

**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*  
27.03.2017

*Dr. Ashish*  
27.03.2017

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

NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA: NEW DELHI

APPLICATION FOR APPOINTMENT AS CONSULTANT IN NDMC

NAME OF THE POST APPLIED FOR : \_\_\_\_\_

1. Name :
2. Date of Birth :
3. Educational Qualification :
4. Category : SC/ST/OBC/General
5. Department/Ministry/Office :  
from which retired
6. Post last held :
7. Date of Retirement :
8. Pay scale of the post from :  
which retired
9. Work experience :
10. Details of IT/Computer :  
Knowledge
11. Address :
12. Telephone No. :
13. e-mail (if any) :

(Signature of the applicant)

NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA: NEW DELHI

Dated: 17.02.2017

No. 748/SO(E)/SA-I(R)

**OFFICE ORDER**

Subject: Issue of policy guideline relating to appointment of Consultant in NDMC.

The competent authority in NDMC has approved following following policy guidelines for appointment of Consultants in NDMC:

**A. Eligibility for appointment of Consultant:**

- I. Consultants shall not be engaged against vacant post in any cadre.
- II. The Consultant should have function knowledge of computer and domain knowledge of field for which he/she has been engaged.

**B. Procedure for appointment :**

a) Engagement of Consultants

- i. The NDMC may hire external professionals, consultancy firms or Consultants for specific jobs in situation requiring high quality services for which the Departments does not have requisite experience.
- ii. Under some special circumstances where it may become necessary to select a particular Consultant where adequate justifications is available for such single source selection in the context of the Department.
- iii. In all other cases Consultants would be engaged through open advertisement through NDMC website as per requirement of the User Department.

b) No direct application for engagement of Consultant will be entertained.

c) The persons appointed as Consultant shall submit the application in prescribed performa to the Main Establishment.

d) The engagement of Consultant will be purely on Contract basis.

R-852/S.O (EEI)  
20/02/17  
AA25III

*[Signature]*  
17.02.2017



- e) The applications received shall be screened by the Screening Committee consisting of Secretary, Director (P), Director (Accounts) and Joint Director (Establishment). The recommendation of the Screening Committee shall be final.
- f) The Consultant so engaged shall enter into an agreement in the prescribed Performa duly signed by the Consultant.
- g) The Consultant so engaged shall be put to consistent evaluation and their performance on day-to-day basis will be monitored.
- h) The Consultant shall be engaged initially for a period of six months or as the case may be. The Competent Authority shall terminate the services of Consultant on receipt of any unsatisfactory performance report or discretion of the Competent Authority without assigning any reason. The decision of the competent authority shall be final and binding.
- i) Consultants shall be eligible for 08 days' leave in a year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a Year (calculated on a pro-rata basis). Also unavailed leave in a calendar year cannot be carried forward to next calendar year. The NDMC would be free to terminate the services in case of unauthorised absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year.
- j) The Consultant shall continue to draw pension and dearness relief on pension, if any, during the period of their engagement as Consultant. Their engagement as Consultant shall not be considered as a case of re-employment.
- k) The Consultant can discontinue his services by giving one week's notice.
- l) The Consultant shall not exercise any statutory, legal or financial power.
- m) The consultant shall adhere to the Official timings from 9.00AM to 5.30 PM. No relaxation in the arrival and departure timings will be allowed.

*Chairman*  
17.02.2017

- n) The consultant should not be entitled for any kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, transport facilities, staff car and residential accommodation.
- o) No TA/DA shall be admissible for joining.
- p) Tax deduction, income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before affecting the payment for which the Department will issue TDS Certificate. The service tax if applicable shall be payable extra at the prevalent rates.

**C.1 Remuneration to be paid**

S. No.	Category	Level of Officer/person to be considered	Remuneration proposed
1	Category I	Profession expert in the subject or Secretary/Addl. Secretary level or equivalent level officer of Central/State Government/NDMC	Rs. 1,00,000/-
2.	Category II	Profession expert in the subject or Joint Secretary level or equivalent level officer of Central/State Government/NDMC	Rs. 80,000/-
3.	Category III	Director/Deputy Secretary or equivalent level officer of Central/State Government/NDMC	Rs. 60,000/-
4.	Category IV	Deputy Secretary or equivalent level officer of Central/State Govt./NDMC	Rs. 50,000
5.	Category V	Under Secretary/Joint Director or equivalent level officer of Central/State Government/NDMC	Rs. 40,000/-
6.	Category VI	Deputy Director/Section Officer level or equivalent level officer of Central/State Government/NDMC	Rs. 30,000/-
7.	Category VII	Assistant/PA level officer level or equivalent level officer of Central/State Government/NDMC	Rs. 25,000/-

**C.2** Persons being engaged as Consultants on part-time basis may be paid remuneration @ half of the amount mentioned against each category.

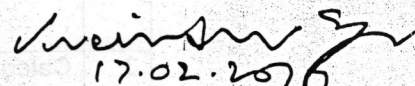
**C.3** Persons who are or were drawing salary DTL pay scales before their retirement and are subsequently engaged as Consultants in NDMC, may be paid remuneration at the same rate as payable to their counter part in the Central/State Government.

*[Signature]*  
(17.02.2017)



2. Subsequent to implementation of 7<sup>th</sup> CPC recommendations, the salary of all the persons appointed as Consultants have not been revised. As such the salary of existing Consultant would be regulated as under:

- i. Consultant who have been appointed after 01.01.2016 or whose term have been extended after 01.01.2016 and his/her remuneration fixed would continue to draw remuneration as per existing rates and their remuneration would be revised prospectively as and when their term is considered for extension.
- ii. Consultant who has been appointed after 01.01.2016 or whose term has been extended after 01.01.2016 but remuneration have not been revised, would be paid remuneration as per the revised formula.
- iii. Consultant are appointed after issue of these instructions would be paid remuneration as per revised rates.

  
17.02.2017  
(Virender Singh)  
Director (P-I)  
Tele: 23744227

Copy to:

1. Financial Advisor
2. Chief Auditor
3. All Head of Departments
4. PA to Chairperson
5. PA to Secretary
6. All JD/DDs/SO in Establishment Branch
7. JD(IT)-to upload on the website of NDMC.
8. Jt.CAO(Estt.)/AO(CBS)

NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA: NEW DELHI

No. 775/SO(E)/SA-I(R)

Dated: 23.02.2017

**CORRIGENDUM**

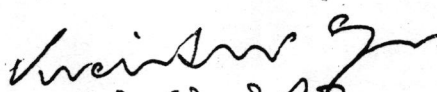
Subject: Issue of policy guideline relating to appointment of Consultant in NDMC.

In partial modification of this Department's Office order No. 748/SO(E)/SA-I(R) dated 17.02.2017, the revised stipulation in sub para C.1 to C.2 of Para-1, may be read as under:

**C.1 Remuneration to be paid**

S. No.	Category	Level of Officer/person to be considered	Remuneration proposed (per month)
1	Category I	Profession expert in the subject or Secretary/Addl. Secretary level or equivalent level officer of Central/State Government/NDMC	Rs. 1,00,000/-
2.	Category II	Profession expert in the subject or Joint Secretary level or equivalent level officer of Central/State Government/NDMC	Rs. 80,000/-
3.	Category III	Director or equivalent level officer of Central/State Government / NDMC	Rs. 60,000/-
4.	Category IV	Deputy Secretary or equivalent level officer of Central/State Govt./NDMC	Rs. 50,000
5.	Category V	Under Secretary/Joint Director or equivalent level officer of Central/State Government/NDMC	Rs. 40,000/-
6.	Category VI	Deputy Director/Section Officer level or equivalent level officer of Central/State Government/NDMC	Rs. 30,000/-
7.	Category VII	Assistant/PA level officer level or equivalent level officer of Central/State Government/NDMC	Rs. 25,000/-

**C.2** Persons being engaged as Consultants on part-time basis may be paid remuneration on proportionate basis determined in terms of number of hours per day for which such a Consultant is engaged.

  
23.02.2017



C.3 Persons who are or were drawing salary DTL pay scales before the.. retirement and are subsequently engaged as Consultants in NDMC, may be paid remuneration at the same rate as payable to their counter part in the Central/State Government by determining the equivalency in terms of CPC pay scale drawn for a equivalent post.

  
23.02.2017  
(Virender Singh)  
Director (P-I)  
Tele: 23744227

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3. All Head of Departments
4. PA to Chairperson
5. PA to Secretary
6. All JD/DDs/SO in Establishment Branch
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NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA: NEW DELHI  
ELECT. ESTT. UNIT - I

O.O. No. S.O. (EE-I)/402 /GA-I&III/2017

Dated: 17.3.17

OFFICE ORDER

In continuation of O.O. No. 748/SO (E)/SA-I(R), dated 17.02.2017 and subject to conditions mentioned therein and corrigendum No. 775/SO (E)/SA-I(R) dated 23.02.2017, it has been decided that all the persons, who have been engaged as consultant after retirement from the posts having pre-revised Grade Pay lessor than Rs. 4600/- will entitled to draw consolidated remuneration of Rs. 20,000/- per month.

This issue with the prior approval of the Chairperson, NDMC.

  
(Dharam Veer)  
Deputy Director (Elect.)  
(Ph.) 011-23744985

Copy to:

1. Financial Advisor.
2. Chief Auditor.
3. All Head of Departments.
4. PS to Chairperson, NDMC.
5. PS to Secretary, NDMC.
6. All JDs/DDs/SOs in Establishment Branch.
7. JD (IT) - To upload on the website of NDMC.
8. Jt. CAO (Estt.)/AO (CBS).