

**GOVT. OF NCT OF DELHI
DIRECTORATE OF EDUCATION
NIOS PROJECT
OLD SECRETARIAT DELHI-110054**


Ref.No. NIOSProject/2018-19/264

Dated 24.07.2018

Public Notice

Duties and Responsibilities for Coordinator/In-charge of Nodal Study Centres

1. The contractual Coordinators for Nodal Centre for girls and boys will be responsible for all tasks related to this programme including the following:
 - (i) Most significantly, to ensure safety and security of each student and maintenance of discipline at the study centre
 - (ii) To frame centralized Time Table for running classes for the students under this programme
 - (iii) The Coordinators will take minimum 6 period in a week.
 - (iv) To inspect that classes are held as per Time Table at the study centre.
 - (v) To ensure good quality teaching of these students and to have remedial classes, if required.
 - (vi) To inspect allotted study centres regularly to ensure that online attendance of the students is submitted regularly and resources are best utilized in the benefit of students.
 - (vii) To distribute study material received from the NIOS.
 - (viii) To assign and monitor duties to the Data Entry Operators deployed on the Nodal Centres.
 - (ix) To oversee that the salary/remuneration of the Teachers is paid timely by the DDO already working in the respective schools.
 - (x) To liaison with the HOSs/DDOs of the nodal-cum-study centres and building in-charges of the Nodal Centres as well as with the NIOS regional centre for latest information/updates.
 - (xi) To keep in touch with the parents and counsel them and their wards for their progress.
 - (xii) To ensure that teachers give assignments/home work to the students and check it regularly.
 - (xiii) To ensure that tutor marks assignments (TMA) are properly given to the students and duly checked TMAs are uploaded on the NIOS website within the stipulated time.
 - (xiv) To make sure that practical's are being conducted as per schedule along with its exam as per guidelines of NIOS.
 - (xv) To assign and monitor duties to the Estate Managers, Sanitation workers, Data Entry Operators, Security Guards, MTS deployed on the Nodal Centres (for evening shift Coordinators).
 - (xvi) To ensure optimum and justified utilization of nodal centre school resources such as water and electricity etc. to avoid wastage. (For evening shift Coordinators)
 - (xvii) To see that the building/premises is left clean and usable for the normal classes in the morning of the next day. (For evening shift Coordinators)
 - (xviii) To collect copy of Aadhaar card from the students and send it with bank account number of student concerned
 - (xix) Any other work that may arise in the course of running the centre.



2. **Duty hours:** The Nodal Centre Coordinators for morning Shift schools will work from 7 a.m. to 1.30 p.m. and evening shift coordinators will work from 12.30 p.m. to 6.30 p.m. Their timings may be enhanced by the Competent Authority as per requirement. The Nodal Centre Coordinators will work for an extra hour over and above the normal working hours of the Heads of Government schools. The Nodal Centre Coordinators of girls will devote an extra hour after the close of morning shift. Likewise, the Nodal Centre Coordinators of boys will come an hour earlier than the opening time of the second shift school. Their timings may be enhanced by the higher officers as per requirement.

3. The contractual coordinators will have no financial powers of any kind.

4. The contractual engagement is of a temporary nature which can be terminated at any time without assigning any reason. Further, these coordinators will not be allowed to take any other assignment during the period of this contractual engagement.

5. The engagement is initially up to April 2019 which can be extended subject to satisfactory performance and job requirement.

6. The engaged coordinators will have to ensure to achieve the bench mark of at least 50% pass percentage in the NIOS examination. In every academic cycle, the performance/appraisal of the concerned contractual appointees will be done by the DDE District concerned.

7. **Scheme of engagement of contractual Nodal Centre Coordinators:**

The engagement of retired persons will be on purely contractual basis in terms of O.M. No. F.20/47/2015-AC/204-248 dated 04/12/2015. The engagement will be preferably for a particular district applied for and can be deputed where ever vacancy exists across Delhi against vacant sanctioned posts of Principal/Vice Principal.

8. **Eligibility:**

- (i) The candidate should be completing his/her age by 65 years as on 30.06.2019 or thereafter for submitting online application.
- (ii) He/she should have retired from the post of Principal / Vice Principal, from any Government organization like Directorate of Education, Delhi Government, New Delhi Municipal Council (NDMC), Kendriya Vidyalaya Sangathan and Navodaya Vidyalaya Samiti.
- (iii) The candidate should be medically fit for which a medical certificate from a Registered Medical Practitioner having at least an MBBS or equivalent medical degree is required at the time of interview.
- (iv) The candidate should be free from vigilance angle at the time of retirement. The following documents may be submitted at the time of interview,
 - (a) Vigilance Clearance at the time of retirement,
 - (b) Copy of PPO (Pension payment order)/ GPO (Gratuity payment order),
 - (c) Re-employment order (if any)
 - (d) Undertaking to the effect that no criminal case is pending against him/her at the time of engagement.
- (v) The person should have working knowledge of Computer such as MS-Office (Words & Excel), PPT, Internet and e-mail.

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9. **Consolidated Remuneration:** The contractual persons engaged as Centre Coordinators will be entitled to a monthly consolidated remuneration equal to Last Basic Pay at the time of retirement minus gross basic pension and D.R. thereon as per norms approved by the Finance Department, GNCTD vide O.M. No. F.20/47/2015-AC/204-248 dated 04/12/2015. However, they will not be entitled to any other allowance or Government transport facility. T.A. / D. A. will be admissible to them as per rules in connection with their journey in connection with official duty.

10. **Leave Entitlement:** The contractual Coordinators will be entitled to 08 days leave in a calendar year on pro-rata basis.

11. The engaged coordinators will have to ensure that at least 50% of the students pass the NIOS examination. In every academic cycle, the performance/appraisal of the concerned contractual appointees will be done by the DDE District concerned.

This issues with the approval with competent authority.

S. Sain
24.7.18

Dr.(Mrs.)Saroj Bala Sain
Addl DE(School/NIOS Project)

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Dated:24.07.2018

Copy to:

1. PS to Secretary (Education).
2. PS to Director (Education).
3. All RDEs.
4. All DDE Districts/DDE Zones.
5. SO (IT) to upload on website

Y. Marka
24.7.18

Dr. Y. Marka
DDE(NIOS Project)