

New Delhi Municipal Council
Palika Kendra: Sansad Marg
New Delhi

No. D/134/Dir.(Edn.)/15

Date: 12/11/15

Circular

Subject: Engagement of Experts for comprehensive review of NDMC/Navyug Schools during 2015-2016.

With the approval of the Competent Authority in NDMC, it has been decided to undertake a comprehensive inspection, review and evaluation of NDMC/Navyug Schools by a team of experts during 2015-2016 in order to further improve the quality of education and academic performance of these schools. It has also been decided that the inspection/review/evaluation of these schools will be undertaken by an independent expert team of 03 to 04 members which include 02 to 03 independent experts and one officer from NDMC. The number of experts proposed to engaged is around 10 which may vary depending upon the situation.

2. The experts should have atleast 10 years experience in the field of education administration as Principals or above (including education officer, deputy director, school inspector or other analogous posts) with excellent track record of academic performance.

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

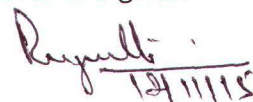
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4. The duly filled in scanned application in the prescribed format (**Annexure-I**), **complete in all respect**, should be submitted by email to director.education@ndmcmil.gov.in only **during 12th November to 16th November 2015**, Application received after 16th November 2015 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)
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.
- iv. PA to Director(P), NDMC : For information.
- v. Master Folder.

BIO-DATA/PROFORMA

1. Name in Block letter :
2. Date of Birth(in Christen era) :
3. Service & Batch :
4. Contact details (phone/mobile) :
5. Email ID :
6. Education qualifications/technical qualification:

7. Complete Experience/Posting :

Post held office/instit./orgn.	Post held	From	To	Scale of pay with grade pay	Nature of duty

8. Additional information

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Signature of the candidate with date

It is certified that the above information is true as per records available.

(Signature of the forwarding officer with office seal)



Terms and Conditions for the Expert committee

- 1. Thrust areas/check points of inspection/review/evaluation:**
 - i. Enrollment and attendance of all children.
 - ii. Bridging performance gap amongst children of school.
 - iii. Steps taken to improve performance of weak students.
 - iv. Scope and role of Special training to teachers.
 - v. Academic work performed by teachers.
 - vi. Punctuality and attendance of teachers in school.
 - vii. Teaching learning process and co-curricular activities.
 - viii. Rapport of Teacher with the children. Their control of the class.
 - ix. School discipline.
 - x. Any other aspect, which the team members find to be relevant.

- 2. Experience & Knowledge:**
 - i. worked in any of the NDMC/Navyug/GNCTD schools or in any Public Schools of repute.
 - ii. Should have atleast ten years experience as 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.
 - iv. Candidates who have undertaken such task of inspection/review/evaluation in any capacity in the past will be given preference.

- 3. Guidelines for the team members:**
 - i. They should not visit more than 1 school in a day.
 - ii. The visit should be planned in such a way that all the checkpoints stated above should be taken care in the real sense.
 - iii. Prior information should be given to the school concerned.
 - iv. Report should be compiled school wise in a detailed manner highlighting the actionable points.

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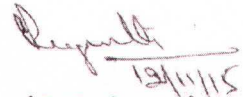


4. Remuneration:

- i. The Experts will be entitled for remuneration of Rs.1000/- per inspection/per day.
- ii. In addition, TA on actual basis or Rs.300 whichever is less shall also be paid per inspection.

5. 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 expert at any point of time based on the performance of the expert during the engagement.



(R.P. Gupta)

Director (Education)