

**New Delhi Municipal Council  
Palika Kendra: New Delhi**

No. 84 /PA/Dir (P)/2017

Dated: 27.03.2017

**NOTICE**

NDMC invite applications from retired Central Govt. /State Govt. /Municipal Bodies/NDMC employees in the following categories:

i. **Consultant (Personnel) – 03 Number**

The applicant should have retired from the post of Director/ Dy. Secretary/ Under Secretary from Central Govt. /State Govt. /Municipal Bodies/ NDMC employees and have at least 10 years of experience in personnel matter with special regard to DPC/ Seniority/ pay fixation/ cadre review/ creation of post and recruitment rules etc.

ii. **Consultant (Secretarial) – 03 Number**

The applicant should have retired as PSO/ Sr. PPS/ PPS from Central Govt. /State Govt. /Municipal Bodies/ NDMC employees and have at least 10 years of experience in providing Secretarial assistance i.e. Management and Supervision of Personal Section, facilitating and meetings, taking dictation and typing, maintaining engagements, tour programme, travel arrangements, preparation of minutes of important meetings, co-ordination, protocol, etc.

iii. **Consultant (Gratuity / Labour Laws) – 02 Number**

The applicant should have retired from the post of Director/ Dy. Secretary. Under Secretary from Central Govt. /State Govt. /Municipal Bodies/ NDMC employees and have at least 10 years of experience in "Gratuity Matters / Labour Laws" etc.

Further the applicant should have a working experience and in depth knowledge of The Payment of Gratuity Act 1972, which includes its implementation, handling of, filing of gratuity applications by the employee / nominee/ legal heirs before the "Controlling Authority" prescribed under the P.G. Act 1972, similarly filing of appeal before the "Appellate Authority". Implementation of Controlling Authority / Appellate Authority orders and follow up the recovery application filed if any by the Controlling Authority / Appellate Authority before the Competent Authority. Besides above, the consultant should also have working experience knowledge of various labour laws enforced, such as

*Dr. Ashish*  
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Industrial Disputes Act 1947, Minimum Wages Act 1948, Contract Labour (R&A) Act 1970, Building and Other Construction Workers (Regulation of employment and condition of service) Act 1996, Trade Unions Act 1926, Payment of Wages Act 1936, Payment of Bonus Act 1965, EPF Act 1952, ESIC Act 1948 and Maternity Benefit Act 1961 etc.

iv. **Consultant (Audit) – 06 Number**

The applicant should have atleast 10 years experience as Audit Officer after passing Section Officers Grade Examination of the India Audit and Accounts Department. Filed audit in audit of Civil/Defence/Railways/ Posts Departments and Ministries of the State/Central Government and/or audit of Commercial PSUs/CPSUs/entities of the State/Central Governments. Sufficient knowledge of double accounting system and accrual based accounting is essential. Grading of Annual Progress Reports of the applicant for the last 5 years should be positive. Proficiency in Microsoft Word and Excel is also essential.

v. **Driver – 01 Number**

The applicant should have retired from Central Govt./State Govt./Municipal Bodies/NDMC employees from the post of LMV Driver. The person applying should have willing to work till late hours/holidays as per the convenience of the concerned officer.

2. The eligibility and terms and conditions of appointment and remuneration payable are given in the Annexure. Applications from the willing and eligible candidates in the annexed proforma should reach to Director (Personnel-I), Room No. 5001, Palika Kendra, Sansad Marg, New Delhi latest by 01.04.2017. The shortlisted candidates will be called for interview for which date will be intimated separately.

  
27-03-2017  
(Virender Singh)  
Director (P)  
Tel: 23744227

Copy to:

1. All HODs
2. PS to Chairperson
3. PS to Secretary
4. JD (IT) – with request to upload on website
5. All Notice Board