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कार्यालय: प्लॉट नं १बी, शिक्षा सदन, सेक्टर ५ पंचकुला-१३४१०९ (भारत) दूरभाष: ९१ (०१७२) २५६०२४६ फैक्स: ९१ (०१७२) २५६०२५३
e-mail: edusecondaryhry@gmail.com - site: www.schooleducationharyana.gov.in

From

Director Secondary Education,
Haryana, Panchkula.

To

All District Education Officers,
All Block Education Officers, in the State of Haryana
And Concerned Principals/School Heads

Memo No. 3/14-2015 ICT (1)
Dated Panchkula, the 17.09.2015

**Sub: Clarifications (CL-II) - Interim arrangement for Computer education
during the current academic session- Clarifications thereof**

This has reference to the meeting held with all the District Education Officers on 16.09.2015 under the Chairmanship of Addl. Director (Admn-III) to discuss various issues of the Department including revival of the Computer Education and the ICT Computer Labs on the joining of the Computer Teachers and Lab Assistants.

In the aforesaid meeting of DEO's, the matter regarding the subject cited matter were also discussed and accordingly are clarified as under:

- i. The matter regarding joining during the period Code of Conduct stands already clarified in the letter dated 11.09.2015 of this office.
- ii. In respect of the Schools where there is no Lab or the Total Lab Equipment stands stolen, the guidelines shall be issued after 20.09.2015.
- iii. Where ICT Computer Lab set up in any Govt. Sr. Sec/ High School, either by CORE Education & Technologies Ltd or by HCL Infosystems Ltd has been shifted to Aarohi School, the Computer Teacher and Lab Assistant may be engaged by the Principal of the Aarohi School by giving preference to the Computer Teacher and Lab Assistant who had worked through the Service Provider prior to the cancellation of the contract with the Service Provider.
- iv. The draft model appointment letter to be issued to the selected candidate, contract conditions to be agreed by the appointees are

*Muzaffar
(H.R.B.S.D.S)*

enclosed herewith as Annexure 'A' , Annexure 'B' respectively for Computer Faculty and Annexure 'C' Annexure 'D' respectively for Lab Assistants.

- v. The matter regarding giving preference to the Computer Teachers and Lab Assistants who had earlier worked in the Schools through the Service Provider was discussed at length in view of the date given as 20.09.2015 for completion of the process of engaging qualified persons in the Schools and for giving appointment letter to fresh entrants during the period of Code of Conduct. It was clarified that in the event of not getting the suitable candidate who had worked through the Service Providers, the concerned Principal / Head can consult this office for any clarification/ for further guidance in the matter. In this respect it was further indicated that in most of the schools, the candidates have already joined. As the time shall be involved in giving further clarifications/ guidelines, the process of engaging persons on the left over positions is continued up-to 30.09.2015. The salary of the appointee shall start from the date of joining.
- vi. For resolving the issue of addressing innumerable queries at the level of DEOs, new **Email-IDs** have been created for giving reply to the queries raised by DEOs with in 24 hrs if no approval from Higher Authorities is required in the matter. The new **Email-IDs** are as under:-

For issues relating to **Computer Faculty**: ictqry.cf@gmail.com

For issues relating to **Lab Assistants**: ictqry.la@gmail.com

Encl. As above

Mrabg
H. R. Satija
Chief Project Officer (ICT)
For Director Secondary Education
Haryana, Panchkula

Annexure- A

To

Sh.
S/O or D/O
Address

Memo:
Dated:

Sub: Engagement on Short Term Basis

This has reference to your application dated _____, you are hereby engaged as Computer Faculty on short term basis upto 31.03.2016 or till the regular appointees join, whichever is earlier on the following terms and conditions:-

1. The Computer faculty shall be engaged for a period upto 31.03.2016 or till the regular appointments of Computer Instructor whichever is earlier, with a consolidated remuneration of Rs. 10,000/- (Rs. Ten Thousand Only) per month. (Note: The post/assignment is under ICT Scheme on the said emoluments/remuneration basis which doesn't carry any regular scale of the Government. This fact must be understood by the candidates who are going to join on the said posts).
2. All Sundays and Gazetted Holidays shall be permissible holidays (excluding winter vacations).
3. The appointed person shall be entitled for one (1) casual leave per month of services rendered. Any leave availed more than the above shall entail deduction @ Rs. 400/- per day.
4. The appointed person on the post will not work and hold any other post or office of profit in any Government, Semi-Government and Private establishment while working in the School.
5. The services of appointed person shall come to an end on 31.03.2016 or till the regular appointment of Junior Computer Instructors whichever is earlier, unless extended further by the competent authority. No claim for extension shall be binding on the Department.
6. If the work and conduct of the appointed person is not found satisfactory or is found guilty of insubordination or any other misconduct, the services can be terminated with immediate effect.

*Int
U.R. (Signature)*

7. The appointed persons shall furnish attested copies of certificate in support of date of birth, academic/professional qualification and experience, if applicable before joining the post. If it is revealed later on that any appointed person doesn't possess prescribed qualifications, experience etc., and/ or the certificates are found to be fake or bogus at any stage, his/ her services shall be terminated forthwith and the concerned person may also be liable for legal action.
8. The deployment of the appointed person, for this work, shall in no case and circumstance confer him/ her any right to continue beyond the aforesaid date nor would confer him/ her any right to the appointed person to seek any employment in the Department.
9. The appointed person shall be working under the concerned Principal/School head being the immediate officer-in-charge in the school.

Date

Signatures
Name
Stamp of the Principal



Annexure- B

Model terms and conditions to be signed by the candidate for appointment on the post of Computer Faculty:

1. The Computer faculty shall be engaged for a period upto 31.03.2016 or till the regular appointments of Computer Instructor whichever is earlier, with a consolidated remuneration of Rs. 10,000/- (Rs. Ten Thousand Only) per month. (Note: The post/assignment is under ICT Scheme on the said emoluments/remuneration basis which doesn't carry any regular scale of the Government. This fact must be understood by the candidates who are going to join on the said posts).
2. All Sundays and Gazetted Holidays shall be permissible holidays (excluding winter vacations).
3. The appointed person shall be entitled for one (1) casual leave per month of services rendered. Any leave availed more than the above shall entail deduction @ Rs. 400/- per day.
4. The appointed person on the post will not work and hold any other post or office of profit in any Government, Semi-Government and Private establishment while working in the School.
5. The services of appointed person shall come to an end on 31.03.2016 or till the regular appointment of Junior Computer Instructors whichever is earlier, unless extended further by the competent authority. No claim for extension shall be binding on the Department.
6. If the work and conduct of the appointed person is not found satisfactory or is found guilty of insubordination or any other misconduct, the services can be terminated with immediate effect.
7. The appointed persons shall furnish attested copies of certificate in support of date of birth, academic/professional qualification and experience, if applicable before joining the post. If it is revealed later on that any appointed person doesn't possess prescribed qualifications, experience etc., and/ or the certificates are found to be fake or bogus at any stage, his/ her services shall be terminated forthwith and the concerned person may also be liable for legal action.
8. The deployment of the appointed person, for this work, shall in no case and circumstance confer him/ her any right to continue beyond the aforesaid date nor would confer him/ her any right to the appointed person to seek any employment in the Department.

9. The appointed person shall be working under the concerned Principal/School head being the immediate officer-in-charge in the school

I,

So/Do of Sh.

Resident of -----

----- do hereby undertake to abide by and agree to all the above terms and conditions for engagement as Computer Faculty on work order basis as a short term arrangement for Computer Education in the -----
-(School Name, CODE) w.e.f. ----- (Date of Joining)

Date:

Signature of Computer Faculty:

Place:

Name:

Mob No.:

Correspondence Address:



Annexure- C

To

Sh.
S/O or D/O
Address

Memo:
Dated:

Sub: Engagement on Short Term Basis

This has reference to your application dated _____, you are hereby engaged as Lab Assistant on short term basis upto 31.03.2016 or till the regular appointees join, whichever is earlier on the following terms and conditions:-

1. The ICT Computer Lab Assistant shall be engaged for a period upto 31.03.2016 or till the regular appointment of Junior Computer Instructors whichever is earlier with a consolidated remuneration of Rs. 6000/- (Rs. Six Thousand Only) per month. (Note: The post/assignment is under ICT Scheme on the said emoluments/remuneration basis which doesn't carry any regular scale of the Government. This fact must be understood by the candidate who is going to join on the said post).
2. All Sundays and Gazetted Holidays shall be permissible holidays (excluding winter vacations).
3. The appointed person shall be entitled for one (1) casual leave per month of services rendered. Any leave availed more than the above shall entail deduction @ Rs. 240/- per day.
4. The appointed person on the post will not work and hold any other post or office of profit in any Government, Semi-Government and Private establishment while working in the School.
5. The services of appointed person shall come to an end on 31.03.2016 or till the regular appointment of Junior Computer Instructors whichever is earlier, unless extended further by the competent authority. No claim for extension shall be binding on the Department.
6. If the work and conduct of the appointed person is not found satisfactory or is found guilty of insubordination or any other misconduct, the services can be terminated with immediate effect.

7. The appointed person shall furnish attested copies of certificate in support of date of birth, academic/professional qualification and experience, if applicable before joining the post. If it is revealed later on that any appointed person doesn't possess prescribed qualifications, experience etc., and/ or the certificates are found to be fake or bogus at any stage, his/ her services shall be terminated forthwith and the concerned person may also be liable for legal action.
8. The deployment of the appointed person, for this work, shall in no case and circumstance confer him/ her any right to continue beyond the aforesaid date nor would confer him/ her any right to seek any employment in the Department.
9. The appointed person shall be working under the concerned Principal/School head being the immediate officer-in-charge in the school.

Date

Signatures

Name

Stamp of the Principal



Annexure- D

Model terms and conditions to be signed by the candidate for appointment on the post of ICT Computer Lab Assistants:

1. The ICT Computer Lab Assistant shall be engaged for a period upto 31.03.2016 or till the regular appointment of Junior Computer Instructors whichever is earlier with a consolidated remuneration of Rs. 6000/- (Rs. Six Thousand Only) per month. (Note: The post/assignment is under ICT Scheme on the said emoluments/remuneration basis which doesn't carry any regular scale of the Government. This fact must be understood by the candidate who is going to join on the said post).
2. All Sundays and Gazetted Holidays shall be permissible holidays (excluding winter vacations).
3. The appointed person shall be entitled for one (1) casual leave per month of services rendered. Any leave availed more than the above shall entail deduction @ Rs. 240/- per day.
4. The appointed person on the post will not work and hold any other post or office of profit in any Government, Semi-Government and Private establishment while working in the School.
5. The services of appointed person shall come to an end on 31.03.2016 or till the regular appointment of Junior Computer Instructors whichever is earlier, unless extended further by the competent authority. No claim for extension shall be binding on the Department.
6. If the work and conduct of the appointed person is not found satisfactory or is found guilty of insubordination or any other misconduct, the services can be terminated with immediate effect.
7. The appointed person shall furnish attested copies of certificate in support of date of birth, academic/professional qualification and experience, if applicable before joining the post. If it is revealed later on that any appointed person doesn't possess prescribed qualifications, experience etc., and/ or the certificates are found to be fake or bogus at any stage, his/ her services shall be terminated forthwith and the concerned person may also be liable for legal action.
8. The deployment of the appointed person, for this work, shall in no case and circumstance confer him/ her any right to continue beyond the aforesaid date nor would confer him/ her any right to seek any employment in the Department.

9. The appointed person shall be working under the concerned Principal/School head being the immediate officer-in-charge in the school.

I, **So/Do of Sh.** Resident of -----
----- do hereby undertake to abide by and agree to all the above terms
and conditions for engagement as Lab Assistant on work order basis as a
short term arrangement for Lab Assistant in the ----- (School
Name, CODE) w.e.f. ----- (Date of Joining)

Date: _____
Place: _____

Signature of Computer Faculty:
Name: _____
Mob No.: _____
Correspondence Address: _____