

NAVYUG SCHOOL EDUCATIONAL SOCIETY
HEAD OFFICE, N.P. PRIMARY SCHOOL,
HANUMAN ROAD, NEW DELHI-110001

Corrigendum

No. 763/NSES/M.Secy./2017

dated : 28/6/17

Subject: Engagement of Consultant(Academic), Consultant(Accounts) and
Consultant(Ministerial Staff) in NSES.

With the approval of the Competent Authority, eligibility criteria for the post of Consultant(Academic) only has been revised as under:

The applicant should have retired in the capacity of Vice-Principal/Principal/Dy. Director(Academic/Education) and Deputy Education Officer from the Central Govt./State Government/Municipal Bodies/NDMC/Kendriya Vidyalaya and should have at least 10 years experience in the academic work relating to school apart from good knowledge in English and Computer.

Other contents of the public notice will remain unchanged .

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[Handwritten date: 28/6/17]
(R.P.Gupta)
Director(Edn.)NDMC/NSES

NAVYUG SCHOOL EDUCATIONAL SOCIETY
HEAD OFFICE: N.P. PRIMARY SCHOOL
HANUMAN ROAD, NEW DELHI-110001

No. 724/NSES/M.Secy./2017

Dated 20/6/17

PUBLIC NOTICE

Subject: Engagement of Consultant (Academic), Consultant (Accounts) and Consultant (Ministerial staff) in NSES

Navyug School Educational Society proposes to engage Consultant (Academic), Consultant (Accounts) and Consultant (Ministerial staff) in NSES from the employees retired from Central Govt. /Delhi Govt./any State Govt./Local Bodies/Defence services/Kendriya Vidyalaya as per detail given below:

1) Consultant (Academic) -01 No.)

- a) The applicant should have retired in the capacity of PGT/Vice Principal/Principal from the Central Govt./State Government/Municipal Bodies/NDMC/Kendriya Vidyalaya and should have at least 10 years experience in the academic work relating to school apart from good knowledge in English and computer.
- b) Remuneration – Rs. 50,000/- P.M.

2) Consultant (Accounts) -01 No.

- a) Applicant should have passed SO(Accounts)/SAS or equivalent examination and should be retired from the Post of Accounts Officer/Assistant Accounts Officer from Central Govt./State Government/Municipal Bodies/NDMC and should have at least 10 years experience in Establishment and Accounts with a working experience and knowledge of duties/works pertaining to establishment work, fixation of pay and pension with knowledge of CCS rules.
- b) Remuneration Rs. 30,000/-P.M.

3) Ministerial staff -02.

- a) The applicant should be retired from the Central Govt. /State Government/Municipal Bodies/NDMC/NSES/Defence/Public Sector.
- b) The applicant should have working knowledge of Computer such as MS-office (Words & Excel), PPT, Internet and e-mail. Knowledge of MS office is essential for persons to be appointed as Ministerial staff and official work and in schools.
- c) Remuneration Rs. 25,000/- P.M.

4)The applicants interested for engagement of Consultant in NSES may apply online on the website of NDMC www.ndmc.gov.in during the period 23.6.2017 to 06.7.2017.

5)Conditions of appointment:

a)The candidates should be medically fit for which a medical certificate from a Registered Medical Practitioner having at least MBBS or equivalent medical degree will have to be given.

b)The candidate should be free from Vigilance angle at the time of retirement. As a proof of this, a copy of the Pension Payment Order/Gratuity Payment/Authority will have to be submitted . In addition to this, an undertaking will have to be obtained from such person to the effect that he/she has no criminal case pending against him/her at the time of engagement.

c)The period of engagement shall be initially for one year or till the post against which the retired persons have been engaged is filled by the regular employees whichever is earlier.

d)Interview will be conducted under the Chairmanship of the Secretary, NDMC at Convention Centre 1st floor, Palika Kendra Sansad Marg New Delhi-110001 on 18.7.2017 . The applicant will be present along with the self attested copies and original for verification as under:

i) Hard copy of the application.

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

iii) Medical fitness certificate of a registered medical practitioner(having M.B.B.S. or equivalent degree)

iv)Pension payment order or any equivalent document showing length of earlier qualifying service.

v)An undertaking to the effect that he/she has not a criminal case pending against him/her at the time of engagement.

vi)The applicant who fails to appear for the interview on the scheduled date and time will forfeit his/her candidature.

vii)Selected candidate will be issued engagement letter by the Director(Education)/NSES. In case the selected candidate fails to join his/her duty within three working days of the issue of engagement letter, he/she will forfeit claim for engagement.

6) Duties and responsibilities of Ministerial staff

i) Diary-dispatch etc.

- ii) Preparation of various bills
- iii) Handling correspondence and file work
- iv) Record keeping
- v) Maintenance of cash book and service book
- vi) Preparation of pension cases.
- vii) Scrutiny of various personal claims such as LTC, Medical, CEA etc.
- viii) Any other duties assigned by the heads of the office from time to time.

7)Termination of services: The services of any consultant may be terminated without assigning a notice for any lapse/irregularity committed by him/her or work and conduct report not found satisfactory.

8)Entitlement of leave: The persons so appointed so engaged as consultant/Ministerial staff will be allowed to avail one leave per competed calendar month. In case leave pertaining to the previous month, if not availed will not be allowed to be carried forward .

9)Timings: The Consultants will work during duty hours prescribed for the Govt. Office/Schools.

10)Schedule for online applications and engagement:

- i)Opening of the online application module: 23.06.2017
- ii)Closing of the online application module: 06.07.2017
- iii)Display of list of applicant online : 12.07.2017
- iv)Interview and issue of engagement letter: 18.07.2017



(R.P.Gupta)

Director(Education)NSES