

NEW DELHI MUNICIPAL COUNCIL  
EDUCATION DEPARTMENT  
Palika Kendra : Sansad Marg  
New Delhi – 110001.

No. D/ 39 /Dir. (Edn.)/16

Date: 14/05/2016

Circular

**Subject : Engagement of Subject Experts for training/evaluation/orientation to  
PGT / TGT / Teachers of NDMC / Navyug Schools during 2016-17.**

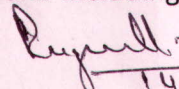
\*\*\*\*\*

With the approval of the competent authority in NDMC, it has been decided to undertake an extensive training of teachers teaching in Secondary / Senior Secondary classes of NDMC / Navyug Schools by independent Subject Experts during 2016-2017 as a part of NDMC initiative of Capacity building of its teachers to improve the quality of education and academic performance of these schools. The training of these Secondary / Senior Secondary teachers will be undertaken by independent expert for each class and each subject.

2. Therefore, it has been decided to engage 15 experts for senior secondary classes i.e. XIth and XIIth @one Expert for each subject and 18 experts for secondary classes i.e. from 7<sup>th</sup> to 10<sup>th</sup> classes for all 6 subjects @3 experts for each subject. The engagement is purely an adhoc engagement on consultant basis for the session 2016-17 only. The period of engagement will commence from 1<sup>st</sup> July 2016 and will automatically end on 31<sup>st</sup> March 2017 after the session.

3. Accordingly online applications are invited from the interested qualified candidates. The online application in the prescribed format (**Annexure-I**) complete in all respect should be submitted online during 15<sup>th</sup> May to 31<sup>st</sup> May 2016. Application submitted manually or by post shall not be considered / entertained at all.

4. The detailed terms and conditions of the engagement of the Experts including eligibility criteria are given in the **Annexure – II**.

  
14/5/16  
(R.P. Gupta)

Director (Education)

**Copy to:-**

- i) The Joint Director (IT): with the request to upload the above advertisement on the website of NDMC.
- ii) PS to Chairman, NDMC – for information.
- iii) PS to Secretary, NDMC – for information
- iv) Master file.



**Annexure – I**

**Information required for online application for the subject Expert :**

1. Name of the post applied for : i. Expert for Sr. Secondary  
ii. Expert for Secondary
2. Name of candidate :
3. Gender :
4. Nationality
5. Father's / Mother's / Husband's name :
6. Date of birth :
7. Residential Address :
8. Contact Nos. (Mobile no.) :
9. Email ID :
10. Educational & professional qualifications (with details of marks at each level, percentage) in the Performa given below:

S. No.	Exam passed	Name of Board / University	Year of passing	Total marks	Marks Obtained	% age of marks	Remarks if any

11. Experience: The complete details of the experience along with the achievement may be given in a tabular form for better evaluation of the candidature.
12. Other relevant information that the applicant may like to submit.
13. Undertaking : The above information given by me is correct to the best of my knowledge and belief.

\*\*\*\*\*





**Terms and Conditions for the Subject Experts**

**1. Qualification :-**

Well known and with a proven track record Post Graduate Teachers / Vice Principals / Principals (retired or serving) of Government Schools / Kendriya Vidyalayas / NDMC / Navyug Schools may apply for the Experts.

**2. Selection of Experts :-**

(i) Applications shall be invited online from the interested candidates and they will be short listed as per the level of their excellence / achievements. In case in-house Experts will not be available then outsiders will be considered.

(ii) One Subject Expert shall be responsible for mentoring the other PGTs and TGTs in respective subjects.

(iii) The short-listed candidates may be called for interview / personal talk/demo classes before their engagements. The date, time and place for interview / personal talk/demo classes will be intimated through SMS and e-mail in due course of time. The candidates are required to bring their original certificates / relevant documents for presentation before the interview.

(iv) The selected candidates will be issued engagement letter by the Director (Education), NDMC. In case the selected candidates fails to join his / her duty within one week of the issue of engagement letter, his / her candidature will be cancelled.

**3. Terms of reference / Duties and Responsibilities :-**

(i) Each subject expert will have to conduct unit wise orientation of the teachers through one or two workshops in respective subjects in a month, in order to clarifying the related basic concepts in the unit to be taught in that month in respective subject.

(ii) Such orientations / workshops shall be carried out after the school hours.





(iii) The number of Teachers in a particular orientation / workshops will be limited to 25 teachers and if there are more than 25 teachers, there may be another workshop for the remaining teachers.

(IV) After the orientation, the experts will prepare unit test to ensure understanding of the basic concepts of the units in students . The testing will be done by the respective teacher and marks obtained by each student will be submitted to the subject expert in the prescribed format. For the purpose of evaluation of the students , the Experts will analyse result of each unit and submit reports after testing along with his / her specific comments on each unit to the Secretary, NDMC for perusal.

(vi) At the end of the month, the Experts suggest the remedial measures for students for further improving the performance of the students.

(vii) As a part of the remedial measures, the Experts will also be required to take some classes of their respective subject.

(viii) The expert shall also help teachers in preparing support material, question bank and MCQ to improve the overall performance of the students.

(viii) On an average, the Experts are expected to be engaged for 7 to 8 days in a month which includes two days orientation / workshops, evaluation of teachers and helping the teachers to prepare question bank, support material, MCQ as also to track the performance of the students in their unit tests conducted after the training of the teachers by the Experts in respective unit of the month.

(ix) The venue for the purpose of orientation / workshops / evaluation of the teachers will be provided by the NDMC along with the logistics and other arrangements required for the purpose.

(x) The Experts will work under the overall supervision of Director (Education), NDMC and will report to him on daily basis.



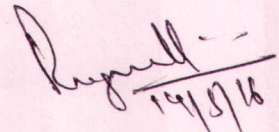


**4. Payment Terms :-**

- (i) Each such expert shall be paid a consolidated honorarium of Rs.30, 000.00 (Rs. Thirty thousand only) per month for senior secondary and senior secondary teachers and Rs.25, 000.00(Rs. Twenty Five thousand only) for primary classes respectively. TDS as applicable shall be deducted at source.
- (ii) No TA / DA or any other allowances shall be paid for the purpose.

**5. Termination of services:-**

- (i) The services of any Expert maybe terminated without any notice for any lapse / irregularity committed by him / her or for the work and conduct not found satisfactory by the Secretary, NDMC.



**(R.P. Gupta)**  
Director (Education)