

**MOST IMPORTANT**

**From**

**Director  
Secondary Education Department  
Haryana, Panchkula**

**To**

**All the  
1. District Education Officers  
2. District Elementary Education Officers**

Memo No. 13/1-2016 ACD (1)  
Dated, Panchkula, the 16.11.2016

**Subject: Policy to engage teachers retired from Haryana Government Service, against leave vacancies, so as to provide quality education (Sugam-Siksha).**

While strenuous effort are being made to fill up the vacancies of teachers of various categories (i.e. PGTs, TGTs, C&V and PRTs) through regular recruitment yet, for various reasons the schools have shortage of teaching staff. To makeup this unavoidable deficiency it has been decided to re-engage the retired teachers. For this purpose, *a panel of retired teachers is to be prepared every year to the extent of 25% of the sanctioned posts in each category. The objective of this panel is to make the teachers available throughout the year.*

Accordingly, District Education Officer of the concerned District shall prepare the said panel of PGTs of various subjects out of retired PGTs of School Education Department Haryana, whereas District Elementary Education Officer shall do the same in respect of PRTs, TGTs and C&V Language Teachers.

The details of the terms, conditions and procedure are as under:-

**1. Remuneration:-**

Retired teachers shall be given fixed remuneration as per re-employment policy of the State Government and latest instructions of Fixation of Pay on re-employment of pensioner (including military pensioner retired on or after attaining the age of 55 years).

**2. Criteria of preparing panel:-**

**Post Graduate Teachers (PGTs):-**

(i)	<b>Experience</b>	50	2 marks for each completed year service in the cadre upto a maximum of 50 marks.
(ii)	<b>Results</b>	50	10 marks for each year result during the last 5 years. The same shall be calculated by multiplying percentage of results upto two decimal multiplied by 10 and divided by 100. The marks shall be given upto two decimal.
<b>Total</b>		<b>100</b>	

**Trained Graduate Teachers (TGTs):-**

(i)	<b>Experience</b>	50	2 marks for each completed year service in the cadre upto a maximum of 50 marks.
(ii)	<b>Results</b>	50	10 marks for each year result during the last 5 years. The same shall be calculated by multiplying percentage of results upto two decimal multiplied by 10 and divided by 100.

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		The marks shall be given upto two decimal.
<b>Total</b>	<b>100</b>	

**Classical & Vernacular (C&V) in the subjects of Hindi, Sanskrit & Punjabi:-**

(i)	<b>Experience</b>	50	2 marks for each completed year service in the cadre upto a maximum of 50 marks.
(ii)	<b>Results</b>	50	10 marks for each year result during the last 5 years. The same shall be calculated by multiplying percentage of results upto two decimal multiplied by 10 and divided by 100. The marks shall be given upto two decimal.
<b>Total Marks</b>		<b>100</b>	

**Primary Teachers (PRTs):-**

(i)	<b>Experience</b>	50	2 marks for each completed year
(ii)	<b>Results</b>	50	10 marks for each year result during the last 5 years. The same shall be calculated by multiplying percentage of results upto two decimal multiplied by 10 and divided by 100. The marks shall be given upto two decimal.
<b>Total Marks</b>		<b>100</b>	

**Note:**

- i. Experience will be counted only for the period in which the incumbent taught the relevant subject.
- ii. In case of tie in the merit, younger in age will be preferred.

**3. Terms & Conditions for placement:-**

- a) Integrity of the candidate should not have been doubted during the entire service.
- b) No disciplinary or criminal matter including FIR of any type is pending against the candidate at the time of retirement and while considering for appointment on contract basis.
- c) No major penalty, as provided in Rule 4 of Haryana Civil Services (Punishment & Appeal) Rules, 1987 has been inflicted during the entire service.
- d) At the time of retirement, ACRs of last 10 years to tune of 70% in the category of good or better than that must exist.
- e) 70% results of a teacher as PGT, TGT and C&V category (only in the subjects of Hindi, Sanskrit & Punjabi) during the last 10 years prior to retirement of the Board classes should be plus in the relevant subject. Similarly, in the case of the school results, the same should not be less than 70% during the last 10 years prior to retirement. The same shall be applicable in case of results delivered during re-engagement, while preparing fresh panel every year and considering the case of already re-employed teachers.

**Note:** Regarding (a to e), self declaration by the applicant will be required.

- f) Principals and Headmasters (High Schools), Elementary Heads (Middle Schools), Head Teacher (Primary Schools) can be considered for PGT, TGT,

C&V or PRT, if they fulfill the qualifications and experience of the relevant subject, as prescribed for direct recruitment to the post except holding of qualification of HTET/STET and on the basis of results of the relevant subject as PGT, TGT, C&V and PRT, as the case may be.

- g) It shall be personal responsibility of the DEO/ DEEO concerned that the candidate is engaged as per the criteria of leave vacancy and specifically on the work load basis. It is further clarified that the teacher re-engaged must have a work load of 36 periods in the case of PGTs, whereas the same shall be 39 periods for TGTs and C&V categories.
- h) Panel shall be prepared in the month of January every year and the same will be valid for ensuing academic year i.e. from 1<sup>st</sup> April of the said year till 31<sup>st</sup> March of next year. Further, fresh panel shall be prepared each year, as mentioned above.
- i) A candidate can apply only in one district.
- j) The maximum age upto which re-engagement on contract basis is admissible is 64 years, as on 1<sup>st</sup> April of the academic year for which panel is to be prepared i.e. he should not be more than 64 years of age as on 1<sup>st</sup> April of the academic year of engagement.
- k) Teachers engaged on contractual basis will not be a part of the cadre of teachers of the School Education Department, Haryana and she/he would be engaged till such time the regular teacher joins or the end of the academic session or existence of workload, whichever is earlier.
- l) Candidature of a contractual teacher, who has served in the said capacity, may be considered in subsequent year(s) for a fresh engagement as contractual teacher, while preparing a fresh panel.
- m) No DPE/PTI should be engaged on contract basis.
- n) Head of the institution shall be competent to dispense with the services of the contractual teachers on the basis of dis-satisfactory work etc. by giving reasons in writing and information in the matter shall be sent to DEO/DEEO.
- o) If DDO powers of any Head of the Institution have been withdrawn, then the person having the power of DDO shall exercise the powers mentioned at point (n) above.
- p) A teacher who is engaged in the panel, once will continue to be engaged in subsequent years, if his results and performance is in plus, as compared to Board's/ School results. While preparing panel subsequently, he will be excluded from the same and continue to be engaged for five years or till the attainment of 65 years, whichever is earlier.

#### **4. Execution of Agreement -**

An agreement needs to be signed by the selected candidate and Principal/ Head of the institution/ BEO, as the case may be. The agreement should be in duplicate. The agreement signed should be strictly complied with and it is the responsibility of the Principal/ Head of the institution/ BEO to ensure that agreement is properly executed and the original agreement is kept in her/his custody.


#### **5. Duties & Responsibilities of Contractual Teachers:-**

Duties and responsibilities of contractual teachers will be the same, as of regular teachers or as assigned by the Head of the Institution.

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All interested retired teachers should apply to the respective DEOs and DEEOs by 27.11.2016 on the proforma attached as Annexure-A.

The DEOs and the DEEOs are directed to prepare the panel as soon as possible so that directions for the actual re-employment of these applicant teachers in the schools can be further issued from the headquarter forthwith.

  
Virender Singh, ACS  
Additional Director (Admn.)  
Secondary Education Department  
Haryana, Panchkula

**ANNEXURE-'A'**

**Application for Re-engagement of  
Retired Teachers from School Education Department Haryana**

Passport size  
photo of the  
candidate

1.	Name of the applicant					
2.	Father's/Guardian name					
3.	Address with Mobile No. and e-mail, if any					
4.	Post applied for		(01 PGT, 02 TGT, 03 C&V, 04 JBT/PRT)			
5.	Date of Birth					
6.	Date of Retirement and school					
7.	Preferential Block for Re-employment					
8.	<b>Qualifications:-</b>					
Sr. No.	Qualification	Subject	Year of Passing	Max. Marks	Marks obtained	% age
(a)	<b>Post Graduation</b>					
(b)	<b>Graduation</b>					
(c)	<b>B.Ed./D.Ed.</b>					
(d)	<b>10+2</b>					
(e)	<b>Matriculation</b>					
(f)	<b>Any other</b>					
9	<b>Results of the teacher for the last 10 years:-</b>					
	<b>Year</b>	<b>Class</b>	<b>Pass %</b>	<b>Board Pass %</b>	<b>Plus/Minus</b>	
10	<b>Experience, if any</b>					
	<b>Name of the Institution Served</b>	<b>In which capacity/ Designation</b>	<b>From</b>	<b>To</b>	<b>Remarks</b>	

11	<b>Any other information in support of your candidature</b>

**Signature of the Candidate**

**Verification:-**

Verified that the above mentioned contents of my application are true and correct to the best of knowledge and nothing has been concealed therein. If anything is found wrong, I shall be responsible for legal action.

**Date:**  
**Place:**

**Signature of the Candidate**