



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

Room No.5016,
PALIKA KENDRA, NEW DELHI-01

Dated: 06/04/2022

PUBLIC NOTICE

Subject:-Engagement of retired Teachers/Librarians/Laboratory Assistants/Ministerial Staff etc. as Consultants for NDMC/NSES Schools.

Online applications are invited from Teachers/Librarians/Laboratory Assistants/Ministerial Staff etc. 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 Consultant in respective category in NDMC/Navyug Schools/Institution/Headquarter on [(Last Pay)-(Pension)]+fixed Transportation Allowance formulation basis.

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 and in receipt of Pension.
- ii.** He/she should be less than 65 years of age.
- iii.** The candidate should be medically fit to teach and other related academic activities, as assigned.
- 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 preferably have working knowledge of Computer. He/she should have operating knowledge of Android Mobile Apps.

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(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)/Education Department Headquarter is given at **Annexure-I**. However, NDMC has right to increase or decrease the number of required Consultants or cancel the advertisement and not go for engagement of Consultant, at any stage. NDMC 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 (2022-2023) for Consultant (Teachers)/ Instructors and for a period of one year for Consultant (Ministerial) or till the sanctioned vacant post against which contractual person is being engaged, is filled by regular employee or such consultant 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 found satisfactory or as per the administrative requirement or on any other grounds.

(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 of candidates will remain valid till 31.03.2023 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 be 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 till **01/05/2022**.

(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 **June, 2022**. 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 and undertake academic activities.
- (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 and 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 had 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.

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(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 as and when required**. 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)/Headquarter.

(iii) Librarians:

Proper and regular upkeep of the books in school. To issue books to students and teachers regularly, realize the cost of books not returned by the students and teachers. To carry out stock verification with the help of teachers. To prepare the list of books requiring condemnation. Any such other duties as may be assigned by the Head of the School (HoS).

(iv) Laboratory Assistants:

Look after the Laboratory including safety of Laboratory Equipments/Apparatus. Maintenance of furniture, equipments, almirahs etc. in the laboratory. To provide clean apparatus to the students and teacher and keep back in their respective place. To maintain stock register and issue register under supervision of the PGT. Any such other duties as may be assigned by the Head of the School (HoS).

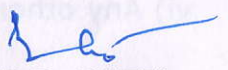
(H) Termination of engagement:

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 continuous/frequent 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 also as the case may be. However, they may be called for duty beyond office/school hours also as per requirement of office/school.

In case of any further query/information office of Director (Education) may be contacted at 011- 23364210 or at e-mail I.D. director.education@ndmc.gov.in



(R.P. SATI)

Director (Education)

ANNEXURE-I**(A) Post Graduate Teachers:**

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

S.N.	Name of subject	Tentative Requirement(Vacancies)
1	Biology	04
2	Chemistry	02
3	Commerce	04
4	Computer Science	02
5	Economics	01
6	English	05
7	Fine Art	06
8	Geography	03
9	Hindi	02
10	History	06
11	Home Science	01
12	Mathematics	06
13	Music	02
14	Physical Education	01
15	Physics	01
16	Political Science	05
17	Sanskrit	03
18	School Counsellor	05
	Total	59

(B) Trained Graduate Teachers:

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

S.N.	Name of subject	Tentative Requirement(Vacancies)
1	Art/Drawing	04
2	Computer Science	11
3	English	11
4	Hindi	15
5	Home Science	12
6	Mathematics	20
7	Music	07
8	Natural Science	05
9	Physical Education	09
10	Sanskrit	09
11	Social Studies	04
12	Work Experience	10
	Total	117

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(C) Primary/Assistant Teachers:

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

S.N.	Name of post	Tentative Requirement
1	Primary Teacher(Academic)	178
2	Primary Teacher(Activities)	13
3	Primary Teacher(Urdu)	02
	Total	193

(D) Nursery Teachers, Laboratory Assistant and Librarian

S.N.	Name of post	Tentative Requirement	Eligibility
1	Nursery Teacher	46	The candidate should have retired as Nursery Teacher from the Pay Level-6 or above as per the Pay matrix of 7 th C.P.C. from Central Govt./State Govt./Local Bodies or equivalent service.
2	Laboratory Assistant	26	The candidate should have retired as Laboratory Assistant from the Pay Level-4 or above as per the Pay matrix of 7 th C.P.C. from Central Govt./State Govt./Local Bodies or equivalent service.
3	Librarian	08	The candidate should have retired as Librarian from the Pay Level-6 or above as per the Pay matrix of 7 th C.P.C. from Central Govt./State Govt./Local Bodies or equivalent service.

(E) Women Technical Institute:

S.No.	Name of Post	Tentative Requirement	Eligibility Criteria
1	Craft Instructor (Computer)	01	The candidate should have retired as Instructor/Teacher in respective trade/subject from the Pay Level-6 or above as per the Pay matrix of 7 th C.P.C. from Central Govt./State Govt./Local Bodies or equivalent service.
2	Craft Instructor(Textile)	01	
3	Language Teacher(English) Stenographer	01	

4	Dance Teacher(Kathak)	01	
5	Music Teacher	02	
	Total	06	

(F) Ministerial Category:

S.No.	Posts	Tentative Requirement	Eligibility
1	Senior Clerk/UDC	06	The candidate should have retired as Nursery Teacher from the Pay Level-4 or above as per the Pay matrix of 7 th C.P.C. from Central Govt./State Govt./Local Bodies or equivalent service.
2	Junior Assistant/Data Entry Operator/Jr. Clerk-cum-Typist	05	The candidate should have retired as Junior Assistant/Data Entry Operator/Junior Clerk-cum-typist from the Pay Level-2 or above as per the Pay matrix of 7 th C.P.C. from Central Govt./State Govt./Local Bodies or equivalent service.
3	Supervisor (Mid Day Meal)	02	The candidate should have retired as Supervisor (Mid Day Meal) from the Pay Level-4 or above as per the Pay matrix of 7 th C.P.C. from Central Govt./State Govt./Local Bodies or equivalent service.
	Total	13	

