

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION, ESTABLISHMENT-I
OLD SECRETARIAT, DELHI -110054

Email id: - assttdeeone@gmail.com; Phone No: - 011-23890232

F.DE.1(15)(10)/E-I/RRs/2017/5495-5500

Dated: 25/09/2025

NOTICE

Sub.: Notice to all stakeholders for seeking suggestion/comments/objection for framing of Recruitment Rules of Multi Tasking Staff [MTS-General Duty and MTS-Aaya, Female] for all posts of MTS/Class-IV, Group-C (Erstwhile Group-D) in Directorate of Education, GNCT of Delhi.

In accordance with DOPT OM AB-14017/6/2009-Estt(RR) dated 30/4/2010 regarding recommendation of 6th CPC and Services department, GNCT of Delhi letter no. 2/6/RR/2011/S-IV/1612 dated 17/10/2016; framing of Recruitment Rules (RRs) of **Multi Tasking Staff [MTS-General Duty and MTS-Aaya, Female]** for all posts of MTS/Class-IV Group-C erstwhile Group D (i.e. Class-IV, Museum Attendant, Gestener Operator, Daftry, Duplicate Operator, Mali, Gardner SOE, Waterman, Lab Attendant, Khalasi, Chowkidar, Mali cum tracker, Peon, Peon SOE, Mali cum Chowkidar, Sweeper, Guard cum Attendant, Farash cum Sweeper, Farash, Farash cum Peon, Attendent, Despatch Rider, Museum Attendant, Technical Attendant cum Khalasi, Boat Keeper, Laskers, Caller Woman, Peon cum Messenger, Mali cum Groundman, MTS for Sports Branch, Ground Man (MTS)-Outsource Aya, Aya-SOE, Aaya-Outsource) in Directorate of Education is under process.

Draft Notification & schedule for framing of Recruitment Rules (RRs) of Multi Tasking Staff (MTS) is enclosed herewith. All the stakeholders are hereby informed & requested to submit their suggestion/comments/objection in the matter, if any within 30 days of issue of this notice through E-mail on assttdeeone@gmail.com or personally in this office.

This issues is with the Prior approval of the Competent Authority.

Encls.: Draft Notification & Schedule of RRs.

To

All the Stakeholders/MTS/Class-IV, Group-C (Erstwhile Group-D)
Of Directorate of Education, GNCT of Delhi

F.DE.1(15)(10)/E-I/RRs/2017/5495-5500

Dated: 25/09/2025

Copy for information and necessary action to:-

1. PPS/PA to Worthy Director, Directorate of Education, GNCTD
2. PS/PA to the Addl. Director, (Admn.), Directorate of Education, GNCTD
3. PS/PA to the Dy. Director (E-I), Directorate of Education, GNCTD
4. The In-charge (MIS), Directorate of Education, GNCTD for uploading this notice in Circular on Education MIS Portal; for information & suggestion/comments/objection of Stakeholders/Class-IV, Group-C (Erstwhile Group-D) of Directorate of Education, GNCT of Delhi.
5. Guard File


Dy. Director (E-I)
Directorate of Education

[TO BE PUBLISHED IN PART-IV OF THE DELHI GAZETTE EXTRA ORDINARY]
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION : ESTABLISHMENT-I BRANCH
OLD SECRETARIAT : DELHI-110054

Delhi, the

NOTIFICATION

F.DE.1(15)/10/E-I/RRs/2017/_____ -In exercise of the powers conferred by proviso to article 309 of the Constitution of India read with the Government of India, Ministry of Home Affairs notification number G.S.R.840 dated the 13th July, 1959, the Lieutenant Governor, National Capital Territory of Delhi is hereby pleased to make the following rules regulating the method of recruitment to the post of **Multi Tasking Staff [MTS-General Duty and MTS-Aaya, Female]** in the Directorate of Education, Government of National Capital Territory of Delhi, namely :-

1. **Short title and commencement:-**(i) These rules may be called the Multi Tasking Staff [MTS-General Duty and MTS-Aaya, Female] Recruitment Rules, 2025.
(ii) They shall come into force on the date of their publication in the Delhi Gazette.
2. **Number of posts, classification and pay level in Pay Matrix:-**The number of said post, its classification and level in the pay matrix shall be as specified in columns (2) to (4) of the Schedule attached with these rules.
3. **Method of recruitment, age limit qualification, etc.:-** The method of recruitment to the said post, age-limit, qualification and other matters relating thereto, shall be as specified in columns (5) to (13) of the said Schedule.
4. **Disqualifications:-** No person,-
(a) who has entered into or contracted a marriage with a person having a spouse living, or
(b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.
5. **Power to relax:-** Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
6. **Saving:-** Nothing in these rules shall effect reservations, relaxation of age-limit and other concessions, required to be provided for the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-servicemen or any other special categories of persons in accordance with the orders issued by the Government from time to time in this regard.

SCHEDULE

1	Name of the Post	Multi Tasking Staff [MTS-General Duty and MTS-Aaya, Female]
2	Number of Post	1983*(2025) [1704 MTS-General Duty and 279 MTS Aaya, Female] *Subject to variation dependent on workload.
3	Classification	Group - 'C', Non-Gazetted, Non-Ministerial
4	Scale of Pay	Level-1 (Rs. 18000-56900) of 7 th CPC Pay Matrix.

5	Whether selection post or Non-selection post	Not Applicable
6	Age Limit for Direct Recruitment	<p>Between 18-25* years</p> <p>(Relaxable for departmental candidate upto 40 years in accordance with the instructions or orders issued by the Central Government)</p> <p>Note: The crucial date for determining the age limit shall be as advertised by DSSSB/Competent Authority.</p> <p>*In case of post being filled up by all-India Open Competition, the age limit would be between 18 year and 27 years.</p>
7	Educational and other qualifications required for direct recruits	Matriculation OR equivalent pass from a Central/State Government recognized University/Board.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9	Period of probation, if any	Two (02) Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	By Direct Recruitment through Delhi Subordinate Service Selection Board (DSSSB) or any other similar Government Agency.
11	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation absorption to be made	Not Applicable
12	If a Departmental promotion committee exists what is its composition	<p>Group 'C' Departmental Confirmation Committee consisting of:</p> <ol style="list-style-type: none"> 1. Director (Education) - Chairperson. 2. Spl. Director/Addl. Director (Social Welfare) - Member. 3. Dy. Secretary (GAD) - Member. <p>(Note: Senior most member of the Departmental Promotion Committee/ Departmental Confirmation Committee shall act as Chairperson in case the notified Chairman of the Departmental Promotion Committee/Departmental Confirmation Committee happens to be junior to another member of the Departmental Promotion Committee.)</p>
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not Applicable

**By order and in the name of Lt. Governor
of National Capital Territory of Delhi,**

Director (Education)

Dated the

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION, ESTABLISHMENT-I
OLD SECRETARIAT, DELHI -110054**

F.DE.1(15)(10)/E-I/RRs/2017/

Dated : 25/09/2025

As per the dopt OM no. AB-14017/6/2009-Estt (RR) dated 30.04.2010; list of some illustrative but not exhaustive duties & responsibilities for Multi Tasking Staff [MTS-General Duty and MTS-Aaya, Female] in the Directorate of Education, Government of National Capital Territory of Delhi.

(FOR MTS-GENERAL DUTY)

1. Physical Maintenance of records of the Room/Branch/Office/school.
2. General cleanliness & upkeep of the Room/Branch/Office/school.
3. Carrying of files & other papers within the building.
4. Photocopying, sending of FAX etc.
5. Other non-clerical work in the Room/Branch/Office/school.
6. Assisting in routine office work like diary, dispatch etc., including on computer.
7. Delivering of Dak (outside the building).
8. Watch & Ward duties.
9. Opening & closing of Room/Branch/Office/school.
10. Cleaning of Room/Branch/Office/school.
11. Dusting of furniture etc.
12. Cleaning of building, fixtures etc.
13. Work related to his ITI qualifications, if exists.
14. Driving of vehicles, if in possession of valid driving license.
15. Upkeep of parks, lawns, potted plants etc.
16. **Any other office works/duties as assigned by HOO/HOS/In-charge or Higher Authorities from time to time.**

(FOR MTS-AAYA, FEMALE ONLY)

1. To ensure safety & security of Nursery/Primary student(s) & CWSN during school hours by ensures strict compliance of safety & security guidelines including their entry/exit in/from the school. The Aaya shall reach the school before Nursery/Primary student(s) & CWSN reach the school ontime and leave the school only after school hours when concerned student(s) leave the school.
2. Caring for Nursery/Primary student(s) & CWSN based on their needs and assist them in/whilst.
 - i) Toileting and related needs such as changing wet cloths, & cleanliness.
 - ii) Eating and drinking. If Nursery/Primary student(s) & CWSN is not able to eat himself/herself, Aaya shall feed the student.
 - iii) Dressing and undressing whenever required.
 - iv) Moving in and out of wheel chairs and wearing braces & other orthopedic appliances, if any.
3. To assist in/perform tasks related to the physical, self care, social and health care needs of Nursery/Primary student(s) & Children with Special Needs (CWSN).
4. To keep the rooms & toilets clean for Nursery/Primary student(s) & CWSN.
5. To assist the teacher in training of Nursery/Primary student(s) & CWSN in their personal/self care skills. For example, toileting, eating, dressing, grooming etc.
6. To maintain self-hygiene and positive relationship with parents and Nursery/Primary student(s) & CWSN.
7. General cleanliness of chair, table & furniture etc & upkeep of the Room/Hall for Nursery/Primary student(s) & CWSN.
8. **Any other office works/duties related to Nursery/Primary student(s) & CWSN as assigned by HOO/HOS, In-charge or Higher Authorities from time to time.**

**Dy. Director (E-I)
Directorate of Education**