

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**

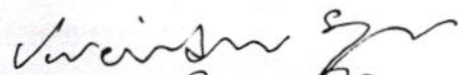
The applicant should have retired from the post of Dy. Director/ Accounts Officer from the Central Govt./State Govt./Municipal Bodies/NDMC employees and should have atleast 10 years of experience alongwith **passing the Section Officer Grade Examination** and sufficient/ functional knowledge of Accounts, 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


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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)