

Guidelines to DEOs / Project Officers, RVM on engaging of Vidya Volunteers for the year 2011-12

1. As per G.O Ms No. 61 dated; 16-5-2011 the primary schools and primary sections of upper primary schools having the enrollment of 1-10 shall be enlisted for engaging Vidya Volunteer.
2. One Vidya Volunteer may be engaged in primary and primary sections of upper primary schools run by Government / Local body managements irrespective of medium of instruction.
3. The services of Vidya Volunteers may be engaged from 13th June 2011 to 23rd April 2012.
4. After finalization of the list of primary schools and primary sections of upper primary schools that are to be provided one vidya volunteer, the District Educational Officer shall allot roster points for implementation of rule of reservation by arranging the schools in alphabetical order.
5. After finalization of roster points, the approval of the District Collector shall be taken for engaging of Vidya Volunteers in the district.
6. The DEO shall communicate the list of schools along with roaster points to the concerned Mandal Educational Officers for engaging Vidya Volunteers. The MEOs in turn shall display the details in notice boards of MRC and office of MPDO and Tahasildar.
7. The District Educational Officer shall give a press note stating that the eligible candidates willing to work as Vidya Volunteers shall submit applications in the concerned MRCs. The Mandal Educational Officer shall make arrangement for receiving of applications as per the schedule.

8. A mandal level committee shall be constituted with MEO and 2 school complex Head Masters for selection of Vidya Volunteers.
9. The candidates having TTC/D.Ed/B.Ed are eligible to work as Vidya Volunteers in primary and primary sections of Upper primary school.
10. After receipt of applications from the eligible candidates the mandal level committee will scrutinize the applications and select the candidates to work as Vidya Volunteer. Mandal shall be taken as unit for engaging Vidya Volunteers.
11. If more no. of eligible candidates are available in the prescribed roster point, a merit list shall be prepared taking the marks in academic and professional qualifications in the ratio of 50:50 and the candidates shall be selected based on the merit.
12. The Mandal Educational Officer shall communicate the list of selected candidates to the concerned SMCs for engaging of Vidya Volunteers. The Head Master of nearby school shall be given the responsibility to coordinate with the SMC concerned in engaging the Vidya Volunteers.
13. The process of engaging of VVs shall be completed by 12th June 2011 as per the plan of action enclosed so as place the Vidya Volunteer on the re-opening day of school.
14. All the Vidya Volunteers shall open bank accounts in any Nationalized bank and furnish the name of the bank with account number to the concerned MEO.

15. All the MEOs shall furnish the attendance details of Vidya Volunteers working in their concerned mandals to DPO, RVM by 2nd of every month without fail. If any MEO fails to furnish the attendance particulars of VVs by 2nd, action shall be initiated against such MEOs.
16. The funds towards the honorarium of VVs shall be transferred to the accounts of Vidya Volunteers directly from District Project Offices, RVM by 3rd of every month without fail duly obtaining the attendance particulars of Vidya Volunteers from the concerned MEOs.
17. The data base of all Vidya Volunteers engaged in the district shall be maintained at District Project Office in the format communicated earlier. However, Category-wise, Qualification wise no. of VVs engaged in the district shall be furnished to SPO in the format shown Annexure by 25th June 2011.
18. As per G.O.Ms.No. 90, Dated: 04-08-2009 Vidya Volunteers may be engaged from open category if the candidates are not available in the reserved category.

Rajiv Vidya Mission, Andhra Pradesh

Plan of Action for positioning of Vidya Volunteers during the year 2011-12

| Sl. No. | Item of work | Time line | Incharge |
|---------|---|----------------------------|------------------------|
| 1. | Issue of press note by the DEO | 5 th June 2011 | DEO |
| 2. | Finalization of roaster points and communicate to the concerned MEOs | 6 th June 2011 | DEO |
| 3. | Last date for receipt of applications from the eligible candidates | 9 th June 2011 | MEO |
| 4. | Section of candidates | 10 th June 2011 | Mandal level committee |
| 5. | Communicating the list of selected candidates to the SMCs . | 11 th June 2011 | MEO |
| 6. | Engaging of Vidya Volunteers by SM Cs | 12 th June 2011 | SMC |
| 7. | Reporting of Vidya Volunteers in schools | 13 th June 2011 | |
| 8. | Furnishing the list of VVs engaged in schools to MEO | 16 th June 2011 | SMC |
| 9. | Submission of Mandal-wise VVs list to DEO | 18 th June 2011 | MEOs |
| 10. | Submission of district-wise No. of VVs engaged to State Project Office in the format provided | 25 th June 2011 | POs |

**Government of Andhra Pradesh
School Education Department**

Annexure

Category wise and Qualification wise no. of VVs engaged during 2011-12

Name of the District:

| Category wise | | No. of VVs engaged in Primary Schools | No. of VVs engaged in primary sections of Upper Primary Schools | Total |
|---------------------------|--------|---------------------------------------|---|-------|
| General | Male | | | |
| | Female | | | |
| SC | Male | | | |
| | Female | | | |
| ST | Male | | | |
| | Female | | | |
| BC | Male | | | |
| | Female | | | |
| Total | Male | | | |
| | Female | | | |
| Muslim Minorities | Male | | | |
| | Female | | | |
| Qualification wise | | | | |
| B.Ed. and above | Male | | | |
| | Female | | | |
| D.Ed./TTC | Male | | | |
| | Female | | | |

**Signature of the
Project Officer**

**Signature of the
District Educational Officer**