

NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: NEW DELHI
SECRETARY'S ESTABLISHMENT

VACANCY CIRCULAR

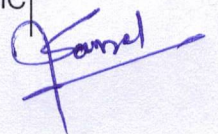
New Delhi Municipal Council invites applications from retired employees of Central Govt./State Govt./Municipal Bodies/NDMC from the equivalent post in the relevant field for engagement as Consultants for the following posts. The eligible retired employees should preferably possess educational qualification as indicated against each post which is as under:-

Name of Post (Consultants)	Number of Post/Vacancy	Eligibility (Educational Qualification & Experience)
Homeopathic Physicians	02	i. Degree in Homoeopathy of a recognized University/Statutory State Board/Council or equivalent under the Homoeopathic Central Council Act, 1973 (59 of 1973). ii. Enrolment on the Central register of Homoeopathy or a State Register of Homoeopathy
Unani Physicians	02	(a) Bachelors degree in Unani Medicine from a recognized university or Statutory State Board or Council or Faculty of Indian Medicine recognized under the National Commission for Indian System of Medicine Act, 2020 (14 of 2020); (b) Enrolment on the Central Register of Indian Medicine or State Register of Indian Medicine.
Siddha Physician	01	i. BSMS (Bachelor of Siddha Medicine & Surgery) ii. Enrolment in the Central Register of Indian Medicine or a State Register of Indian Medicine. (Eligibility criteria as per previous practice and previous vacancy circular dated 19.08.2020)
Yoga & Naturopathy Physiclar	02	i. BNYS Degree awarded Govt. Board/recognized University or Diploma in Naturopathy minimum 04 years duration. (Eligibility criteria as per previous practice and previous vacancy circular dated 19.08.2020.)

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Homoeopathic Compounder	02	<ul style="list-style-type: none"> i. Matric or its equivalent. ii. At least 02 years experience as Homeopathic Pharmacist/Dispensary in a Govt. or Pvt. Homeopathic Hospital/Dispensary
Ayurvedic Compounder	09	<ul style="list-style-type: none"> i. Matric or its equivalent ii. Trained Ayurvedic Compounder iii. Two year employment in Ayurvedic Pharmacy in recognized institution
Siddha Compounder	01	<ul style="list-style-type: none"> i. 12th Class or equivalent qualification with Science subject from a recognized Board or University. ii. Diploma in Integrated Pharmacy of two years duration conducted by a recognized Board/University/Institution with Siddha as one of the subjects (or) Diploma in Siddha Pharmacy of two years duration conducted by a recognized Board/University/Institution. <p>(Eligibility criteria as per previous practice and previous vacancy circular dated 19.08.2020 .)</p>
Unani Compounder	01	<ul style="list-style-type: none"> i. Matriculation with proficiency in Urdu or a equivalent oriental qualification in Urdu/Arabic/Persian. ii. A Certificate/diploma of a minimum of one years duration in Unani Pharmacy awarded by a state Board or an institution of repute followed by one years practical experience as a Pharmacy in a reputed Unani Hospital/Dispensary/Pharmacy <p style="text-align: center;">Or</p> <p>Three years experience as a Pharmacist in Unani Pharmacy/Dispensary/ Hospital.</p> <p>(Eligibility criteria as per previous practice and previous vacancy circular dated 19.08.2020.)</p>
a	Method of Recruitment	Candidates will be selected through in interview
b	Period of Contract	Initially for a period of 06 Months as per NDMC office order No. 748/SO(E)/SA-I(R) dated 17.02.2017, 775/SO(E)/SA-I(R) dated 23.02.2017 and further extended as per norms & modalities.
c	Remuneration	A fixed monthly amount shall be paid as per NDMC

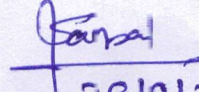


(per month)	vide office order dated 01.02.2021 on the formulation Last Pay – Pension + TA (Rs.2000/-) .
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2. The applicant should not be more than 69 years of age as on the closing date of receipt of applications in respect of Consultant (i) Homeopathic Physician (ii) Unani Physician (iii) Siddha Physician (iv) Yoga & Naturopathy Physician.

2.1 The applicant should not be more than 64 years of age as on closing date in respect of (v) Homeopathic Compounder (vi) Ayurvedic Compounder (vii) Siddha Compounder (viii) Unani Compounder and should have experience of working in Hospital.

3. Application as per attached format may be submitted to Director (Personnel), NDMC, Palika Kendra, Sansad Marg, New Delhi. Application may also be submitted by email at director.personnel@ndmc.gov.in by 16.10.2023. Applications received after closing date i.e- 16.10.2023 will not be considered.


29/9/23
Dy. Director (Estt.)

Copy to:-

1. All HODS
2. Dy. Director (IT) with the request to upload the same on NDMC website.
3. PS to Chairman, NDMC for kind information
4. PA to Secretary, NDMC for kind information

**NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: NEW DELHI
SECRETARY'S ESTABLISHMENT**

APPLICATION FOR ENGAGEMENT AS CONSULTANT IN NDMC

NAME OF THE POST APPLIED FOR: CONSULTANT (_____)

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 Basic 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

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- 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]
19.11.17

[Signature]
17.02.2017

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- 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 Proforma 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)

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No. 775/SK

Subject

2. Subsequent to implementation of 7th 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.


17.02.2016
(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/DD/SO in Establishment Branch
7. JD(IT)-to upload on the website of NDMC.
8. Jt.CAO(Estt.)/AO(CBS)

10/C (B)

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NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: NEW DELHI

No. 775/SC(E)/SA-II(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/SC(E)/SA-II(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/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 on proportionate basis determined in terms of number of hours per day for which such a Consultant is engaged.

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23.02.2017
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(B) 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-1)
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)

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NEW DELHI MUNICIPAL COUNCIL
RALIKA KENDRA, NEW DELHI
ELECT. ESTT. UNIT - I

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

Dated: 17.2.17

OFFICE ORDER

In continuation of O.O. No. 748/SO (E)/SA-I(R), dated 17.02.2017 and subject to conditions mentioned therein and corrigendum No. 775/SO (E)/SA-I(R) dt 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 to Rs. 4600/- will entitled to draw consolidated remuneration of Rs. 20,000/- per month.

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

(Dharam V)
Deputy Director (E/E)
(Ph.) 011-237441

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 9th 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 9th 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:-

1. All HODs
2. P.S. to Chairman, NDMC
3. P.A. to Secretary, NDMC
4. S.O.(CBS)
5. O.O. File.