



**File No. 42011/1240/2020-DD(Edu)( 64079)**  
**OFFICE OF THE DIRECTOR (EDUCATION)**  
**NEW DELHI MUNICIPAL COUNCIL**

5016, PALIKA KENDRA, NEW DELHI-01

Dated: 08/07/2021

**PUBLIC NOTICE**

**Subject:- Engagement of retired Teachers/Ministerial Staff as Consultants for NDMC/NSES Schools.**

Online applications are invited from Teachers/Ministerial Staff/Instructors retired from Central Govt./ State Govt./Local Bodies or equivalent services in the Pay Level/Grade Pay as indicated against each category of post in **Annexure-I** and below the age of 65 years for engagement on contractual basis as Consultants Teachers/Ministerial Staff/Instructors in NDMC/ Navyug- Schools/Institution/ Headquarter.

**Detailed terms & Conditions of the engagement of Consultant are as under:**

**(A) Eligibility:**

- i. The candidate should have retired from the services of Central/Delhi/State Government/ Local Bodies or equivalent services.
- ii. He/she should be less than 65 years of age.
- iii. The candidate should be medically fit to teach.
- iv. The candidate should be free from vigilance angle at the time of retirement. The candidates shall give information in the form of undertaking to the effect that he/she has no criminal case and no departmental proceeding pending against him/her in his prior Department at the time of engagement.
- v. The person should have working knowledge of Computer such as MS-Office (Words & Excel), PPT, Internet and e-mail. He/she should have operating knowledge of Android Mobile Apps.

vi. In view of the on-line teaching mode at present, the Consultant is required to possess an Android Mobile with internet connection. No charge are payable on this account.

**(B) Tentative Requirement:**

Tentative requirement of the Consultants along with the Pay Level against which the Consultant is to be engaged for Atal Adarsh Vidyalayas/ Navyug schools/ Women Technical Institute(WTI) / headquarters is given at **Annexure-I**. However, NDMC has right to increase or decrease in the number of required Consultants or cancel the advertisement and not go for engagement of Consultant, at any stage. It may accept, reject or shortlist any or all applications, without giving any reasons therefore, whatsoever.

**(C) Term of engagement and validity of panel:**

(i) The Contractual engagement will be initially for current academic session (2021-22) for Consultant (Teachers)/ Instructors and for a period of one year for Consultant (Ministerial) or till the sanctioned vacant post against which contractual person has been engaged, is filled by regular employee or such staff attains the age of 65 years, whichever is earlier. However, the engagement may be revised or curtailed or terminated anytime if the work and conduct of the Consultant is not satisfactory or as per the administrative requirement.

(ii) In case, the need for engaging consultant continues after initial engagement period, the engagement may be reviewed and renewed/extended with the approval of the Competent Authority but not beyond the age of 65 years after reviewing work and conduct report/ performance of the Consultant.

(iii) The selected panel will remain valid for one year or till further orders, whichever is later.

**(D) Method of selection:**

(i) The candidates will apply online on the website of the New Delhi Municipal Council (NDMC) under Education Department link on NDMC website **www.ndmc.gov.in** and sub-link "Engagement of Consultants in Education Department". The applications may also sent through e-mail id – **director.education@ndmc.gov.in** or by hand or by post at- Director(Education), 5016, Palika Kendra, NDMC Headquarter, New Delhi-01. The application link will remain open from **09/07/2021 to 23/07/2021**.

(ii) Shortlisted candidates meeting eligibility criteria will be informed for schedule of interview on their given mobile number/e-mail at least a couple of days in advance.

(iii) All the eligible shortlisted applicants will be interviewed by an Interview Board/Committee tentatively in August, 2021. On the date and time fixed for the interview, the applicant will present himself/herself along with self attested copies and originals for verification namely:

(a) Self attested photo copies of the documents of educational qualification and previous experience (if any)

(b) Self declaration that he is physically, mentally and medically fit to take classes to teach and guide the students.

(c) Pension Payment Order or any equivalent document showing length of earlier qualifying service.

(d) An undertaking to the effect that he/she has no criminal case against him/her at the time of interview and also information on penalty imposed earlier or disciplinary proceedings under process, if any, in his/her previous department.

(e) An undertaking to the effect that he/she has working knowledge of Computer such as MS-Office (Words & Excel), PPT, Internet and e-mail and also operating knowledge of Android Mobile Apps.

**(E) Remuneration:**

Remuneration (Last Pay - Pension) and Transport Allowance of the Consultants will be regulated as per NDMC Office Order File No. A-42011/1172/2020-Secy-Estt. Dated 1st February, 2021 (Annexure-II).

**(F) Entitlement of leave**

Consultants shall be eligible for Eight (08) Days leave in a calendar year on pro-rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultants. Also, un-availed leave shall neither be carried forward to next year nor encashed. Intervening closed holidays falling during the period of leave will be counted as leave. However, prefixing or suffixing of closed holidays with leave will be allowed. There will be "leave without pay" for such Consultants.

**(G) Duties and Responsibilities:**

**(i) Ministerial Category:**

Consultant engaged, irrespective of the post from which he/she retired will have to perform any or all of the following duties:

- i) Handling of Establishment and Administrative matters.
- ii) Handling of correspondence and file work.
- iii) Record keeping/record maintenance.
- iv) Scrutiny of various claims such as LTC, Medical, CEA etc.
- v) Submission of various information/returns.
- vi) Any other duties assigned from time to time.

**(ii) Teaching/Instructor Category:**

Candidates must have ability to teach in English as well as Hindi medium by way of **physical classes as well as online classes**. Apart from teaching, a Consultant Teacher will also be responsible for home assignment, evaluation of answer script and conduct of examination as also such other duties as may be assigned by the Head of the School (HoS).


**(H) Termination of engagement:**

The services of any Consultant may be terminated without any notice for any lapse/irregularity committed by him/her or the work and conduct not found satisfactory or absence without prior approval of the Competent Authority. The initial period of engagement may also be revised or terminated or curtailed due to any other administrative reasons.

**(I) Timings:**

The Consultant engaged has to perform full time duty as per normal Govt. office hours/school hours, as the case may be. However, they may be called for duty beyond office/school hours as per requirement of office/school.

***In case of any further query/information office of Director(Education) may be contacted at 011- 23364210.***

  
(R.P. SATI)

**Director (Education)**

The tentative requirement in various categories of posts is given as under:

**(A) Tentative number of posts under Teaching Category**

**(1) Post Graduate Teachers:**

**Eligibility:** The candidate should have retired as Post Graduate Teacher in respective subject from Pay Level-8 or above as per the Pay Matrix of 7<sup>th</sup> C.P.C. from Central Govt./ State Govt./Local Bodies or equivalent service.

S.No.	Subject	No. of post
1.	English	07
2.	Hindi	11
3.	History	01
4.	Political Science	04
5.	Geography	02
6.	Economics	05
7.	Commerce	05
8.	Mathematics	03
9.	Chemistry	05
10.	Biology	02
11.	Physics	02
12.	Sanskrit	03
13.	Fine Art/Painting	04
14.	Home Science	01
15.	Computer Science	04
16.	Physical Education	03
17.	School Counsellor	06
	<b>Total</b>	<b>68</b>

**(2) Trained Graduate Teachers:**

**Eligibility:** The candidate should have retired as Trained Graduate Teacher in respective subject from Pay Level-7 or above as per the Pay Matrix of 7<sup>th</sup> C.P.C. from Central Govt./ State Govt./Local Bodies or equivalent service.

S.No.	Subject	No. of Post
1.	Hindi	15
2.	Sanskrit	12
3.	Urdu	04
4.	Punjabi	02
5.	Music	01
6.	Art	03
7.	Mathematics	07
8.	Mathematics (Urdu)	03
9.	Social Studies(Urdu)	01
10.	English	09
11.	Social Studies	03
12.	Science 'A'	02
13.	Natural Science	09
14.	Natural Science(Urdu)	02
15.	Physical Education	01
16.	Computer Science	10
17.	Work Experience	04
	<b>Total</b>	<b>88</b>

### (3) Primary Teachers/Assistant Teachers:

**Eligibility:** The candidate should have retired as Primary/Assistant Teacher in respective stream/subject from Pay Level-6 or above as per the Pay Matrix of 7<sup>th</sup> C.P.C. from Central Govt./ State Govt./Local Bodies or equivalent service.

S.No.	Stream- Subject	No. of post
1	<b>Academic</b> (Physics, Chemistry, Zoology, Biology, Mathematics, Environment Science, Bio Science, English, Hindi, Geography, Political Science, History, Commerce)	157
2	<b>Activities</b> (Music, Art, Physical Education)	11
3	Urdu	03
	<b>Total</b>	<b>171</b>

### (B) Tentative number of posts under Ministerial Category

S.No.	Name of post	No. of post	Eligibility
1	Section Officer	01	The candidate should have retired as Section Officer from Pay Level-8 or above as per the Pay Matrix of 7 <sup>th</sup> C.P.C. from Central Govt./ State Govt./Local Bodies or equivalent service.
2	Assistant Accounts Officer	01	The candidate should have retired as Assistant Accounts Officer from Pay Level-8 or above as per the Pay Matrix of 7 <sup>th</sup> C.P.C. from Central Govt./ State Govt./Local Bodies or equivalent service.
3	Office Manager	06	The candidate should have retired as Office Manager from Pay Level-6 or above as per the Pay Matrix of 7 <sup>th</sup> C.P.C. from Central Govt./ State Govt./Local Bodies or equivalent service.
4	Senior Clerk/UDC	18	The candidate should have retired as Senior Clerk/UDC from Pay Level-5 or above as per the Pay Matrix of 7 <sup>th</sup> C.P.C. from Central Govt./ State Govt./Local Bodies or equivalent service.
5	Junior Assistant/Data Entry Operator/Junior Clerk-cum-typist	12	The candidate should have retired as Junior Assistant/Data Entry Operator/Junior Clerk-cum-typist from Pay Level-4 or above as per the Pay Matrix of 7 <sup>th</sup> C.P.C. from Central Govt./ State Govt./Local Bodies or equivalent service.
	<b>Total</b>	<b>38</b>	

**(C) Tentative number of posts for Women Technical Institute, Netaji Nagar:**

<b>S.No.</b>	<b>Name of Post</b>	<b>Vacant</b>	<b>Eligibility</b>
1	Craft Instructor (Cutting and Sewing)	04	The candidate should have retired from respective trade/subject from Pay Level-6 or above as per the Pay Matrix of 7 <sup>th</sup> C.P.C. from Central Govt./State Govt./Local Bodies or equivalent service.
2	Craft Instructor (Embroidery)	02	
3	Craft Instructor (Computer Operating and Programme Assistant)	01	
4	Craft Instructor (Dress Designing)	01	
5	Craft Instructor (Textile Designing)	01	
6	Social Education Teacher	01	
7	Dance Teacher(Kathak)	01	
	<b>Total</b>	<b>11</b>	

445221/2021/Dir. (P-I) File No.A-42011/1172/2020-Secy-Estt.

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:-



**(EDUCATION DEPARTMENT)**  
**NEW DELHI MUNICIPAL COUNCIL**

**APPLICATION FOR ENGAGEMENT OF RETIRED TEACHERS/MINISTERIAL STAFF**

1	Post applied for (Specify subject/trade)	
2	Name in full(in block letters) Mr./Mrs./Ms.	
3	Address for Communication	
4	Phone and Mobile Number	
5	E-Mail Id	
6	Date of birth	
7	Age as on closing date of application	
8	Date of retirement, Pay level & Post from which retired	
9	Department from which retired	
10	Penalty imposed, if any during service period(Please give detail)	
11	Disciplinary/Criminal proceedings under process, if any.	

**12. Educational Qualification:**

S.N.	Class 12 <sup>th</sup> & above	Year of Passing	% of marks obtained	Subjects studied	College/University

**13. Experience:**

S.No.	Name of organization	Designation/Post Held	Period of Employment		Nature of Duties	Reason for leaving
			From	To		

14. Basic pension :  
15. Language known :  
16. Please specify medical problem, if any :  
17. Any other relevant information :

**Declaration:** I hereby declare that all the statement made above/information given above is true and correct to the best of my knowledge and belief and also that there is no criminal case either contemplated against me.

Place: .....

Date:

(Full signature of the applicant with name)