

New Delhi Municipal Council
Palika Kendra: Sansad Marg
New Delhi

No.: 0/38/012 (Edn.)

Date: 14/5/2016

Circular

Subject: Engagement of Consultant for overall coordination of the academic activities of NDMC/Navyug schools during 2016-2017.

With the approval of the Competent Authority in NDMC, it has been decided to undertake a comprehensive training/evaluation of **NDMC/Navyug schools during 2016-2017** in order to further improve the quality of education and academic performance of these schools. One consultant is required for coordinating the academic activities of the Primary schools/teachers and second consultant is required for the purpose of the academic activities of the secondary and senior secondary schools/teachers. Initially the period of contract will be from 1.7.2016 to 31.03.2017.

2. The consultants should have atleast 7-10 years experience in the field of education administration as Principals or Deputy Director or above with excellent track record of academic performance. The candidate should not be more than 65 years of age. The appointment is purely on consultant basis and no allowance or any accommodation will be paid by the NDMC.

3. Accordingly, online applications are invited from the interested qualified candidates.

4. The duly filled in application in the prescribed format (**Annexure-I**), **complete in all respect**, should be submitted online only **during 15th May to 31st May 2016 on the NDMC website www.ndmc.gov.in**. Application received after 31st May 2016 or submitted manually or by post shall not be considered.

5. The detailed Terms and conditions of the engagement of the Experts are given in the **Annexure-II**.

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

To

- i. The Joint Director(IT): With the request to upload the above advertisement on the website of the NDMC.
- ii. PS to Chairman, NDMC: For information.
- iii. PS to Secretary, NDMC: For information.

Information required for online application for the post of consultants:

1. Name of the post applied for :
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	Reamrks if any

11. Experience: The complete details of the experience along with the achievement may be given 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 Expert committee

1. Duties and responsibilities of the consultants:

- i. Supervision of the academic activities of NDMC/Navyug schools.
- ii. Analysis of school's performance and preparation of the report.
- iii. Analysis of the Academic work performed by teachers.
- iv. Suggesting remedial measures, chalking out action plan for each school and monitoring its implementation under the direct supervision of the Director, Education.
- v. Any other work, which the consultant may be assigned by the NDMC in respect of the school.

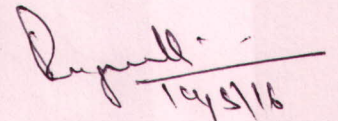
2. Experience & Knowledge:

- i. worked in any of the NDMC/Navyug/GNCTD/ Kendriya Vidyalaya/Navodaya schools or in any Public Schools of repute.
- ii. Should have atleast 7-10 years of experience as Deputy Director or principal or above post and should have excellent track record of academic performance.
- iii. National Award winning teachers may also apply who will be considered based on their academic performance.

3. Remuneration: The consultant will be paid on the basis of last drawn pay minus pension criteria. The relevant DOPT OMs on the issue of consultant shall be followed for the purpose.

4. Scrutiny of the applications:

- i. Scrutiny of the applications received online will be done by the Education Department, NDMC on the basis of the work experience and academic performance of the individual.
- ii. NDMC reserves the right to terminate the engagement of any consultant at any point of time based on the performance of the consultant during the engagement.



(R.P. Gupta)

Director (Education)