

**NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: NEW DELHI
EDUCATION DEPARTMENT**

No. 492/S.O.(Edn.Esst.II)/2018

Dated:- 13/4/18

PUBLIC NOTICE

Subject: Hiring of retired persons on Consultant Basis in NDMC/Navyug Schools as Ministerial staff.

Persons retired from Central Govt./ Delhi Govt./any State Govt. Local Bodies/ Defence services or equivalent services below the age of 65 years are proposed to be engaged as Ministerial Staff in NDMC/Navyug Schools on consultant basis. Detailed instructions are as under:-

1. **Remuneration:** The ministerial staff hired on consultant basis in the NDMC/Navyug schools will be paid a consolidated remuneration of Rs. 25,000/- per month. No other allowance will be payable over and above the consolidated amount.
2. Retired persons will be hired as Ministerial staff on consultant basis in a NDMC/Navyug Schools to the extent that total number of ministerial staff (regular plus contractual) physically working in the school should not exceed 02 in a school with enrolment up to 500 and 03 in schools with enrolment above 500.
3. **Eligibility:**
 - (i) The candidate should have retired from the services of Central/Delhi/State Government, Local Bodies, Defence Service or equivalent services.
 - (ii) He/She should be less than 65 years of age.
 - (iii) 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.
 - (iv) 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 at the time of hiring.
 - (v) The person 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 an undertaking shall, therefore, be obtained from the candidate that he/she has adequate working knowledge of MS office.

4. Term of hiring:

(i) The period of hiring will be for six month or vacant posts against which retired persons have been hired are filled by regular employees or such hired staff attains the age of 65 years, whichever is earlier.

(ii) In case, the need for hiring Ministerial Staff still persists after six month, the engagement will be reviewed and renewed on the basis of satisfactory work and conduct report/ performance but not beyond the age of 65 years.

5. Mode of applications and selection:

I. The candidates will apply for engagement in NDMC/Navyug School, online on the official website of the NDMC 'www.ndmc.gov.in' under link "Vacancy" and sub-link "**Ministerial Staff on Consultant basis**" in NDMC/Navyug schools. The link will be opened from **16.04.2018 to 30.04.2018** .

II. Interviews shall be conducted under the Chairmanship of **Secretary, NDMC at Convention Centre, 1st floor, Palika Kendra, Sansad Marg, New Delhi on 08.05.2018** between 10.00 AM t 4.00 PM as per notified schedule. The applicant will present himself/herself along with self attested copies and originals for verification namely:

- (a) Hard copy of the application,
- (b) Self attested photo copies of the documents of educational qualification and previous experience (If any)
- (c) Medical fitness certificate of a registered medical practitioner (having M.B.B.S. or equivalent degree)
- (d) Pension Payment order or nay equivalent document showing length of earlier qualifying service.
- (e) An undertaking to the effect that he/she has no criminal case pending against him at the time of hiring
- (f) An undertaking to the effect that he/she has adequate working knowledge of MS office (Words and Excel) and internet.

III. The applicant who fails to appear before the Secretary, NDMC for interview on the scheduled date and time will forfeit his/her candidature.

IV. Selection will be done on merit prepared by giving weightage of age, qualification and length of service rendered before retirement in Central Govt./Delhi Govt./any State Govt./Local bodies/Defence services or equivalent services as well as interview.

V. Selected candidate will be issued online Engagement Letter by the Director (Education). In case, the selected candidate fails to join his/her duty within three working days of the issue of engagement.

6. **Duties and responsibilities:** The ministerial staff on consultant basis irrespective of his post from which he retired will have to perform the following clerical duties. NO financial powers will be given to such ministerial staff on consultant basis. The HOS will decide about proper work distribution among the ministerial staff members:

- (i) Diary-dispatch etc.
- (ii) Preparation of various bills and their submission to the PAO concerned
- (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) Submission of various information/returns
- (ix) Getting TDS returns filed and issuance of Form-15
- (x) Matters relating to opening of Bank accounts of students
- (xi) Any other duty of ministerial nature assigned by the HOS

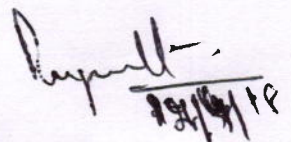
7. **Termination of services:** The services of any Ministerial Staff hired on consultant basis may be terminated by the HOS without any notice for any lapse/irregularity committed by him/her or if the work and conduct not found satisfactory, if the number of vacancy is reduced due to fall in enrolment below 500 or if candidate attain the age of 65 years.

8. **Entitlement of leave:** The Ministerial Staff on Consultant basis will be allowed to avail one leave per completed calendar month. Leave pertaining to previous month, if not availed, will not be allowed to be carried forward.

9. **Timings:** The Ministerial staff on consultant basis will work during duty hours prescribed for ministerial staff in the Government schools.

10. **Schedule for online application and engagement:**

- (i) Opening of the online application module: **16.04.2018**
- (ii) Closing of the online application module: **30.04.2018**
- (iii) Display of list of applicant online: **04.05.2018**
- (iv) Interview and Issue of engagement letter: **08.05.2018**



(R.P. Gupta)
Director (Education)

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ENGAGEMENT OF RETIRED PERSONS ON CONSULTANT BASIS IN THE NDMC/NAVYUG SCHOOLS FOR THE POST OF MINISTERIAL STAFF	
DATE OF APPLICATION.	
1.Post.	
2.First Name of applicant	
3.Middle Name of Applicant	
4.Last/ Sir Name of Applicant	
5.Father's Name	
6.Residential Address	
7.Contact No.	Landline :(STD Code):- Mobile :-
8.E-MAIL	
9.Date of Birth	
10.Highest Education qualification	
11.Age as on (01.2.2018)	Year: Month: Days:
12.Total length of regular service in previous Govt./Local body/Defence/Equivalent Establishment	Year: Month: Days:
13.PPO No ./ Gratuity Payment Authority No.	
14. Do you have knowledge of computer (MS-OFFICE,USING INTERNET, PPT)	
15. Do you have working knowledge of mobile Apps.	
16. Do you have experience of Ministerial staff.	
Undertaking :-	
I am fully aware of the nature of ministerial staff duties to be performed by me, if selected and therefore I undertake that I shall discharge all the duties and responsibilities entrusted to me by the head of school with utmost sincerity. I further undertake that the above information furnished by me is correct.	
Date :-	Signature :-
Place :-	Name :-

