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Zakat Foundation of India, New Delhi 110025
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Prime Minister's New 15 Point Program for the Welfare of Minorities, 2006

Point No. 3 - Recruitment & employment of Urdu teachers for Primary & Upper Primary classes in the schools in those areas where Urdu language group constitutes more 25% of the population

It has been reported that no application was received by Union HRD Ministry during 2007-08 and 2008-09.

For 2009-10, **only 42 applications** have been received thus far (all from Punjab). The inaction lies on the part of the Urdu language community.

The Principals/Managers of schools are requested to ensure that in the next 3 months 5,000 such applications are submitted.

GUIDANCE NOTE TO ADVISE YOU HOW TO SUBMIT AN APPLICATION FOR URDU TEACHERS' POSITIONS:

Following are the steps to be taken carefully and meticulously:

STEP 1 - IDENTIFY SCHOOLS:

1(a). Identify the public or private schools (i) where Urdu is the mother tongue of 25% or more students and (ii) such schools teach Primary and/or Upper Primary classes.

(b) Definition of Primary and Upper Primary classes is not given in the Prime Minister's 15 Point Program for the Welfare of Minorities.

(c) Some say Primary classes include 1 to 3, others say they are 1 to 5.

(d) Some say Upper Primary classes include 3 to 5/6, others say its 5 to 8.

(e) Take a broad interpretation that suits the community.

STEP 2 – WRITE TO HRD MINISTRY:

2(a). Persuade these schools so that the Principal or Manager write in detail on plain paper an application addressed to: **the Secretary, Department of School Education & Literacy, (Secondary Scholarship Division), Ministry of Human Resources Development, Shastri Bhawan, New Delhi 110011** stating that Urdu is mother tongue of more than 25% students and hence, under Point 3 of PM's 15 Point Program for the Welfare of Minorities, **Urdu teachers need to be recruited and employed in the school at full monthly salary with scale of pay for TGT in your state. In addition to that, there can be part time Urdu Teachers @ Rs one thousand per month.**

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(b) Along with the application enclose:

* Biodata

* Copies of degrees/mark sheets and testimonials of suitable candidates (2-3 candidates for each intended post).

(c) **The application proforma is enclosed.**

(d) If you have a **District Minorities Officer** submit in his office three sets of each application. **Obtain signature with date and seal of the office.**

(e) If there is no District Minorities Officer, find out from the District Collector's office if an officer has been nominated for handling the matters relating to welfare of minorities.

(f) If there is such an officer submit the applications in triplicate to that officer. **Obtain signature with date and seal of the office.**

(g) In case no such officer has been nominated by District Collector then submit three copies of each application in the office of the District Collector. **Obtain signature with date and seal of the office.**

(h) Simultaneously, send by registered or speed post, one complete set of application directly to the Secretary, Department of Education, School Education & Literacy (Secondary Scholarship Division), Ministry of HRD, Shastri Bhawan, New Delhi 110011.

STEP 3 – FOLLOW UP ON PROGRESS OF APPLICATION:

3. Please follow up the progress in the district offices and ensure that two sets of each application are forwarded from the District to the Secretary, Ministry of Education of the State Government. **Obtain the despatch no. and date.**

STEP 4 – FOLLOW UP WITH STATE SECRETARIAT:

4. In the State Secretariat follow up the processing of the applications and ensure that one set of applications is forwarded to the **Secretary, Department of Education Department of School Education & Literacy, (Secondary Scholarship Division), Ministry of Human Resource Development, Shastri Bhawan, New Delhi 110011.** Please maintain a good, amiable relationship with Government officials.

From:
The Principal/Manager

Dated

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To:
The Secretary, **Department of School Education & Literacy,**
(Secondary Scholarship Division),
Ministry of Human Resource Development, Shastri Bhawan, New Delhi 110011

Through:
(a) The District Collector (State) and
(b) The Ministry of Education, Government of (State.....)

Dear Sir/Ma'am,

Subject: Prime Minister's New 15 Point Program for the Welfare of Minorities, 2006 - Point No. 3 - Proposal for Recruitment and Employment of Urdu Teachers for Primary & Upper Primary Levels in areas where 25% or more people belong to Urdu language group - Application regarding

Kind attention is invited to the Point No. 3 of the Prime Minister's New 15 Point Program for the Welfare of Minorities. It states that the recruitment and employment of Urdu Teachers of schools located in the areas, where the persons belonging to Urdu language group constitute 25% or more of the population, shall be the responsibility of the Central Government. Kindly be informed that our area falls in this category.

In our School the class wise number of students who need to be taught Urdu is as follows:

Primary Upper Primary

We would, therefore, request that Urdu Teachers may kindly be appointed in our School to teach Urdu to the above mentioned students.

We are enclosing the bio data of the following candidates who are fit for such appointment.

	Name	Father's name	Address
(i)
(ii)
(iii)
(iv)
(v)

Yours faithfully,

(.....)
Manager / Principal
..... School
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Enclosures: as above