



GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION
Perunthalaivar Kamarajar Centenary Educational Complex,
100 Feet Road, Anna Nagar, Puducherry – 605 005

No. 29118/DSE/Estt-II/D/2018

Puducherry, dated 30.10.2018

NOTIFICATION

EMPANELMENT OF ELIGIBLE CANDIDATES AS GUEST BALASEVIKAS / GUEST TEACHERS IN
VARIOUS TEACHING CADRES ON CONTRACT BASIS FOR GOVERNMENT
PRE-PRIMARY/ MIDDLE/HIGH/HIGHER SECONDARY SCHOOLS
IN PUDUCHERRY REGION - 2018

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Applications are invited from Indian Citizens who are natives / residents of the Puducherry region for empanelment as **GUEST BALASEVIKAS/ GUEST TEACHERS** in various teaching cadres on contract basis for various Government Pre-Primary/Middle/High/Higher Secondary Schools in Puducherry region.

2. The details regarding requirement, reservation, age and educational qualifications, method of selection, terms and conditions of the Guest engagement, instructions to candidates, etc. may be downloaded from the Websites <http://schooledn.puducherry.gov.in> and <http://schoolednpdyguestteacher.in> from 10.00 A.M. on 01.11.2018 onwards.
3. Candidates fulfilling the eligibility criteria shall apply online only through the official website <http://schoolednpdyguestteacher.in> from 11.00 A.M. on 01.11.2018 to 5.00 P.M. on 26.11.2018.


(P.T. RUDRA GOUD) 30/10

DIRECTOR OF SCHOOL EDUCATION



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 100 Feet Road, Anna Nagar, Puducherry – 605 005

**EMPANELMENT OF ELIGIBLE CANDIDATES AS GUEST BALASEVIKAS/
 GUEST TEACHERS IN VARIOUS TEACHING CADRES ON CONTRACT BASIS FOR VARIOUS
 GOVERNMENT PRE-PRIMARY/MIDDLE/HIGH/HIGHER SECONDARY SCHOOLS IN
 PUDUCHERRY REGION - 2018**

PROSPECTUS

The candidates should read the prospectus carefully before filling in the online application and they should satisfy themselves that they fulfill the eligibility conditions prescribed in the notification / prospectus in all respects.

2. The empanelment of eligible candidates **AS GUEST BALASEVIKAS / GUEST TEACHERS** in various teaching cadres on contract basis for various Government Pre-Primary/ Middle / High/ Higher Secondary Schools in Puducherry region will be as follows:

i) GUEST BALASEVIKA (Female candidates alone are eligible to apply)

Category-wise representation							Total	Horizontal representation			
UR	MBC	OBC	EBC	BCM	SC	BT		PwD		XSW	MSP
								OH	VH		
44	15	9	2	2	14	1	87	2	1	9	4

ii) GUEST TRAINED GRADUATE TEACHER (SUBJECTS)

Sl. No	Subject	Category-wise representation			Total
		UR	OBC	SC	
1	FRENCH	1	1		2
2	SCIENCE (French knowing)	1	1		2
3	SOCIAL SCIENCE (French knowing)	1		1	2
TOTAL		3	2	1	6

...2/-

iii) GUEST COMPUTER INSTRUCTOR

Category-wise representation			TOTAL	Horizontal representation
UR	OBC	SC		PwD
5	3	2	10	1

iv) GUEST LECTURER

Sl. No	Discipline	Category-wise representation			TOTAL
		UR	OBC	SC	
1	HINDI		1		1
2	MATHEMATICS	1			1
3	BOTANY	1			1
4	ZOOLOGY	1	1		2
5	ECONOMICS		1	1	2
6	GEOGRAPHY	1			1
TOTAL		4	3	1	8

NOTE 1: The empanelled lists for all the requirement are also meant for the requirement anticipated up to May, 2019. The requirement notified is subject to change as it depends upon the necessity.

NOTE 2: (i) UR – Un-reserved, MBC – Most Backward Classes, EBC – Extreme Backward Class, OBC – Other Backward Classes, BCM – Backward Class Muslim, BT- Backward Tribe, SC – Scheduled Caste, XSW – Ex-servicewomen, MSP – Meritorious Sports Person, PwD – Persons with Disability.
(ii) OH – Orthopaedically Handicapped, VH- Visually Handicapped

3) **Eligibility Conditions:**a) **Age- limit :**

Sl.No	Name of the requirement	Age-limit
1	Guest Bala Sevika	Between 18 and 30 years as on 26.11.2018, which is the last date for receipt of online applications.
2	Guest Trained Graduate Teacher (Subjects)	Not exceeding 30 years as on 26.11.2018, which is the last date for receipt of online applications
3	Guest Computer Instructor	Not exceeding 30 years as on 26.11.2018, which is the last date for receipt of online applications
4	Guest Lecturer	Not exceeding 30 years as on 26.11.2018, which is the last date for receipt of online applications.

NOTE: (i) For all the requirement, only those who are born on or after 26.11.1988 are eligible.

NOTE: (ii) Age limit is relaxable for OBC (including sub-castes such as MBC/EBC/BCM/BT), SC, Persons with Disability, Meritorious Sports Person, Ex-servicemen/Ex-servicewomen, etc. in accordance with instructions/ orders issued by the Government of India from time to time, as detailed below:

Category	Name of the requirement	Relaxation of upper age limit
OBC (including MBC/EBC/BCM/BT)	For all requirement	3 years
SC/ST		5 years
Persons with disabilities <u>Categories of disabilities</u> 1) One Arm, 2) One Leg, 3) Both Legs, 4) One Arm & One Leg, 5) Blind and 6) Low Vision	For Guest Trained Graduate Teacher (Subjects)	5 years (10 years for SC candidates and 8 years for OBC (including sub castes) candidates.)
	For Guest Balasevika/ Guest Computer Instructor/ Guest Lecturer	10 Years (15 years for SC candidates and 13 years for OBC (including sub castes) candidates)
Widows, divorced women and women judicially separated from their husbands who are not re-married (candidates should submit a certificate issued by an officer of the Dept. of Revenue and Disaster Management not below the rank of Deputy Tahsildar to the effect that she is not re-married)	For Guest Trained Graduate Teacher (Subjects)	Up to the age of 35 years. (up to the age of 40 years for the members of SC)
Meritorious Sports Persons (MSP)	For all requirement	Up to 5 years (10 years for SC candidates)
Ex-servicemen/women (XSM)/(XSW)	For all requirement/ all categories	Period of military service plus 3 years

b) Essential Educational and Professional qualifications:

Sl. No.	Name of the requirement	Educational qualifications
1	Guest Bala Sevika	i) A pass in HSC (12 th class) or equivalent from a recognized Board or University and ii) Bala Sevika Training Certificate OR one year Certificate or Diploma in Early Childhood Care and Education (ECCE) recognized by any University or Board.



Sl. No.	Name of the requirement	Educational qualifications															
2	Guest Trained Graduate Teacher (Subjects)	<p>I. Bachelor's degree in the respective subject/language from any recognized University as per following provisions:—</p> <p>(i) Science (French knowing) : Bachelor's degree with main subject Physics or Chemistry or Botany or Zoology or Computer Science.</p> <p>(iii) Social Science (French knowing): Bachelor's degree with main subject History or Geography or Political Science or Economics or Commerce.</p> <p>(iv) French: Bachelor's degree with main subject as French language.</p> <p>II. B.Ed. or B.T. of any recognised University.</p> <p>III. In respect of schools with medium of instruction in French, should have studied Brevet Élémentaire de Français.</p> <p>IV. Should have obtained the minimum qualifying marks in CTET (Paper- II) as prescribed below:-</p> <table border="1"> <thead> <tr> <th>Sl.No</th><th>Category</th><th>Qualifying marks</th></tr> </thead> <tbody> <tr> <td>1.</td><td>General Category</td><td>60% (90 marks)</td></tr> <tr> <td>2.</td><td>OBC/MBC/EBC/BCM</td><td>55% (82 marks)</td></tr> <tr> <td>3.</td><td>Scheduled Caste</td><td>50% (75 marks)</td></tr> <tr> <td>4.</td><td>Differently abled persons</td><td>50% (75 marks)</td></tr> </tbody> </table> <p>Note: However, TNTET obtained prior to 18.03.2015 may also be considered eligible till the validity period of the certificates i.e. for Seven years as per NCTE norms provided that they should have scored the marks prescribed above.</p>	Sl.No	Category	Qualifying marks	1.	General Category	60% (90 marks)	2.	OBC/MBC/EBC/BCM	55% (82 marks)	3.	Scheduled Caste	50% (75 marks)	4.	Differently abled persons	50% (75 marks)
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3.	Scheduled Caste	50% (75 marks)															
4.	Differently abled persons	50% (75 marks)															
3	Guest Computer Instructor	<p>Bachelor's Degree in Computer Science Engineering or Information Technology or Software technology or Computer Applications (4 years Course) of a recognized university with three years experience in teaching (OR) Master's Degree in Computer Science Engineering or Information Technology or Software technology or Computer Applications from a recognized university.</p>															

Sl. No.	Name of the requirement	Educational qualifications
4	Guest Lecturer	I. Post Graduate Degree and Bachelor's Degree in the main subject from any recognized University. (Eg. for the discipline of Maths, Bachelor's Degree in Maths and Post Graduate Degree in Maths are essential.) II. B. Ed. or B.T. of any recognized University. III. Should have studied the particular regional language of Tamil as one of the subjects in the Secondary level.

NOTE: Candidates who are in possession of Bachelor's Degree / Post Graduate Degree in different names in the subjects / disciplines may also apply provided that they should submit necessary Equivalence Certificate obtained from the Universities concerned that the Post Graduate Degree(s)/ Bachelor's Degree(s) awarded to them is/are equivalent to the Degree(s) specified above in the relevant subjects/ language along with the application, if available. If not available, it should be produced at the time of certificate verification, failing which their names will be deleted from the Empanelled lists.

4) Cutoff date for certificates:

The certificates of Educational / Professional qualifications issued up to **26.11.2018** only, which is the last date for receipt of online applications, will be taken into account.

5) Nativity/ Residence & Community certificates:

Those who are natives of Puducherry region / residents by continuous residence in Puducherry region for the last five years immediately preceding the date of notification only are eligible to apply for the requirements. The Certificate should have been issued within one year from the date prescribed in the notification as last date for receipt of application by an officer of the Department of Revenue and Disaster Management, Govt. of Puducherry not below the rank of Deputy Tahsildar. The applicants may upload copies of the Nativity/Residence and Community Certificates (OBC/SC) along with their online application, if obtained afresh. Otherwise, copies of the available certificates may be uploaded. However, fresh Nativity/Community certificates, as required should be produced at the time of certificate verification, failing which their names will be deleted from the empanelled lists.

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Candidates claiming reservation under SC category should belong to a caste which is recognized as Scheduled Caste under "The constitution (Pondicherry) Scheduled Castes Order, 1964", dated 05.03.1964 read with " The Constitution (Scheduled Caste) Orders (Second Amendment) Act, 2002 (Central Act 61 of 2002). The Community Certificate should have been issued within one year from the date prescribed in the notification as last date for receipt of application by an Officer of the Department of Revenue and Disaster Management, Govt. of Puducherry not below the rank of Deputy Tahsildar. The copy of the Certificate may be uploaded along with the application, if obtained afresh. Otherwise, copy of the available certificate may be uploaded. However, fresh Communicate certificate, as required should be produced at the time of certificate verification, failing which their names will be deleted from the empanelled lists.

NOTE: Empanelment of eligible candidates for all the cadres will be region-wise. Hence, candidates having residence in Puducherry region will alone be considered for the requirement notified. However, if sufficient eligible candidates are not available for any cadre/subject/category notified, then the eligible candidates available in Karaikal region for the particular cadre/subject/category will be considered based on the merit -cum- reservation provided that they should give a declaration to the effect that they are willing to be considered for being engaged in Puducherry region.

6) Persons with Disability (PwD):

The candidates with disability of 40% or more will be empanelled under the quota. They should necessarily submit the Medical certificate issued by the District Medical Board, Govt. of Puducherry. The Certificate should have been issued within 3 years from the date prescribed in the notification as last date for receipt of application. No other Certificate other than the above will be considered. The categories of disabilities suitable for the engagements are as follows:

- 1) One Arm, 2) One Leg, 3) Both Legs, 4) One Arm & One Leg,
- 5) Blind and 6) Low Vision

The Differently abled candidates applied for the requirement of Guest Computer Instructor irrespective of their categories (OH/VH) will be listed according to their combined merit and based on which the candidate will be empanelled.

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7) Method for empanelment

The empanelment for Guest Trained Graduate Teacher (Subjects) will be based on marks obtained in the Teachers Eligibility Test (90% weightage) and Employment Exchange Seniority (10% weightage).

For Guest Bala Sevika, Guest Computer Instructor and Guest Lecturer, it will be based on the marks obtained in the open competitive examination (90% weightage) and Employment Exchange Seniority (10% weightage)

8) Weightage for Employment seniority:

The maximum marks shall be 10 at the rate of one mark for every completed year of registration in the Employment Exchange in the Union Territory of Puducherry subject to a maximum period of ten years to be counted backwards from the last date for receipt of online application. While computing the marks, the seniority should be reckoned as follows:

- 1) For Guest Balasevika, the seniority shall be reckoned from the date of Registration of Higher Secondary or Balasevika Training Certificate / Diploma / certificate in Early Childhood and Care Education, whichever is later.
- 2) For Guest Trained Graduate Teacher (Subjects), the seniority shall be reckoned from the date of registration of Bachelor's Degree in the respective Language/Subject or B.Ed. or B.T., whichever is later.
- 3) For Guest Computer Instructor, the seniority shall be reckoned after three years from the date of registration of Bachelor's Degree or from the date of registration of Master degree, whichever is advantageous;
- 4) For Guest Lecturer, the seniority shall be reckoned from the date of registration of Post graduate Degree in the respective discipline or B.Ed. or B.T., whichever is later.



9) Written Examination:

The empanelment of **Guest Bala Sevika, Guest Computer Instructor and Guest Lecturer** will be made through a Competitive Examination. The written test will be one paper as follows:

Name of the requirement	Level in which examination will be conducted	No. of questions	Medium of examination	Total Marks	Duration
Guest Bala Sevika	Questions of +2 level	90	Tamil / English	90	2 Hours
Guest Computer Instructor	Subject concerned (Bachelor's degree level)	90	Tamil / English	90	2 Hours
Guest Lecturer	Subject concerned (Bachelor's degree level)	90	Tamil / English (Except languages for which question papers will be in the respective languages)	90	2 Hours

NOTE: The empanelment of candidates applying for engagement as Guest Balasevika under MSP quota will be based on their achievements in the sports as per rules in force. There will be no written examination for the candidates under MSP quota. However, they may also participate in the written examination along with the other candidates if they are within the age limit under the category to which they belong to.

The Question papers will be of objective type having 90 questions carrying one mark for each question with a duration of 2 hours. **Negative mark of 0.25 will be awarded for every wrong answer and multiple answers will be treated as a wrong answer.** Candidates are, therefore, advised to keep this aspect in mind while answering the questions. Answering would be in the form of shading the correct answer by using **BLACK BALL POINT PEN** only. Merit list will be drawn based on the marks obtained by the applicants in the Competitive Examination and the weightage for Employment Exchange seniority. **The Competitive Examination centre will be in Puducherry only. The exact date, time and venue of the examination will be intimated in due course** in the official website of the Department/through Press Note.

10) Terms and conditions for being engaged as Guest Balasevika/Guest Teachers on contractual basis

1. The empanelled candidates, as and when necessity arises, will be engaged as Guest Teachers only for the particular academic year purely on contractual basis.
2. It will be purely a stopgap arrangement for the particular academic year or until the posts are filled on regular basis, whichever is earlier.

...9/-

3. The Guest Teachers will be disengaged with the commencement of annual vacation and the engagement will come to an end.
4. The Guest Teachers may be re-engaged after re-opening of Schools, if necessity arises for continuing the arrangement, subject to their satisfactory performance in the previous academic year, with the approval of the Secretary to Govt. (Edn). However, no re-employment will be made beyond three years.
5. The Guest Teachers will be paid a fixed monthly wages as follows:

a) Guest Balasevika	: ₹ 18,000/- per month
b) Guest Trained Graduate Teacher (Subjects)	: ₹ 22,000/- per month
b) Guest Computer Instructor and Guest Lecturer	: ₹ 25,000/- per month
6. The engagement will be on no work-no wage basis.
7. They are not entitled to any allowances like DA, HRA, Transport Allowance etc. or Bonus
8. They are not entitled to regularization of service against any post based on their service as Guest Teacher.
9. They are not entitled to regular leave of any kind. They are however entitled to public holidays and declared holidays. They are also entitled to one day casual leave for each completed month of service.
10. They are not entitled to any retirement or other terminal benefits of any kind.
11. The service rendered by the Guest Teachers shall not be reckoned for the purpose of seniority or for any other service benefits under the Government in future.
12. The services of the Guest Teachers may be terminated after issue of one month notice if their services are not up to expected standard or for any other specific reasons.
13. They may discontinue their services after giving one month notice if they do not want to continue.
14. They shall enter into an agreement with the Director of School Education in the prescribed format after which only engagement order will be issued.

11) How to Apply

Candidates who have fulfilled the above conditions may apply online only through the official website <http://schoolednnpdyguestteacher.in> from 11.00 A.M. on 01.11.2018 to 5.00 P.M. on 26.11.2018.

12) General Instructions to the candidates before filling up of the online application.

1. The candidate should apply **through online only**.
2. Candidates having residence in Puducherry region should alone apply for the requirement notified.
3. For Guest Balasevika, female candidates alone should apply.

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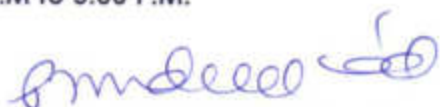
4. Separate applications should be submitted if the candidates desire to apply for more than one requirement.
5. Avoid registering multiple online applications for a particular requirement. Such multiple applications will be cancelled.
6. **Photograph & Signature uploading:** Applicants are instructed to scan their recent passport size colour photograph, signature and the following documents with 150 dpi resolutions in JPG/JPEG image file format [maximum file size:150 kb] before starting online registration.
 - i. SSLC or its equivalent, Brevet Elementaire de Francais and HSC Certificates.
 - ii. Bachelor's Degree, Post Graduate Degree, B.Ed. or B.T., Teacher Eligibility Test Certificate, Bala Sevika Training Certificate **OR** one year Certificate or Diploma in Early Childhood Care and Education (ECCE) Certificates, etc. as the case may be and equivalency Certificate, wherever necessary.
 - iii. Birth Certificate / certificate in proof of Date of Birth
 - iv. Employment Exchange Registration Card.
 - v. Residence/Nativity certificate
 - vi. Caste Certificate (for SC/MBC/EBC/OBC/BCM/BT candidates only)
 - vii. Disability Certificate (for Person with Disability only) issued by Medical Board
 - viii. Meritorious Sports Person Certificate (for MSP candidates only)
 - ix. Not re-married certificate (For widows / divorced women / women judicially separated from husband only)
 - x. Ex-servicemen Certificate
7. The applicants have to register with his/her name, email ID, mobile number and their choice of Password in the online portal <http://schoolednpdyguestteacher.in> They will receive One-Time Password (OTP) through email and the same should be entered in the online portal to proceed further.
8. It is the applicant's responsibility to take ownership of the password and it should not be disclosed to anyone. Otherwise, the liabilities arouse upon will be the applicant's risk.
9. The applicants should ensure that the details furnished in the online application are correct and complete in all aspects and they fulfill the eligibility conditions as per the notification.



10. The applicants will be allowed to view and print their application. The data entered in the application and **saved** can be edited / corrected, if needed at any point of time before final submission. **However, application once submitted cannot be corrected /altered thereafter.** Hence, the applicants are advised to verify the correctness of the application before final submission. The applicants are also advised to keep the reference number allotted to them after final submission for future reference.
11. **Applicants should send the print-out of the online application along with the supporting documents to this Department immediately.**
12. Applicants are also advised to have a copy of the online generated application for their reference.
13. All communications with regard to this empanelment will be published in the official website "<http://schooledn.puducherry.gov.in>. Applicants are advised to access the above. They are advised to keep the mobile number given in the online application active for sending information, if any, connected with this empanelment.
14. The empanelment is purely provisional as it will be made based on the information furnished by the candidates in their online applications. The empanelled candidates should produce the required certificates such as educational qualifications, nativity/residence certificate, Community certificate, claiming relaxation/ concession under any other special category and Employment Exchange registration card etc. **in original** at the time of certificate verification, failing which their names will be deleted from the empanelled lists.
15. Empanelment of candidates is only provisional as they will be engaged only when necessity arises. Calling for certificate verification will also not confer any right on the candidate for claiming engagement.
16. No correspondence will be entertained with regard to the empanelment process.
17. The admission to the examination is only provisional. The decision of the Government as to the eligibility or otherwise of the applicant for admission to the Examination (for Guest Bala Sevika, Guest Computer Instructor and Guest Lecturer) shall be final.
18. Candidates are required to down load the Hall Tickets for examination from the web-sites indicated. Candidates shall be intimated about the same through e-mail/press note. However, candidates are advised in their own interest to view the websites indicated from time to time with regard to the Hall Tickets and other updates about the written examination, as some time they may not get the intimation through email due to technical fault.
19. Change of Address, if any, after submission of the application should be intimated to the Department or otherwise the Department will not be responsible for any delay / non-delivery of correspondences.



20. It will be the responsibility of the candidate to fill-in correct postal and e-mail address and mobile number in the Application Form. Candidates must ensure that the address given by them be such at which they may be able to get the communication till the engagement process is over.
21. The Department reserves the right to enhance / reduce the number of requirement and also to cancel the written examination/empanelment process without assigning any reasons therefor. No enquiries will be entertained in this regard.
22. If ineligibility of a candidate is detected at any stage before or after certificate verification / declaration of result, his/her candidature/admission will be cancelled without any notice.
23. No request for change of Exam Centre will be entertained.
24. No TA/DA will be paid for attending the Competitive Examination.
25. **HELP LINE:** For any clarification, if needed, in filling online application, please contact the Help Line number 0413-2207252 on all working days from 9.30 A.M. to 1.00 P.M and from 2.00 P.M to 5.00 P.M.


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