



DIOCESE OF CUTTACK

CHURCH OF NORTH INDIA

Bishop's House, Mission Road, Cuttack - 753 001, Odisha, India

Rt. Rev. Surendra Ku. Nanda

Bishop

Diocese of Cuttack , CNI

Rev. Antiniel Mondal

Vice-President

Diocese of Cuttack , CNI

Mr. Avaya Kumar Hotta

Secretary

Diocese of Cuttack , CNI

Mr. Dilip Kumar Behera

Treasurer

Diocese of Cuttack , CNI

F3/DOC/CNI/ 127 /2022

Date: 27/10/2022

To,

1. The Secretary & Principal, Stewart School, Cuttack
2. The Secretary & Principal, New Stewart School, Cuttack
3. The Secretary & Principal, Stewart School, Bhubaneswar
4. The Secretary & Principal, Stewart School, Sukinda
5. The Secretary & Principal, Stewart School, Mohana

Dear Sir / Madam,

Greetings from the Diocese of Cuttack, CNI !

This is to inform you that the matter regarding the appointment of Support Staff (i.e. Sweeper /Aaya /Peon/ Watchmen) in the Stewart Schools was discussed at length. Considering the recommendation of High Power Committee and the Office Bearers of the DBE, it was unanimously resolved to abolish the contractual and regular post of Aaya /Peon/Watchman w.e.f 1st of November 2022. Those Aayas/Peons/watchmen who are working in the school will be given an option to continue to work as the Safaiwala cum Gardener in addition to their present responsibilities. In that event they may be allowed to continue, subject to their satisfactory performance of their duties and responsibilities.

There will be no more confirmation of service of any contractual employees hereafter.

The post of Aaya is abolished and a new post of Para Teacher cum Child Care Giver (PTCCG) has been introduced. These Para Teachers cum Child Care Giver will be recruited to work in Pre-school as part time workers on contractual basis in a consolidated salary of Rs 10, 000/- per month with effect from 1st November 2022.

Their working hours will be 4 hrs 30 minutes per day except Sunday and Government Holidays.

The qualification of Para Teachers cum Child Care Giver are as follows:-

1. Must be having +2 qualification
2. Must pass Diploma in Early Childhood Care and Education (DECE) from recognised institution (1 year course)
3. Must have undergone Certificate Course in Counselling with experience of counselling.
4. Must have teaching experience in Pre-school.
5. Should be able to communicate in English.
6. Must have the basic knowledge of Smart Class teaching.
7. Must be having basic knowledge of Computer and Mobile Phone for communicating with the school authorities.

The duties and responsibilities of Para teacher is as follows:-

1. They will assist the class teacher in maintaining the classroom discipline.
2. They will remain at the back of the class and assist the slow learners to complete the instructions given by the teacher.
3. They will inform the class teacher about the learning gap of the children and maintain a separate record for each child in writing.
4. They will also ensure that the students bring all the notebooks and books as per the time table in the event if any child fails to bring notebook/book they will inform the class teacher such that the class teacher will write in the diary of the students for the parents information.
5. To immediately arrange first aid for the children in consultation with the class teacher through the school nurse.
6. To assist the nurse in maintaining height, weight monthly record of each child.
7. To take care of sick child in assistance of nurse till the child is handed over to the parents/ sent to the doctor.
8. To help the children to have their tiffin and provide all possible support.
9. To ensure the cleanliness of the classroom and washroom with the support of sweeper/Safaiwala.
10. They will submit the report of daily work to the Principal/Vice Principal/Senior Coordinator/Coordinator.

The Managing committee of Stewart Schools are permitted to fill up the post of Security Guard/Watchman by outsourcing the Security Guard cum Watchman from registered Security Agency /any other organization who have the provision of social security like EPF, ESI, Gratuity etc...for their employee by making an MOU w.e.f. 1st of November 2022.

The yardstick for such support has to be first revised as per the management guideline and service rule.

Thereafter the vacant position in the Yardstick shall be outsourced from authorized agency or organization with proper terms and condition.

The present employee working as Peon cum Watchman who do not want to continue with the additional responsibility of Safaiwala and Aaya who do not want to continue as Safaiwala may be given retrenchment notice by giving 6 months salary along with gratuity. They shall be retrenched from 31st March 2023 if they are unable to continue with above said terms and conditions.

This is for your necessary action.

Thanking you

Yours truly



Mr. Avaya Kumar Hotta
Secretary, Management of Stewart Schools
Diocese of Cuttack, CNI

- Copy to: 1. The Secretary, DBE
2. The CEO, Stewart Science College & Stewart Schools
3. The Chairman, Stewart Schools
4. The Office Bearers, Diocese of Cuttack, CNI