

NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA : NEW DELHI
SECRETARY'S ESTT. BRANCH

No. 96/PA/Dir(P-I)/2017

Dated: 12.04.2017

PUBLIC NOTICE

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

i. **Consultant (Accounts) – 01 Number**

The applicant should have retired from the post of Director/ Dy. Director/ Under Secretary from the Central Govt./State Govt./Municipal Bodies/NDMC employees and should have atleast 10 years of experience in Accounts and Finance Department with a working experience and in-depth knowledge of duties/works relating to implementation of EPF/ ESI in case of NDMC its Contractor's workers, Parliament Standing Committee on labour, Annual Statuary Audit Report, Public Grievances, matter relating to Accounts, Finance, Pay Fixation regulations of pay and allowances of employees etc. and all matters related to the various taxes such as Income Tax, DVAT, Labour Cess, Service Tax/GST, Finalization of RFPs and inviting tenders for various works etc.

ii. **Consultant (SKS) – 01 Number**

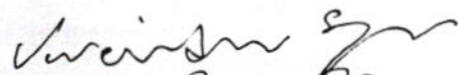
The applicant should have retired from the post of Dy. Director/ Accounts Officer from the Central Govt./State Govt./Municipal Bodies/NDMC employees and should have atleast 10 years of experience alongwith **passing the Section Officer Grade Examination** and sufficient/ functional knowledge of Accounts, Establishment and Administrative matters/ Computer and Duties to provide the assistance/ examine to put up the cases in accordance with the rule position pertaining to the finalization of books of accounts/ settlement of audit paras/ e-Tender/ depositing of TDS & Service Tax, Release of grant-in-aid and other allied works, to prepare estimate/ request for proposal (RFP) in respect of work for providing mess services to women hostel and sanitation services, disposal of VIP references, preparation of RE/ BE, to process Promotion/ DPC/ Seniority/ Maintaining of roster, implementation of pay commission and reports, making frequent correspondence to higher authorities of GOI/ NDMC and NGOs.

iii. **Consultant (Personnel) – 04 Number**

The applicant should have retired from the post of Dy. Director/ Section Officer from the Central Govt./State Govt./Municipal Bodies/NDMC employees and should have atleast 10 years of experience in Personnel matter with special regard to DPC, Seniority/pay fixation/cadre review/creation of posts and recruitment rules/ service matter/ reply of VIP references/ PGMS/ RTI/ settlement of Audit paras etc.

iv. **Consultant (Draftsman) – 01 Number**

The applicant should have retired from the post of Draftsman I/II from the Central Govt./ State Govt./ Municipal Bodies/ NDMC Employees and should have atleast 10 years experience in scrutiny of cases pertaining to Civil Engineering, preliminary estimates including analysis of rates, Notice for Tenders (NIT), Evaluation of Tenders, verification of rates, checking of bill


12.04.2017.

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and quantities, checking theoretical consumption of cement, bitumen steel, lead etc. and preparing structural drawing of minor nature work, additional, extra, substituted items statements including verification of market rate, cases of extension of time, implementation of modification issued by CPWD, National Green Tribunal or by any other relevant agency.

v. **Consultant (Tax) – 03 Number**

The applicant should have retired from the post of Section Officer/ Head Assistant from the House Tax Deptt. of NDMC/MCD or any Municipality Body in the country and should have atleast 10 years of experience in the matter of Property Tax, good knowledge of both working under rateable value system and Unit Area System, Online System of Tax Collection, Recovery and assessment of Property Tax, good record in recovery of Property Tax. Candidates must be able to work in MS Word.

2. The eligibility and terms and condition of appointment and remuneration payable are given in the Annexure. Application from the willing and eligible candidate in the annexed proforma should reach to Director (P-I), Room No. 5001, Palika Kendra, Sansad Marg, New Delhi latest by 20.04.2017. The shortlisted candidates will be informed separately.


(2.04.2017)
(Virender Singh)
Director (Personnel-I)
☎011-23744227

Copy for information to:-

1. All HODs
2. PS to Chairman
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 :

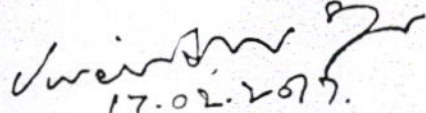
a) Engagement of Consultants

- 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.


17.02.2017

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12/17

- 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/-

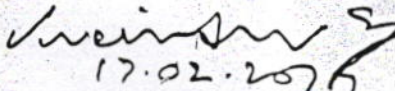
C.2 Persons being engaged as Consultants on part-time basis may be paid remuneration @ half of the amount mentioned against each category.

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.

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17.02.2017.

2. Subsequent to implementation of 7th 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.

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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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5. PA to Secretary
6. All JD/DDs/SO in Establishment Branch
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8. Jt.CAO(Estt.)/AO(CBS)

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.
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