

**GUIDELINES FOR ENGAGING THE SERVICES OF VIDYA VOLUNTEERS FOR THE
ACADEMIC YEAR 2016-17**

1. The services of Vidya Volunteers will be engaged from 16th July, 2016 to 20th April, 2017 in the Schools as approved by the District Collector concerned. Their services are purely temporary and can be terminated before 20th April, 2017 also, based on justifiable grounds, by the School Management Committees (SMCs).
2. The services of Vidya Volunteers shall be engaged to ensure regular functioning of the Schools .
3. Candidates should have completed 18 years of age and upper age limit is 44 years as on 1st July, 2016. (5) years relaxation is given in case of SCs / STs /BCs and (10) years for Physical Challenged persons.
4. Unit of roster is a District. As per the sanctioned number of Vidya Volunteers for the Academic Year 2016-17, the District Educational Officer (DEO) shall allot roster points first to the Mandal by arranging the Mandals in English alphabetical order. Later, in the Mandal he will arrange habitations in English alphabetical Order. Example is given below:-

Name of the District	Mandal	No. of Habitations	No. Vidya Volunteers Allotted	Roster Point
Mahabubnagar	()Acchampet	A Habitation()	4	1 to 4
		B Habitation()	3	5 to 7
	()Amrabad	A Habitation()	3	8 to 10
		B Habitation()	2	11 & 12

5. The DEO shall communicate the list of Schools along with roster points to the Mandal Educational Officers concerned for engaging the Vidya Volunteers. The Mandal Educational Officers in turn shall display the details on the Notice Boards of the Mandal Resource Centers, Primary Schools ,Upper Primary Schools, High Schools and all Gram Panchayats in the Mandal. The District Educational Officer shall give a Press Note stating that the eligible Candidates shall apply online and display the details on his website.
6. The Candidates shall apply online and submit a signed print out of the application he/she uploaded along with the Certificates required to the Mandal Educational Officer of the Mandal to which he/she applied within the time specified. The Mandal Educational Officer shall cause verification of the applications with reference to the Certificates enclosed and submit the same to the District Educational Officer duly countersigned. Copies of the Certificates to be enclosed are as follows :-
 - i) Copies of the SSC, Intermediate, Graduation, Post Graduation ,D.Ed., B.Ed., TET , Pandit Training, Oriental Title/ Bhasha Praveena/ Vidhwan along with Marks Memo.
 - ii) Local Candidate Certificate or Study Certificate issued by the Tahasildar .
 - iii) Caste Certificate issued by the Tahasildar (Local Tribe Certificate in case of Agency area) .
 - iv) Physically Challenged Certificate (SADAREM).
7. Engaging of Vidya Volunteers in Agency area shall be from local ST Candidates only. If local ST Candidates are not available, then other ST Candidates from Agency Area and later non-ST candidates residing in the Agency area shall be considered .
8. The following are the Educational Qualifications required for engaging Vidya Volunteers:-
 - a) For Primary Schools(Classes I to V):**
Intermediate with D.Ed. In case of non availability of Candidates with D.Ed, B.Ed Candidates may be considered.
 - b) For Upper Primary & Secondary Schools(Classes VI to X):**
Graduation with B.Ed.

c) For Languages in Upper Primary & Secondary Schools(Classess VI to X):

- i. Graduation in the language concerned as optional and Pandit Training or B.Ed., in the relevant methodology.
 - ii. Post Graduation in the language concerned with Pandit Training/ B.Ed. with relevant methodology.
 - iii. Oriental Title/ Bhasha Praveena/ Vidhwan in the Language concerned or its equivalent with Pandit Training/B.Ed in the relevant methodology.
9. The following weightage shall be given to the eligible Candidates who have applied to work as Vidya Volunteer:-
- I. For Primary level:-**
 - a) Intermediate - 30% weightage on total marks secured
 - b) D.Ed. - 30% weightage on total marks secured
 - c) Study in English Medium (EM) - 10 % weightage on total marks secured at two levels (X and Intermediate) - (5% for study in E/M at one level)
 - d) Teacher Eligibility Test Paper I - 20 % weightage on total marks secured
 - e) Graduation - 10 % weightage on total marks secured
 - II. For Upper Primary & Secondary level:-**
 - a) Graduation/Oriental Title - 30% weightage on total marks secured
 - b) B.Ed./Pandit Training - 30% weightage on total marks secured
 - c) Study in English Medium (EM) -- 10% weightage on total marks secured at two levels (X and Intermediate) - (5% for study in E/M at one level)
 - d) Teacher Eligibility Test Paper II - 20 % weightage on total marks secured
 - e) Post Graduation in the relevant subject - 10 % weightage on total marks secured
- 10) If weightages of two or more Candidates are equal, qualification and then age shall be taken into consideration for arriving at the order of Candidates in the merit list.
- 11) Mandal is the unit for engaging of Vidya Volunteers basing on the roster points allotted to the Mandal. Merit lists shall be generated for each Mandal. As far as possible, Candidates belonging to the same Mandal shall be engaged as Vidya Volunteer. If qualified Candidate is not available for a particular roster point in the Mandal, Candidates from the other roster points may be taken from the same Mandal. For Example If no ST (W) Candidate is available in the Mandal, ST (General) may be considered . If no ST candidate is available in the Mandal, SC (W) may be considered . If no SC (W) Candidate is available in the Mandal , SC (G) may be considered . If no SC candidate is available in the Mandal, following sequence shall be followed BC-A (W), BC-A (G), BC-B(W), BC-B(G), BC-C(W), BC-C (G),BC-D(W), BC-D (G), BC-E(W), BC-E(G) , OC(W), OC(G). In case of non-availability of candidates for Ex.Servicemen quota/ PHC quota in the Mandal, Candidates from Open Completion list may be considered.
- 12) The Candidates shall be identified to be engaged as Vidya Volunteers based on the following preferences:-
- a) Natives of the village shall be given first preference.
 - b) Candidates from adjacent village in the same Mandal shall be given 2nd preference.
 - c) If the Candidates are not available in that particular village/ adjacent village, then the candidates from General Merit List of the Mandal shall be considered basing on the merit duly taking options from the Candidates.
 - d) If Candidates are not available in the Mandal, same category of Candidates from neighbouring Mandals (having common borders) may be considered based on merit.
 - e) The selected Vidya Volunteers shall given an undertaking to the SMCs that they shall stay in the Headquarters.

- 13). The DEO shall place the merit list of the Candidates for approval of the District Level Committee comprising the following:-
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|----------------------------------|---|------------------|
| a) District Collector | - | Chairman |
| b) Project Officer, ITDA | - | Member |
| c) Addl.Joint Collector | - | Member |
| d) Chief Executive Officer, ZP - | | Member |
| e) District Educational Officer | - | Member Secretary |
- 14). The District Collector shall oversee the entire process of engaging these Vidya Volunteers duly considering the Vidya Volunteers already engaged as per the references 3rd & 4th cited in the G.O. They shall decide based on the enrolment status in the Schools as on 30.06.2016; the regular Teachers available; vacancies available and also based on the rationalization norms indicated in the G.O.Ms.No.11, Education (Ser.II) Department, dt:15.06.2015 and G.O.Ms.No.17, Education (Ser.II) Department dt:27.06.2015 about the number of Vidya Volunteers required. After finalization of the Lists of Vidya Volunteers by the District Level Committee, the same shall be communicated to the Mandal Educational Officers for onward communication to the School Management Committees for engaging the services of the Vidya Volunteers in the Schools Any grievances on these Final Lists shall be considered in Appeal by the Director of School Education within a week from the date of publication of these Lists by the SMCs.
- 15) The Cluster Head Master concerned shall be given the responsibility to coordinate with the SMCs concerned to engage the services of the Vidya Volunteers. The SMC concerned will enter into an Agreement with the Vidya Volunteer in the prescribed format, which is to be forwarded by the DSE to all the DEOs.
- 16) The District Collector shall draw a detailed Schedule for completing the selection of the Vidya Volunteers and communicate the List of Vidya Volunteers to the MEOs by 12th July,2016 and the MEOs shall complete the verification process and furnish the List to the SMCs by 15th July,2016, so as to engage the services of the Vidya Volunteers by the SMCs from 16th July,2016 for the Academic Year 2016-17.

RANJEEV R.ACHARYA
SPECIAL CHIEF SECRETARY TO GOVERNMENT

**PROCEEDINGS OF THE DIRECTOR OF SCHOOL EDUCATION;;
TELANGANA:: HYDERABAD**

Rc. No. 330/PS-2-2/2015-2

Dated:14 .09.2015

Sub:- School Education – Engaging of Vidya Volunteers for the years 2015- 16 Certain Instructions issued – Regarding.

Read: Video Conference held by the Hon'ble Dy. CM.&Min. for Edn. With District Collectors on 11.09.2015 at 3.00 PM and Video Conference held by Director of School Education on 14.09.2015 at 9.30 AM with all the District Educational Officers in the State.

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The attention of all the District Educational Officers is invited to the reference read above and the following clarifications are issued:-

S.NO.	Clarification Sought	Clarification Issued.
1	Whether the candidates can be allotted to the school based on the Roster or not?	Mandal /School-wise roster is meant for to maintain reservations only where as allotment of schools is different. The Candidate shall be identified to be engaged as Vidya Volunteer based on the following preference: <ol style="list-style-type: none">1. Native of the village shall be given first preference.2. Candidate from adjacent village shall be given 2nd preference3. If the candidates are not available in that particular village/ adjacent village, then the candidates from General Merit List shall be considered basing on merit duly taking options from candidates.4. In some cases for certain categories of posts such as Urdu Medium, candidates may not be available in the same mandal Hence neighbouring mandal candidates may be taken. While giving posting, option may be taken from the candidates to allot Mandal/Village as per his /her preferences.
2	How to calculate percentage of Marks for determing Merit in respect of B.Ed. Courses where Theory Examinations were conducted by awarding Marks where as practical Examination were conducted by awarding grade.	In respect of B.Ed only theory Marks are to be considered so as to maintain uniformity throughout the sate. Converting Grade into marks is not feasible

S.NO.	Clarification Sought	Clarification Issued.
	<p>a) InDegree Examination 2 Parts are there. First Part Languages 2nd Part subject. To calculate percentage of Marks whether both parts are to be taken in to account or only part II to</p> <p>b) In Part II One subject like Indian History, culture , science is there for all which is only for purpose of study but not for deciding grade and not for counted for total marks list. Whether to taken into account for total Marks of not.</p>	<p>Both parts to be taken for calculating percentage of Marks</p> <p>Need not be taken into account.</p>
4	How to decide Neighbouring Mandal needs clarifications.	Neighbouring Mandal means Surrounding Mandals.
5	In case of non availability of Ex-services men Quota/PHC Quota in the Mandal what to do.	Take it from Open Competition.
6	In respect of deciding nativity of particulars Mandal only school study certificate to be followed or certificate issued by Thasildar to be followed.	Certificate issued by Competent Authority /Tahsildar to be considered.
7	In respect of Urdu Medium candidates are not available per a particulars roster point how to go ahead.	Follow the Guideline No. 11 annexed to G.O.Rt. No. 162, Education, dated: 03.09.2015 and clarification issued at Sl. No. 4 of this letter

DIRECTOR OF SCHOOL EDUCATION

Toq

All the District Educational Officers in the State.

-Copy to the Regional Joint Director of School Education, Hyderabad & Warangal

-Copy to all the District Collectors in the State.

-Copy submitted to the Principal Secretary to Government , School Education Department, Government of Telangana, Secretariat, Hyderabad for information

PROCEEDINGS OF THE DIRECTOR OF SCHOOL EDUCATION;; TELANGANA::
HYDERABAD

Rc. No. 330/PS-2-2/2015

Dated: .09.2015

Sub:- School Education - Engaging of Vidya Volunteers for the years 2015-16 Certain Instructions issued - Regarding.

Read:-1. Proc. Rc. No. 330/PS-2-2/2015, dt: 03.09.2015.

2. Proc. Rc. No. 330/PS-2-2/2015, dt: 14.09.2015.

3. Proc. Rc. No. 330/PS-2-2/2015, dt: 16.09.2015

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In continuation of the office proceedings read above, the following instructions are issued are issued for preparation of Merit List for engaging Vidya Volunteers for the academic years 2015-16.

1. If any particulars BC Group candidate is not available then the following order of sequence shall be followed:

Example :- BC.A Group candidate is not available -BC.B Group candidate may be considered - BC.C Group Candidate-BC.D candidate may be considered.

Example :- BC.B. Group candidate is not available -BC-A Group candidate may be considered BC-C Group candidate- BC.D candidate may be considered.

Example:-BC.C Group candidate is not available -BC.A Group may be considered - BC-B Group Candidate-BC.D candidate may be considered.

Example:-BC.D Group candidate is not available -BC.A Group may be considered BC-B Group Candidate - BC.C. candidate may be considered

Like -wise if BC candidates are not available -SC(W)-SC(G) ST(W)-ST(G) shall be considered.

2. Candidates having Post Graduation in other subjects i.e. Other than the optional and Methodology in B.Ed. he shall not be given weightage for posts Graduation.

Example:- Candidate having B.Sc., B.Ed. with Mathematics methodology has applied for School Assistant(Maths) and having Post Graduation in other subject i.e. English, Arts, Archeology, etc., he/she shall not be given weightage for Post Graduation.

Therefore they are requested to follow the above instructions scrupulously