

# NEW DELHI MUNICIPAL COUNCIL SMART CITY LIMITED

## PUBLIC NOTICE FOR INVITING APPLICATIONS AS IT CONSULTANTS

**Subject:** Application are invited for engagement of retired officers of the Govt. as Consultant in the New Delhi Municipal Council Smart City Limited (NDMCSCCL) on contract basis – 2017

Applications are invited from retired employees of Central Government departments/PSU/Autonomous bodies for engagement of 04 (Four) full-time Consultants in NDMCSCCL on contractual basis, initially for a period of 01 year extendable up to a period of 03 years based on satisfactory performance. The application should reach to General Manager (Admn.), NDMCSCCL, Room No. 5016, 5<sup>th</sup> Floor, Palika Kendra, Sansad Marg, New Delhi - 01 latest by 15.06.2017. The envelope containing the application must superscripted "APPLICATION FOR THE POST OF CONSULTANT".

### 2. ABOUT NDMCSCCL

New Delhi Municipal Council Smart City Limited (NDMCSCCL) is a public limited company wholly owned by NDMC.

New Delhi Municipal Council is one of the five urban local bodies in National Capital Territory of Delhi created by an Act of Parliament. NDMC's main responsibilities are –

- Providing civic amenities
- Education and other social welfare work in its area.
- Management of its Estate
- Assessment, levy and collection of property tax.
- Building regulation
- Registration of birth and death
- Construction, and maintenance of municipal markets and regulation of trades
- Sanitation & Public Health
- Maintenance of public parks, gardens or recreational centres
- Electricity & water supply
- Repair & maintenance of road

NDMC has been selected by the Ministry of Urban Development (MoUD), Government of India as one of the first 20 Smart Cities under the Smart City Mission. NDMC has been one of the first cities to in initiate several Smart City projects, such as on-line payments for electricity-water bills, property taxes and other online series such as citizen complaint centres, hospital data of birth new Delhi Municipal Council's Smart Parking.

### 3. NUMBER OF CONSULTANT REQUIRED, EDUCATIONAL QUALIFICATION, PREQUALIFICATION AND REMUNERATION

S. No.	Designation	Pre - qualification	Number	Monthly Consolidated remuneration offered
01	Consultant (Admn.)	Retired from the service as Director/ Dy. Secy./ Under Secy./ Section Officer level in Central Government or equivalent in state	01 (One)	Rs 60,000/- for Director level. Rs 50,000/- for Dy. Secy. Level Rs.

		Government/PSU/Autonomous Bodies having experience in Administration or establishment work.		40,000/- for Under Secy. Level & Rs. 30,000/- for Section Officer level.
02	Consultant (Finance & Accounts) -	Retired from the service as Director/ Dy. Secy./ Under Secy./ Section Officer level in Central Government or equivalent in state Government/PSU/Autonomous Bodies having experience in Finance & Accounts work.	01 (One)	----- Do -----
03	Consultant (Planning)	Retired from the service as Director/ Dy. Secy./ Under Secy./ Section Officer level in Central Government or equivalent in state Government/PSU/Autonomous Bodies having experience in Planning work.	01 (One)	----- Do -----
04	Consultant (Skill Development)	Retired from the service as Director/ Dy. Secy./ Under Secy./ Section Officer level in Central Government or equivalent in state Government/PSU/Autonomous Bodies having experience of handling Skill Development related work.	01 (One)	----- Do -----

#### 4. EXPECTED TASK AS IT CONSULTANT

- Consultant is required to attend the office work and projects assigned to him / her from time to time.
- Consultant will help departments in preparations of presentations, important reports etc. in the field of work assigned from time to time by the competent authority.

#### 5. PERIOD OF ENGAGEMENT

- The initial engagement for a person as Consultant would be initially for a period of 01 (one) year and extended up to a period of 03 (Three) Years from the date of appointment.
- The engagement of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with the New Delhi Municipal Council Smart City Limited.
- The engagement of Consultants will be of a temporary nature and the engagement can be cancelled at any time by the New Delhi Municipal Council without assigning any reason.

#### 6. AGE- LIMIT

The maximum age should be below 65 years as on date of 31.06.2017

#### 7. OTHER ELIGIBILITY CRITERIA

- The retired Officers up to 65 years of age as on 31.06.2017 who have excellent service record and are physically fit will be eligible.
- A retired Officer against whom a vigilance case or a departmental proceeding or criminal prosecution is contemplated or pending at the time of his/her retirement will not be considered.

- c. A retired Officer who has been a member of any political party after his/her retirement shall not be eligible.
- d. The Selected Consultant has to give undertaking that no vigilance case is pending against him/her.

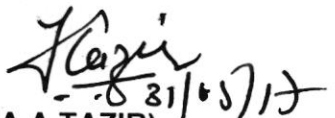
#### 8. SELECTION CRITERIA

The applicants will be selected on the basis of the tenure of the service in the government/PSU/Autonomous Bodies, Projects undertaken/lead and the higher educational qualification.

#### 9. TERMS AND CONDITION OF APPOINTMENT

- a. The shortlisted candidates shall be called for an interview along with the requisite documents.
- b. The engagement of a consultant will be purely on Contract basis.
- c. The Consultant so engaged shall enter into an agreement in the prescribed Performa duly signed by the Consultant.
- d. The consultant so engaged shall be put to consistent evaluation and their performance on day-to-day basis will be monitored.
- e. 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 his/her absence beyond 8 days in a year. Also unavailed leave in a calendar year cannot be carried forward to next calendar year.
- f. The NDMCSCL 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.
- g. 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.
- h. The Consultant can discontinue his services by giving one week's notice. The consultant shall not exercise any statutory, legal or financial power.
- i. The Consultant is not being 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.
- j. No TA/DA shall be admissible for joining.
- k. 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 at the prevalent rates.
- l. Selected candidate, have to submit all the original document, affidavit and undertaking at the time of joining.

**Note:** The application received within the prescribed time shall only be considered and screened by the screening committee of NDMCSCL.

  
(A A TAZIR)

GENERAL MANAGER (ADMIN)