

**PROCEEDINGS OF THE STATE PROJECT DIRECTOR, RAJIV
VIDYA MISSION (SSA) ANDHRA PRADESH – HYDERABAD**

Present: Smt. V.Usha Rani, I.A.S.,

Rc.No.5730/RVM(SSA)/C4/2010.

Dated:25.04.2013

Sub: RVM (SSA) A.P, Hyderabad – Re-engaging the services of Divisional level Monitoring Teams and Data Entry Operators – Instructions issued - Reg.

Ref: 1. This office Proc.Rc.No.5730/RVM(SSA)/C4/2010 dt:14.2.013
2. This Office Proc.Rc.No.Even dt: 18.04.2013

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All the Project Officers of RVM (SSA) in the state are informed that necessary instructions were issued for termination and re-engaging the services of IERTs, MIS Coordinators, Data Entry Operators, Cluster Resource Persons, Part time Instructors, Divisional level Monitoring Teams and Asst. Sectoral Officers (NGO) in the reference 1st cited. Further guidelines were issued for re-engaging the services of Cluster Resource Persons, MIS Coordinators, Part Time teachers and IERTs vide reference 2nd cited. Now the following guidelines are issued for assessing the performance and re-engaging the services of Divisional level Monitoring Teams and Data Entry Operators.

1. Divisional Level Monitoring Team

- i. Performance shall be assessed based on the job chart prescribed
- ii. Total no. of schools visited in a month
- iii. Commitments towards duties
- iv. Sincerity and punctuality
- v. Command over the concerned subject.
- vi. Regular submission of reports.
- vii. Ability in preparation of Teaching Learning Material and conducting demonstration lessons.

2. Data Entry Operators

- Punctuality in attending office
- Confidentiality maintenance
- Understanding manual scripts
- Knowledge in MS Office:
 - Preparation of word documents
 - Working with Excel sheets
 - Power Point presentations
- Internet usage:
 - Creating mail ID and accessing mails
 - Downloading & uploading data through mails
 - Web search

- Typing knowledge in both Telugu & English with speed and without spelling mistakes
- Maintenance of files in system and file retrieval
- Preliminary knowledge in hardware (Optional)

The Project Officers are further informed to re-engage the services of data entry operators with effect from 01.05.2013 as communicated earlier. But, the services of Divisional Monitoring Teams should be re-engaged from **15.07.2013** as they have no work during summer vacation.

The Project Officers are requested to take necessary action for re-engaging the services of above personnel in their districts duly following guidelines and entering into the contract in the prescribed format by the concerned officers as communicated earlier and without scope for complaints. The mandal and district level committees constituted earlier shall assess the performance of data entry operators and divisional level monitoring team members respectively.

This has got the approval of the State Project Director RVM (SSA) Andhra Pradesh, Hyderabad.

Sd/- Dr.Y.Ali Akbar Basha (ASPD-II)
for STATE PROJECT DIRECTOR

To

All the Project Officers of RVM (SSA) in the State

All District Educational Officers in the state

Copy to all the District Collectors and Chairmen, RVM in the state

Copy to the MIS Coordinator and SAMO of this office

// t.c.attested//

Planning Coordinator