

New Delhi Municipal Council  
Palika Kendra: New Delhi  
Personnel Department

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**Vacancy Circular**

NDMC invite applications from retired central Govt./State Govt./Municipal Bodies in the following categories:

**(i) Consultant Secretarial – 01 Number**

The applicant should have retired as Private Secretary from Central Govt./State Govt./Municipal Bodies/ NDMC employees and have at least 10 years of experience in providing Secretarial assistance i.e. Management and Supervision of Personal Section, facilitating and meetings, taking dictation and typing, maintaining engagements, tour program, travel arrangements, preparation of minutes of important meetings, co-ordination, protocol, etc.

**(ii) Driver – 01 Number**

The applicant should have retired from Central Govt./State Govt./Municipal Bodies/NDMC employees from the post of LMV/HMV Driver. The person applying should have willing to work till late hours/holidays as per the convenience of the concerned officer.

2. The consolidated remuneration will be determined in terms of NDMC office order No.748/SO(E)/SA-I(R) dated 17.02.2017 , 23.02.2017 & 17.03.2017 and dated 01.02.2021
3. The applicant should not be of more than 64 years of age as on the closing date.
4. The engagement would be for a period of 06 months only.
5. The eligibility and terms and conditions of appointment and remuneration payable are given in the Annexure-I. Applications from the willing and eligible candidates in the annexed proforma should reach to Joint Director (Establishment), Room No. 2004B, 2nd Floor, NDMC HQ, Palika Kendra, Sansad Marg, New Delhi latest by 09.08.2021. The shortlisted candidates will be called for interview for which date will be intimated separately.

(Anjum Siddiqui)  
Jt Director (Establishment)

Copy to:-  
Digitally signed by ANJUM SIDDIQL

Date: Mon Jul 19 17:42:51 2021  
Reason: Approved  
All Notice Board including website/portal of NDMC.

**NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA: NEW DELHI**

**APPLICATION FOR APPOINTMENT AS CONSULTANT/ DRIVER IN NDMC**

NAME OF THE POST APPLIED FOR: \_\_\_\_\_

1. Name of the Applicant (In capital letters) \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Date of Retirement from govt. Service \_\_\_\_\_
5. Office where last worked \_\_\_\_\_
6. Designation last held \_\_\_\_\_
7. Last pay / Pension Drawn \_\_\_\_\_
8. Aadhar Number \_\_\_\_\_
9. Educational Qualification \_\_\_\_\_
10. Category \_\_\_\_\_
11. Age on the date of submitting the application \_\_\_\_\_
12. Details of IT/Computer Knowledge \_\_\_\_\_
13. Whether any penalty was Imposed during the service \_\_\_\_\_
14. If yes, the details thereof \_\_\_\_\_
15. Resident Address \_\_\_\_\_
16. Telephone No. \_\_\_\_\_
17. E-mail (if any) \_\_\_\_\_

18. Work Experience (Add separate sheet if required)

Sr. No.	Organization / Institute	Post held	Period		Nature of work	Remarks
			From	To		

(Signature of the applicant)

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NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA: NEW DELHI

No. 748/SO(E)/SA-I(R)

Dated: 17.02.2017

**OFFICE ORDER**

Subject: Issue of policy guideline relating to appointment of Consultant in NDMC.

The competent authority in NDMC has approved following following policy guidelines for appointment of Consultants in NDMC:

**A. Eligibility for appointment of Consultant:**

- I. Consultants shall not be engaged against vacant post in any cadre.
- II. The Consultant should have function knowledge of computer and domain knowledge of field for which he/she has been engaged.

**B. Procedure for appointment :**

a) Engagement of Consultants

4148/SDESTt  
2012/17

SA-I(R)  
26/23/ES/L  
21-2-17

- i. The NDMC may hire external professionals, consultancy firms or Consultants for specific jobs in situation requiring high quality services for which the Departments does not have requisite experience.
- ii. Under some special circumstances where it may become necessary to select a particular Consultant where adequate justifications is available for such single source selection in the context of the Department.
- iii. In all other cases Consultants would be engaged through open advertisement through NDMC website as per requirement of the User Department.

- b) No direct application for engagement of Consultant will be entertained.
- c) The persons appointed as Consultant shall submit the application in prescribed performa to the Main Establishment.
- d) The engagement of Consultant will be purely on Contract basis.

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*[Signature]*

*[Signature]*

*[Signature]* 17.02.2017

29.11.17

- e) The applications received shall be screened by the Screening Committee consisting of Secretary, Director (P), Director (Accounts) and Joint Director (Establishment). The recommendation of the Screening Committee shall be final.
- f) The Consultant so engaged shall enter into an agreement in the prescribed Performa duly signed by the Consultant.
- g) The Consultant so engaged shall be put to consistent evaluation and their performance on day-to-day basis will be monitored.
- h) The Consultant shall be engaged initially for a period of six months or as the case may be. The Competent Authority shall terminate the services of Consultant on receipt of any unsatisfactory performance report or discretion of the Competent Authority without assigning any reason. The decision of the competent authority shall be final and binding.
- i) Consultants shall be eligible for 08 days' leave in a year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a Year (calculated on a pro-rata basis). Also unavailed leave in a calendar year cannot be carried forward to next calendar year. The NDMC would be free to terminate the services in case of unauthorised absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year.
- j) The Consultant shall continue to draw pension and dearness relief on pension, if any, during the period of their engagement as Consultant. Their engagement as Consultant shall not be considered as a case of re-employment.
- k) The Consultant can discontinue his services by giving one week's notice.
- l) The Consultant shall not exercise any statutory, legal or financial power.
- m) The consultant shall adhere to the Official timings from 9.00AM to 5.30 PM. No relaxation in the arrival and departure timings will be allowed.

*Chairman*  
17.02.2017

- n) The consultant should not be entitled for any kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, transport facilities, staff car and residential accommodation.
- o) No TA/DA shall be admissible for joining.
- p) Tax deduction, income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before affecting the payment for which the Department will issue TDS Certificate. The service tax if applicable shall be payable extra at the prevalent rates.

**C.1 Remuneration to be paid**

S. No.	Category	Level of Officer/person to be considered	Remuneration proposed
1	Category I	Profession expert in the subject or Secretary/Addl. Secretary level or equivalent level officer of Central/State Government/NDMC	Rs. 1,00,000/-
2	Category II	Profession expert in the subject or Joint Secretary level or equivalent level officer of Central/State Government/NDMC	Rs. 80,000/-
3	Category III	Director/Deputy Secretary or equivalent level officer of Central/State Government/NDMC	Rs. 60,000/-
4	Category IV	Deputy Secretary or equivalent level officer of Central/State Govt./NDMC	Rs. 50,000
5	Category V	Under Secretary/Joint Director or equivalent level officer of Central/State Government/NDMC	Rs. 40,000/-
6	Category VI	Deputy Director/Section Officer level or equivalent level officer of Central/State Government/NDMC	Rs. 30,000/-
7	Category VII	Assistant/PA level officer level or equivalent level officer of Central/State Government/NDMC	Rs. 25,000/-

**C.2** Persons being engaged as Consultants on part-time basis may be paid remuneration @ half of the amount mentioned against each category.

**C.3** Persons who are or were drawing salary DTL pay scales before their retirement and are subsequently engaged as Consultants in NDMC, may be paid remuneration at the same rate as payable to their counter part in the Central/State Government.

*[Signature]*  
(17.02.2017)

(4)

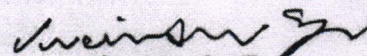
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No. 775/IS

Subject:

2. Subsequent to implementation of 7<sup>th</sup> CPC recommendations, salary of all the persons appointed as Consultants have not been revised. As such the salary of existing Consultant would be regulated as under:

- i. Consultant who have been appointed after 01.01.2016 or whose term have been extended after 01.01.2016 and his/her remuneration fixed, would continue to draw remuneration as per existing rates and their remuneration would be revised prospectively as and when their term is considered for extension.
- ii. Consultant who has been appointed after 01.01.2016 or whose term has been extended after 01.01.2016 but remuneration have not been revised, would be paid remuneration as per the revised formula.
- iii. Consultant are appointed after issue of these instructions would be paid remuneration as per revised rates.



17.02.2017

(Virender Singh)

Director (P-I)

Tele: 23744227

Copy to:

1. Financial Advisor
2. Chief Auditor
3. All Head of Departments
4. PA to Chairperson
5. PA to Secretary
6. All JD/DDs/SO in Establishment Branch
7. JD(IT)-to upload on the website of NDMC.
8. Jt.CAO(Estt.)/AO(CBS)

10/C (5)

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NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA: NEW DELHI

No. 775/SO(E)/SA-I(R)

Dated: 23.02.2017

**CORRIGENDUM**

**Subject:** Issue of policy guideline relating to appointment of Consultant in NDMC.

In partial modification of this Department's Office order No. 748/SO(E)/SA-I(R) dated 17.02.2017, the revised stipulation in sub para C.1 to C.2 of Para-1, may be read as under:

**C.1 Remuneration to be paid**

S. No.	Category	Level of Officer/person to be considered	Remuneration proposed (per month)
1	Category I	Profession expert in the subject or Secretary/Addl. Secretary level or equivalent level officer of Central/State Government/NDMC	Rs. 1,00,000/-
2	Category II	Profession expert in the subject or Joint Secretary level or equivalent level officer of Central/State Government/NDMC	Rs. 80,000/-
3	Category III	Director or equivalent level officer of Central/State Government / NDMC	Rs. 60,000/-
4	Category IV	Deputy Secretary or equivalent level officer of Central/State Govt./NDMC	Rs. 50,000
5	Category V	Under Secretary/Joint Director or equivalent level officer of Central/State Government/NDMC	Rs. 40,000/-
6	Category VI	Deputy Director/Section Officer level or equivalent level officer of Central/State Government/NDMC	Rs. 30,000/-
7	Category VII	Assistant/FA level officer level or equivalent level officer of Central/State Government/NDMC	Rs. 25,000/-

**C.2** Persons being engaged as Consultants on part-time basis may be paid remuneration on proportionate basis determined in terms of number of hours per day for which such a Consultant is engaged.

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*[Handwritten signatures and dates]*  
23.02.2017

(6) H/C

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C.3 Persons who are or were drawing salary DTL pay scales before their retirement and are subsequently engaged as Consultants in NDMC, may be paid remuneration at the same rate as payable to their counter part in the Central/State Government by determining the equivalency in terms of CPC pay scale drawn for a equivalent post.

*Virender Singh*  
23.02.2017  
(Virender Singh)  
Director (P-I)  
Tele: 23744227

Copy to:

1. Financial Advisor
2. Chief Auditor
3. All Head of Departments
4. PA to Chairperson
5. PA to Secretary
6. All JD/DDs/SO in Establishment Branch
7. JD(IT)-to upload on the website of NDMC.
8. Jt.CAO(Est.)/AO(CBS)



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NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA: NEW DELHI  
ELECT. ESTT. UNIT - I

O.O. No. S.O. (EE-I)/402/1GA-I&III/2017

Dated: 17.3.17

OFFICE ORDER

In continuation of O.O. No. 748/SO (E)/SA-I(R), dated 17.02.2017 and subj to conditions mentioned therein and corrigendum No. 775/SO (E)/SA-I(R) da 23.02.2017, it has been decided that all the persons, who have been engaged consultant after retirement from the posts having pre-revised Grade Pay lessor tr Rs. 4600/- will entitled to draw consolidated remuneration of Rs. 20,000/- per mon

This issue with the prior approval of the Chairperson, NDMC.

(Dharam Ve  
Deputy Director (Eie  
(Ph.) 011-23744

Copy to:

1. Financial Advisor.
2. Chief Auditor.
3. All Head of Departments.
4. PS to Chairperson, NDMC.
5. PS to Secretary, NDMC.
6. All JDs/DDs/SOs in Establishment Branch.
7. JD (IT) - To upload on the website of NDMC.
8. Jt. CAO (Estt.)/AO (CBS).

NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA, NEW DELHI  
SECRETARY'S ESTT. BRANCH

**OFFICE ORDER**

In continuation of O.O. No.748/SO(E)/SA-I (R) dated 17.02.2017 & Corrigendum No.775/SO(E)/SA-I(R) dated 23.02.2017 and O.O. No.SO(EE-I)/1402/GA-I&III/2017 dated 17.03.2017, and in pursuance of O.M No. 3-25/2020-E.IIIA dated 9<sup>th</sup> December, 2020 the monthly remuneration of the Consultants engaged in NDMC is revised w.e.f. 01.02.2021 on the following terms and conditions:-

- i. Remuneration of the existing as well as the Consultants who will be engaged in further by NDMC. is revised on the formulation of {Last Pay - Pension + TA} as per O.M No. 3-25/2020-E.IIIA dated 9<sup>th</sup> December, 2020.
- ii. While computing the remuneration the computed portion of pension will not be taken into consideration and the remuneration will be decided by subtracting the amount of pension which would have been due had the Government employee not commuted a portion of the pension.
- iii. In respect of Persons retired before 01.01.2006/ 01.01.2016, pension being drawn by them on the basis of equivalent amount of pay revised by the subsequent Pay Commissions will be taken into consideration. This stipulation will be more applicable for employees retired from Army/CAPFs long back at comparatively early age (in their 40's).
- iv. The remuneration will not be calculated on a higher/ upgraded scale existing in the parent Department vis-a-vis for a same/ equivalent post in Central Government:-
  - a. Remuneration in respect of persons/consultants retired from posts/organizations having pay scales other than those in CPC will be determined by taking into account the level/ scale of the pay of the same / equivalent post in the Central Government (e.g. DTL scales).
  - b. Remuneration in respect of persons/ consultants retired from post / organizations having pay scales patterns other than those in CPC (e.g. PSUs, Banks etc.) will be determined by rationalizing their scale of pay in terms of same/equivalent post in the Central Government.
- v. In addition, travelling allowance of Rs. 2000/- p.m will be paid to all the consultants.
- vi. The amount of remuneration fixed shall remain unchanged for the whole term of contract which may be extended in different spells.
- vii. The upper age limit to work as Consultants will be 65 years. However, in case of doctors the upper age limit will be 70 years as the normal age of superannuation of the doctors itself is 65 years.

2. This issues with the approval of the Competent Authority, NDMC.

Digitally signed by HARI SINGH  
Date: Mon Feb 01 17:13:19 IST 2021  
Reason: Approved

(Hari Singh)  
Dy. Director (Establishment)

Copy to:-