

Annexure 1

CONTRACT OF EMPLOYMENT

This Employment Contract is entered into this the ____ day of _____(Month) 2013 (Year).

BY AND BETWEEN

District Collector/Project Officer RVM (SSA), _____ district (hereinafter referred to as the “**Employer**” which expression shall unless excluded by or repugnant to the context or meaning thereof include its successors and assigns) of the **ONE PART**.

AND

Sri/Smt./Kum. _____, an Indian resident, residing at _____
_____ (hereinafter referred to as the “**Employee**” which expression shall unless excluded by or repugnant to the context or meaning thereof include his administrators, executors, legal heirs and representatives) of the **OTHER PART**.

(The Employer and the Employee are hereinafter collectively referred to as the “**Parties**” and individually as a “**Party**”)

WHEREAS

- A.** Government of India, Ministry of Human Resource Development, New Delhi have introduced a Scheme called Kasturba Gandhi Balika Vidyalaya to provide elementary education to girls in Educationally Backward Blocks. For Implementation of the objectives of the KGBV Scheme, residential schools for girls called KGBVs have been established in the State of Andhra Pradesh and “Andhra Pradesh KGBV Society” has been constituted as an autonomous body in October 2011 under the Societies Act 2001 vide Registration No.491/2011 on 14.10.2011.
- B.** The Employer in order to achieve the above objectives requires the services of the Employee who has requisite knowledge and expertise.
- C.** Based on the representations and statements of the Employee, the Employer has agreed to appoint the Employee for the rendition of the duties entrusted to him in the order of engagement of his services on the terms and conditions hereinafter appearing in this Agreement.

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the Employer and the Employee hereby agree as follows:

1. Duration of Agreement

This agreement will be deemed to have come into effect on the ____ day of _____ (month), 2013 (Year). The contract shall be for a period of 11 months or till the last day of April,

whichever is earlier.

2. Appointment

The Employer, subject to the terms and conditions of this Agreement and based on the representations and warranties of the Employee as contained herein, hereby engages the services of the Employee and the Employee hereby accepts to offer his services as an Employee for rendition of the services to the Employer. The Employee's job title is _____ and the primary place of work will be in _____. In addition, the Employee will work at, and travel to, such locations as may be necessary for the proper discharge and fulfillment of the Services.

3. Remuneration, leave and working hours

A consolidated remuneration is fixed as Rs. _____ per month without any allowances

- a) The Signatory shall be accorded 15 days Casual Leave in a calendar year.
- b) The Signatory is entitled to 120 days of maternity leave without pay.
- c) Working hours shall be those applying to the project/activity to which the Signatory is assigned.
- d) The employee shall do night duty and study hour duty in the KGBV as required.
- e) The employee is not entitled for any remuneration for the period not attended to duty.

4. Status of Signatory

The Signatory shall have the status of a temporary contractual employee and shall not be considered in any respect as a regular staff of Rajiv Vidya Mission (SSA) or APKGBV Society. As such the Signatory is not entitled to apply for transfers from the place where is appointed. The Signatory is subject to Income Tax laws as applicable with the duration of the contract.

5. Rights and Obligations of the Signatory

The rights and obligations of the Signatory are strictly limited to the terms and conditions of this contract. Accordingly, the Signatory shall not be entitled to any benefit, payment, subsidy, compensation or any other benefits, except as expressly provided in this contract.

- i) The individual should attend the work as per the job chart attached at Annex I to this agreement.
- ii) The individual shall under take field visits as and when required.
- iii) The individual should be available during all the working days of the Govt. during office hours. In addition he should be available whenever his services are required on holidays/ after office hours due to urgent works.
- iv) The individual should do night duty and study hour as per the roster drawn up in the institution and whenever required.
- v) The individual should get prepared with relevant information/records for review

meetings, seminars conferences, workshops and group discussions including report writings, documentation work etc., whenever they are conducted by the Authority.

- vi) The individual shall attend to such other duties entrusted by the Collector & Chairman, Rajiv Vidya Mission (SSA), _____ and the Project Officer, Rajiv Vidya Mission (SSA), _____ from time to time.

6. Rescission

Either party may rescind this agreement at any time by giving the other party at least 30 calendar days notice in writing of its intention to do so. However, Rajiv Vidya Mission (SSA)/AP KGBV Society will terminate the services of the Signatory involved in disciplinary cases and in criminal cases immediately if proved in departmental enquiries prima facie findings established the irregularities. The State Project Director, Rajiv Vidya Mission (SSA), Andhra Pradesh, Hyderabad is empowered to take necessary appropriate action without giving any notice.

7. Termination

In case of improper conduct and / or unsatisfactory performance by the Signatory, having regard in particular to the Terms and Reference mentioned above, Rajiv Vidya Mission (SSA)/AP KGBV Society shall terminate this agreement without any notice and no compensation shall be payable in such case.

8. Unpublished Information

The Signatory shall exercise the utmost discretion in regard to all matters of official business. She shall not communicate to any person any information known to her by reason of official position which has not been made public, except on written authorization of the Project Officer, Rajiv Vidya Mission (SSA). At no time shall she in any way use to private advantage information known to her by reason of her official person. These obligations do not ease with expiry of this Agreement.

9. Performance of Duties and Standards of Conduct

In the performance of her duties under this Agreement, the Signatory shall be exclusively responsible to AP KGBV Society and also institutional Head where Rajiv Vidya Mission (SSA)/AP KGBV Society offices are located.

The Signatory shall not engage in any activity that is contrary or conflict with the purposes / principles or the proper discharge of her duties for Rajiv Vidya Mission (SSA). She shall avoid any interaction with the Press and in particular any kind of public pronouncement, which may adversely reflect on her integrity, independence or impartiality, which are required in her

relationship with Rajiv Vidya Mission (SSA). At every step, she will act according to the Human & Child Rights regulations and violation of the child rights will be viewed seriously.

Any favour, gift or remuneration from any sources other than Rajiv Vidya Mission (SSA) shall not be accepted by her.

10. Release of Remuneration

Remuneration will be released to the Signatory only by AP KGBV Society.

UNDERTAKINGS

- (i) The Signatory shall obey the orders and directives issued by Project Officer / Head of institution where she is posted and other higher officials of Rajiv Vidya Mission (SSA)/AP KGBV Society from time to time and maintain all records meticulously as required to be maintained in her terms of duty and produce them as and when called for inspection and provide requisite data periodically as required by Rajiv Vidya Mission (SSA)/AP KGBV Society or any such officials empowered to know such information.
- (ii) The Signatory shall inform beforehand the concerned officials of Rajiv Vidya Mission (SSA)/APKGBV Society placed immediately above her regarding her absence from duty due to any personal reasons and shall inform at least one day prior to availing Casual leave.
- (iii) The Signatory shall use such cordial and pleasant language while interacting with her superiors and in any case shall not use arrogant or insubordinate language with her compatriots and will maintain extra cautiousness towards punctuality in working place.
- (iv) The Signatory shall be respectful and pleasant while interacting with the children residing in the KGBV and in any case shall not use verbal or physical abuse as a means of disciplining the child.
- (v) The Signatory shall be bound by the undertakings mentioned above in this Agreement and understand that any deviation shall immediately render in cancellation of this Contract Service Agreement and result in termination of service without any prior notice and any compensation thereof.

Provided further that in the case of contractual employee defaults the conditions laid down in the service agreement, the Rajiv Vidya Mission (SSA) is entitled to recover damages from the contractual employee. The quantum of damages will be fixed by the Rajiv Vidya Mission (SSA) which will be final.

The place of enforcement of this Bond shall be _____ district.

The Contract/Bond shall in all respects be governed by the laws of Andhra Pradesh for the time, being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of Andhra Pradesh.

District Collector/Project Officer
_____ **District**

Signature of the Signatory
(Contractual Employee)

JOB CHARTS

Contract Resident Teachers (CRT): The CRTs are primarily responsible for the academic development of the children in the KGBV. In addition, along with the Special Officer, they are responsible for the safety, security and well being of the children.

Working Hours: From Morning Assembly time to 4:30 p.m. Night duty CRTs may leave after the last period.

Qualification: Graduation in the subject concerned and professional qualification B.Ed or its equivalent. For language teachers, qualifications prescribed for Pandits may be followed.

Roles and Responsibilities:

Academic (preparation)

- f) CRT has to prepare annual plan based on the minimum academic programme.
- g) CRT should write lesson plans for all the topics and for all the subjects he/she is teaching every week and submit the same for perusal by the Special Officer on the first working day of every week. The lesson plans shall be prepared unit-wise and if the unit is big, sub unit-wise.
- h) The subject CRTs have to develop their respective laboratories. Language CRTs also have to develop language laboratories.
- i) The CRT should go through the list of books available in the school library and list out books for extra reading by students of different classes in their subjects. They should periodically submit a list of books in their subjects to the Special Officers for enriching the school library.
- j) The respective subject CRTs have to prepare students for mathematic Olympiad, National Talent Search Test, Quiz, General knowledge tests, science fairs etc.,
- k) CRT shall prepare questions Banks and bit banks unit-wise or sub-unit-wise, as per her teaching notes and submit the same for perusal by the Special Officer on the first working day of every week along with her lesson plans.
- l) CRT shall, in consultation with the Special Officer arrange extension lectures in her subject for the benefit of the students.

Instructional hours

- vii) CRT shall utilize the entire period allotted to the subject for teaching and for meaningful 'teaching-learning activity' only. She should not try to propagate any 'ism' other than 'patriotism'.
- viii) CRT is prohibited from taking up correction of home work and assignments or answer scripts valuation and writing of lesson plans or reading books/ journals/ newspapers in the instructional hours and supervised study.
- ix) CRT should complete the syllabus both month-wise and annually in time and certify at the end of the year that she taught the entire syllabus prescribed for the classes entrusted to her.
- x) CRT is prohibited from using the cell phone during the instructional hours and supervised study hours.

Evaluation

11. CRT shall prepare the question papers along with blue print and principles of valuation and submit to the Special Officer for approval before 3 days of the commencement of each weekly and monthly tests.
12. In addition to the routine monthly and terminal tests, she shall conduct 10 flash tests, 10 slip tests and 30 assignments in her subject spread over the year uniformly. The students should not be thrust with many tests during the third term.
13. Marks sheets along with answer scripts are to be submitted to the Special Officer for his/her perusal within a week's time from the date of the exam. Class teachers should prepare and issue progress cards immediately thereafter.
14. CRT has to prepare graded assignments for the gifted, the average and the low achievers.
15. Every CRT shall maintain case sheets for the low achievers and take necessary remedial action.
16. CRT shall correct the written work of the students and submit to the Special Officer for his perusal as and when the latter demands or as per the calendar of events. The written work includes – assignments, flash tests, slip tests, composition work and any other notes that is given by her for a specific purpose. She shall prepare lists of common errors and correct students from committing them.

Supervision

1. She shall attend supervised study during day time and self-study during night time as per the time table supplied to her in the institution.
2. She shall utilize the supervised and self study periods for helping the gifted as well as the low-achiever, without causing disturbance to the other students in the class.
3. She shall attend the supervised self study periods in formal dress.

General

1. CRT should try to diagnose the individual deficiencies of her students and help them overcome the same
2. She should undertake action on innovative practices
3. She should know that the twin aims of KGBV are 'academic excellence' and 'all round development of the personality' of the students and hence give her best to realize these aims.

Administration

1. It is mandatory for the CRT to be present at the morning assembly.
2. She shall be in the class assigned to her within 3 minutes from the stroke of the bell and shall not leave the class till the bell for that period is given.
3. She must attend to all classes including supervised and self-study, tutorials and club activities in time. Absence from the classes assigned shall be viewed seriously. She shall not leave the school premises during working hours except with the written permission of the Special Officer.

4. There shall not be any adjustment in the supervised study among the colleagues. The absence of supervised study shall be treated as absent for the entire day and the leave eligible shall be granted and informed accordingly.
5. She shall attend the extra-work periods assigned.
6. She shall maintain the following records/registers – (a) Teaching Notes; (b) Teaching Diary; (c) Record of Slow Learners; (d) Personal Marks Register; (e) Year Plans; (f) Question Banks; (g) Club Activity Records; (h) Record of Test Papers of all Tests; (i) Record of questions given from assignments, flash tests and slip tests.
7. She shall take up one innovative project every year and guide the students to actively participate in District science fairs, quiz programme, essay writing, debating and such competitions as are applicable to her.
8. When she dines in the mess, she shall sit with the students and dine. This helps to inculcate good table manners, ensures discipline and avoids wastage.
9. In secondary duties, such as issue of text-books, note books, cosmetics etc., shall be done as per the circular given by the Special Officer without causing any disturbance to the supervised study periods.
10. She shall have to discharge the following secondary duties in addition to being in charge for certain stocks and stores and be convener for different committees appointed on various occasions for conducting the school activities, such as House Mistress/Caretaker/Student Coordinator/etc.
11. She shall attend to all school functions without fail, even if the functions are on a holiday or outside the instructional hours.
12. She should discharge any other duty assigned by the Special Officer for the smooth running of the institution at all times.

Night Duty

- (vi) Wake up the children at 5:00 a.m.
- (vii) She should attend the dormitory daily after night self study and take the attendance of the students.
- (viii) Kit Inspection in the morning.
- (ix) Supervise the morning routines up to assembly time.

Others

1. Language teachers appointed as conveners have to bring out the monthly issue of manuscript magazine.
2. Non language teachers appointed as conveners have to conduct educational exhibitions and the Anniversary day.

Annexure 2:

Job Charts for Non-Teaching Staff

ANM

Qualification: Intermediate Pass plus ANM Training Certificate from government recognized institutions.

Age: Between 18 and 35 years as on the date of Selection by the Outsourcing agency.

Responsibilities:

- 1) She is in charge of the health room and she has to work hard to improve hygienic conditions in the campus.
- 2) She has to act according to the advice of the school doctor/PHC doctor and issue medicines to the sick girls.
- 3) She should maintain the stock and issue registers of medicines.
- 4) She should maintain the health record of the students and assist the doctors at the time of medical inspections.
- 5) She should ensure that the girls have access to sanitary napkins as required.
- 6) She should prepare indents for the purchase of medicines and get the approval of Medical Officer and submit them to the Special Officer.
- 7) She has to pay special attention towards the sick girls and accompany them during the time of hospitalization in emergency cases and arrange for proper diet and inform the parents about their sickness.
- 8) She has to supervise the cleanliness and hygienic conditions at kitchen, dining place and toilets every day.
- 9) She has to take up the health education classes as and when allotted to her by the Special Officer.
- 10) She should co-operate with the Special Officer for smooth and efficient functioning of the institution.

Accountant:

Only Female Candidates are eligible.

Qualification: Graduate in Commerce with experience in using Tally.

Age: Between 18 and 35 years as on the date of Selection by the Outsourcing agency.

Responsibilities: Responsible for maintaining all the books of accounts as per the guidelines given in the SSA Manual on Financial Management and Procurement (p.51).

Office Subordinate/Attendant:

Qualifications: 10th Class Pass (Female who has crossed 18 Years of age)

Age: Between 18 and 35 years as on the date of Selection by the Outsourcing agency.

Responsibilities:

- 1) She will attend to the work relating to the cleanliness of the school, and any other entrusted by Special Officer.
- 2) She will assist with the serving of meals.
- 3) She will assist in all the office work in the KGBV.

Security Guard/Watchwoman:

Qualifications: Basic literacy and preferably trained by a reputed security agency having experience for a minimum of 5 to 6 years.

Age: Between 25 and 55 years as on the date of Selection by the Outsourcing agency.

Responsibilities:

- 1) The security guard/watchwoman shall be responsible for securing the premises at all times by ensuring that the gates and doors are kept locked at night and when she is not physically present at the gate during the day.
- 2) The security guard/watchwoman shall not allow any male visitor to enter the premises without the prior permission of the special officer.
- 3) The security guard/watchwoman shall maintain a register and ensure that details of all visitors to the KGBV are recorded.
- 4) The security guard/watchwoman shall not allow any child to leave the premises without permission of the special officer.
- 5) The security guard/watchwoman shall support the PET in morning drill and games.

Cook/Assistant Cooks:

Qualifications: Basic literacy and experience in cooking for large groups for a minimum of 5 to 6 years.

Age: Between 25 and 55 years as on the date of Selection by the Outsourcing agency.

Responsibilities:

- 1) The Cook and Assistant Cooks are responsible for the preparation of hygienic, nutritious and tasty food.
- 2) The Cook has to follow the prescribed menu and ensure that the food is cooked in sufficient quantity.
- 3) The Assistant Cooks are responsible for cleaning the food materials and the vessels used for cooking.
- 4) The Cook and Assistant Cooks are responsible for the cleanliness of the Kitchen and Store Room.
- 5) They should ensure that all safety precautions are taken during cooking.

Sweeper:

Qualifications: Basic literacy.

Age: Between 18 and 35 years as on the date of Selection by the Outsourcing agency.

Responsibilities:

- 1) The Sweeper is responsible for the overall cleanliness of the premises.
- 2) She shall sweep all rooms and the compound every day.
- 3) She is responsible for cleaning the toilets and bathrooms twice a day.

**Sd/- E. V. Narasimha Reddy
SECRETARY
APKGBV SOCIETY**

**Sd/- V. Usha Rani, I.A.S.
SPD/VICE CHAIRPERSON
APKGBV SOCIETY**

//t.c.f.b.o//

Asst. Secretary, APKGBV Society

Annexure 3:

Suggested Diet Menu – Egg and Fruit must be served everyday. Egg may be served at breakfast or lunch and fruit at any appropriate time

S.No	Day	Early morning	Breakfast	Lunch	Evening and Tea	Snacks	Dinner
1	Monday	Ragi Malt with Milk	Khichdi with Chutney	White Rice Dal with leafy vegetable Vegetable Curry Rasam Boiled egg Butter Milk	Boiled pulses (5 - 6 kgs)		White Rice Vegetable curry Sambar Butter Milk
2	Tuesday		Masala wheat rava upma with Palli Chutney	White Rice Dal with leafy vegetable Vegetable Curry Rasam Butter Milk Egg Curry	Fried batana (5 - 6 kgs)		White Rice Vegetable curry Sambar Butter Milk
3	Wednesday		Pulihora + Vegetable Chutney or Bagara + Alu Kurma	White Rice Dal with leafy vegetable Rasam Egg curry Butter Milk	Punugulu + Tea		White Rice Vegetable curry Sambar Butter Milk
4	Thursday		Idly with Palli/Putnala Chutney and Sambar	White Rice Dal with vegetables Vegetable Curry Boiled Egg Tomato Rasam Butter Milk	Atukulu + Borugulu chuduva		White Rice Vegetable curry Sambar Butter Milk
5	Friday		Pongal with Chutney	White Rice Dal with vegetables Rasam Butter Milk Egg curry	Fried Chana + Tea		White Rice Vegetable curry Sambar Butter Milk
6	Saturday		Bhagara or Chuduva + Chutney (Atukulu + Borugulu)	White Rice Dal with leafy vegetables Vegetable Curry Rasam Butter Milk Boiled Egg	Ravva/Carrot/ Kesari/Payasam		White Rice Vegetable curry Sambar Butter Milk
7	Sunday		Chapathi/Puri with Alu Curry/ Dal	Vegetable biryani White Rice Egg curry Dal with leafy vegetables Tomato Rasam Butter Milk	Fried palli		White Rice Vegetable curry Sambar Butter Milk

Note:

- Special Lunch or Dinner every second and fourth Sunday of the month.
- Variation in the vegetables served should be observed.
- Fruit should include seasonal fruits such as guava, orange, watermelon, grapes, etc. along with banana.