School Plant- Entry Form”.

15. As soon as the hired Estate Manager attains the age of 65 years, he/she will be terminated immediately.

16. It is clarified that the person engaged as Estate Manager is required to possess an Android Mobile with internet connection because it is the part of his/her duty to send online report on mobile App. No charges are payable on this account.

17. Whole process from selection through interview by Selection Committee to engagement is to be done at school level. Neither any approval is to be obtained from any higher level nor is any intimation required to be sent anywhere.

This issues with the approval of the Director (Education).

No. F.1/437/CTB/Pt. File/2015-16/ 58S
Copy to the followings for information

1. PS to the Director of Education
2. Addl DE (CTB)
3. Addl DE (Admn)
4. All the RDES/DDEs (District & Zone)
5. All the HOSs of Government schools
6. Programmer (IT) for uploading on the website

(Binay Bhushan)
Spl. Director of Education (CTB)
Dated: 22/4/16

(Ravinder Kumar)
Deputy Director of Education (CTB)