Government of West Bengal
DEPARTMENT OF SCHOOL EDUCATION
STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
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Memo No: 407 /F.No. 857 (Pt) /SCERT Dated, Kolkata 07/06/2022

From:
The Director,
SCERT (WB)

To
The Principal/ Lecturer-in-Charge/Teacher-in-Charge,
Govt./Govt. Sponsored/ Govt. Aided PTTIs

Sub: Guidelines for engaging of D.E.O & MTS on DRW basis for smooth running at Govt. /Govt. Sponsored/ Govt. Aided PTTIs in West Bengal.

All are to follow the following guidelines for engagement of D.E.O & MTS on DRW basis at Govt. /Govt. Sponsored/ Govt. Aided PTTIs in West Bengal:

1. A Selection Board/Committee is to be constituted in each of the institute, comprising of the following members:
   a) The Principal/ Lecturer-in-Charge/Teacher-in-Charge of Govt. /Govt. Sponsored/ Govt. Aided PTTIs.
   b) Governing Bodies Member
   c) Representative from SCERT/DIET
2. Advertisement should be displayed at all the public place in respective districts. In the advertisement the requisite qualification (for DEO Graduate and Computer Proficiency is required and for MTS Class X passed with knowledge of basic in computer), Honorarium per day basis and method of engagement are to be mentioned clearly.
3. All the documents submitted by the applicants are to be scrutinized before the interview.
4. Preparation of the panel of interviews by the institutes.
5. The panel of DEO and MTS should be ratified by SCERT, WB.
6. Engagement should be done by the respective Heads of the Institutes.
7. The duration of continuous engagement for each successful candidate should not exceed 364 days in a Calendar year.
8. The Head/In Charge of the respective PTTIs should prepare a fresh panel if any DEO and MTS resigned / left from his/her temporary service.
9. The fresh panel should be ratified by Director, SCERT (WB) before the members in the panel are engaged in the respective PTTIs.

Sd/–
Director, SCERT (WB)

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Copy forwarded for information to:

1. The DI/s (PE), All Districts

7/6/2022

Director, SCERT (WB)