

**GOVERNMENT OF ANDHRA PRADESH
EDUCATION DEPARTMENT**

From
Smt. V. Usha Rani, IAS
Commissioner & Director of
School Education and Ex-Officio Project
Director, RMSA, AP, Hyderabad,

To
The District Collector (all Districts
Except Hyderabad & West Godavari)
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Lr. RC.No. 197/A1/Model Schools/RMSA/2013, dt: 12.06.2013

Sir,

Sub: SE AP Model Schools – Out sourcing of certain services in Govt. Dept. –
Out sourcing of School level posts in AP Model Schools – Reg.

Ref: 1) G.O.Rt.No.4271, dt: 01.11.2008.
2) G.O.Rt.No.815, dt: 13.02.2007.

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I wish to inform that 320 Model Schools are going to be operationalised during 2013-14 in the State of Andhra Pradesh. 207 posts of Principals have been filled up and PGTs are going to be positioned in all the Model Schools shortly.

Each Model school will have the following outsourced staff.

S.No	Name of the Post	Qualification	No. of Posts	Scale of Pay	To be filled by
1	Computer Operator	B.Sc Computers/MCA, Age: Minimum 25 Years – Maximum 30 Years, District is the unit, Computer Literacy: - Computer Application and Basics of DOS, Windows, Unix, DB Management, DTP, Concepts of e – Government including e – Mail, e – Commerce, Internet, Computer viruses, Ms – Office (Word, Excel, Power Point, ETC.,)	1	Out Sourcing	On Out Sourcing basis.
2	Office Subordinate cum Sweeper	Read & Write, Age: Minimum 45 Years - Maximum 50 Years, He/ She should be Physically Fit for the post, District is the unit	1	Out Sourcing	On Out Sourcing basis.
3	Watchman cum Sweeper	Read & Write, Age: Minimum 45 Years - Maximum 50 Years, He should be Physically Fit for the post, District is the unit	1	Out Sourcing	On Out Sourcing basis.

Sl. No	Name of the Post	Remuneration	Job Chart
1	Computer Operator	Rs. 9,500/-	1. Data entry of all administrative matters, progress reports of Class. 2. Any other work entrusted by Principal.
2	Office Subordinate cum Sweeper	Rs. 6,700/-	1. Sweeping the School Premises & Class Rooms 2. Maintaining of Toilets 3. Providing drinking Water in all Class Rooms 4. Ringing the School Bell. 5. Any other work entrusted by Principal.
3	Watchman cum Sweeper	Rs. 6,700/-	1. Sweeping the School Premises & Class Rooms 2. Maintaining of Toilets 3. Providing drinking Water in all Class Rooms. 4. Sleeping in the school premises during night times. 5. Any other work entrusted by Principal.

(P.T.O)

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Further I wish to inform that the Govt. in the reference cited issued certain guidelines for out sourcing certain services in Govt. Dept. Accordingly a committee with the following officers is constituted for selection of out sourcing agencies at the District level to be headed by District Collectors. Accordingly the District Collectors may constitute a committee with the following officers.

- 1) District Collector -- Chairman.
- 2) Dy Director T&A -- Member.
- 3) District Labour Officer -- Member .
- 4) District Educational Officer -- Member.
- 5) District Employment Officer -- Member – Convener.

I request you to outsource the above staff in each Model School through the agency approved. The remuneration will be released to the Principal, AP Model Schools as per the rules governing the outsourcing staff and also as per the orders issued. The District wise breakup of Model Schools is given in annexure.

The expenditure for the above outsourced staff will be met from the funds released by Govt. of India and Govt. of AP in shape of recurring grant to AP Model Schools.

I therefore request you to outsource the above staff to all the Model Schools in your District as per the above guidelines given by Govt. and intimate this office for making necessary budget releases.

The schedule for filling up of the posts is as follows:

1. Date for calling for Out sourcing Agency
through open advertisement : 15.06.2013
2. Last date for receipt of applications :19.06.2013
3. Finalization of Agency : 20.06.2013
4. Deployment of Staff at School Point : 2206.2013

Encl: Annexure

Yours faithfully,
Sd/- V. Usha Rani
Commissioner & Director of School Education and
Ex-Officio Project Director, RMSA, AP, Hyderabad.

Copy to

The District Educational Officers of all the Districts (except Hyderabad and West Godavari) with a request to pursue the matter with District Collector and see that the outsourcing staff are positioned immediately in all Model Schools of the District.