

**Government of National Capital Territory of Delhi**  
**Department for the Welfare of SC/ST/OBC/Minorities**  
**(ADMINISTRATION BRANCH)**  
**B-Block, 2<sup>nd</sup> Floor, Vikas Bhawan, I.P. Estate, New Delhi**

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**Public Notice for Engagement of Part -Time Tutor**

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Applications are invited for engagement of part time tutors (One for each subject) Maths, General Knowledge, Reasoning and English in the coaching centre run by this department. The Pre-Examination Coaching Centre provides coaching to the students belonging to SC/ST/OBC/Min. Community who appear in the competitive Examination for recruitment to various posts under Central and State Governments. The number of posts indicated above are provisional and subject to change without any notice. The terms and conditions for engagement of part time tutor are as under:-

1.	Age Limit	21-62 Years as on 01-04-2014
2.	Essential Qualification	Post Graduation in the subject
3.	Experience	Preference will be given to those having teaching experience in Educational/Coaching Institutes
4.	The payment of honorarium	Rs. 150/- for a class of 45 minutes duration.

Interested candidates are requested to download a copy of the application form and guidelines from the website [http://www.scstwelfare.delhigovt. nic .in](http://www.scstwelfare.delhigovt.nic.in) and send it, after filling in all details and affixing a passport size photograph, to this Department on or before **16<sup>th</sup> June, 2014.**

**SECRETARY (SC/ST)**

## **GUIDELINES/TERMS & CONDITIONS**

**Sub: Engagement of one post each of Part-Time Tutors for Maths, English, General Knowledge, & Reasoning in Pre Examination Coaching Centre at Karol Bagh under Department for Welfare of SC/ST/OBC/MIN. Community for preparation of competitive Exam.**

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1. Payment of honorarium will be made on the basis of period @Rs. 150/- per period of 45 Minutes subject to ceiling of Rs. 25,000/- per month per person
2. Part Time Tutor (English/Maths/ Reasoning/General Knowledge) should be Post Graduate with good academic record.
3. Selection of Part Time Tutor will be based on the percentage of marks obtained by the Candidate in both Graduate and Post Graduate Examination. The percentage of marks obtained in these two examinations will be added and divided by 2 to arrive at an average percentage of marks. The merits list will be drawn up in the decreasing order of the average percentages so calculated. If 02 candidates have identical average percentage the candidate with longer experience will be placed above the other in the merit list.
4. Part Time Tutor (English/Maths) should have a main Elective subject in the Graduation & Post Graduation.
5. Age Limit 21-62 years as on 1 April 2014.
6. Part Time Tutor (English/Maths/ Reasoning/General Knowledge) in their own interest are advised to fill up all the items in the application form carefully. Before sending the form he/she shall check the particulars in the prescribed form. Request for correction what so ever shall not be entertained at later stages.
7. The order of merit list will be displayed on website and tutors are accordingly advised to contact the undersigned along with attested copies of the certificates for verification of documents.
8. Part Time Tutor shall make it absolutely clear that engagement is purely temporary and the tutor shall be removed to give one months notice both side without given any reason.
9. A tutor must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his/her duties as a teacher.
10. Canvassing in any form will disqualify the applicant.
11. The decision of the department in all matter relating to eligibility, acceptance or rejection of the application and selection of tutor will be final and binding on the candidate and no enquiry/ correspondence will be entertained in this regard.

# APPLICATION FORM

Affix Passport  
Size Photograph

**For the post of .....**

1. Name :
2. Father's Name :
3. Date of Birth :
4. Marital Status :
5. Category(Gen/SC/ST/OBC/Min.) :
6. Phone No. :  
Residence :  
Mobile :
7. E-Mail :
8. Residential Address :
9. Qualification :

Sl. No.	Year	Name of University/Board	Max. Marks	Marks obtained	% age

10. Teaching Experience :

Name of Institution	Period		Subject
	From	To	

11. Medium of Teaching (Hindi/English) :

**Signature of Candidate**

Dated:-