

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

WALK-IN-INTERVIEW

Subject: Engagement Retired Central Govt. Employee/State Govt. Employee/Employee of Municipal Bodies/NDMC as Consultant (Ministerial) in NDMC - regarding.

NDMC invites applications from retired Central Govt. Employee/State Govt. Employee/Retired employee of Municipal Bodies /NDMC, drawing pension under 7th CPC scales for engagement as Consultants (Ministerial) on full time basis against the post of Head Assistant/Sr. Assistant/Jr. Assistant with the following job description and experience.

Sr. No.	Name of Position	Consultant (Ministerial)
1.	Vacancy	50 (Tentative)
2.	Method of Recruitment	Candidates will be selected through walk in interview to be fixed during 08.05.2023 to 12.05.2023 at 12.00 Noon to 01 PM. Maximum upto 20 candidates will be interviewed in a day. *
3.	Age limit	Maximum Age limit is 64 years as on date of advertisement.
4.	Period of Contract	Initially for a period of 12 Months as per NDMC office order No. 748/SO (E)/SA-I(R) dated 17.02.2017, 775/SO(E)/SA-I(R) dated 23.02.2017 and further extend as per norms & modalities.
5.	Remuneration (per month)	A fixed monthly amount shall be paid as per NDMC vide office order dated 01.02.2021 on the formulation (Last Pay – Pension + TA (Rs. 2000/-)).
6.	Eligibility	Retired Government employee at the level of LDC/UDC/ASO/SO or equivalent drawing pension under CPC scales.
7.	Experience	Employee with exposure in e-Office and the employee should have knowledge of Establishment and administrative matters, etc. with adequate computer applications handling skills.
8.	Assignments	They will be engaged for providing to support to the various Departments of NDMC in processing of files and interpretation of Government rules and regulations.
9.	Selection process	Selection of candidate will be made on the basis of interview/interaction and skill test in computer. However, NDMC reserves the right any or all applications without assigning any reasons.

***The Candidate should report at the office of Joint Director (Estt.), Room No. 5003, 5th Floor, Palika Kendra, on the day of interview (as stated above) between 09.00 AM to 10.00 AM for verification of documents with Original Documents (PPO, Last Pay Certificate etc.). Entry will be allowed only till 10.00 AM.**

GENERAL TERMS & CONDITIONS:-

- I. The interested applicants are advised to go through the Eligibility Criteria carefully and ascertain themselves regarding their eligibility.
- II. a) The short listing of candidates for the panel will be based on scrutiny of documents of their age, qualification, experience etc. and as found eligible as per prescribed criteria and subsequent interaction of candidate by the department.
b) Finally selected candidates by the department shall be considered for deployment on purely contractual basis for a fixed period or till expiry of contract or till regular incumbents join posts.
- III. NDMC does not guarantee deployment of all shortlisted candidates.
- IV. No TA/DA will be provided to candidates for appearing for the Interaction/documents verification etc. when called.
- V. The place of deployment will be anywhere in NDMC area. They may work in shift(s)/rotational basis as per departmental requirement. No extra conveyance will be paid by NDMC.
- VI. Candidates must produce original documents in respect of DOB, pension papers, Experience as per eligibility criteria on the date of document verification and interview/interaction otherwise they will not be allowed to appear in the interview/interaction.
- VII. NDMC has the right to withdraw this advertisement at any time without any notice.
- VIII. Candidate must furnish correct information regarding age, qualification and experience while submitting the form at the time of walk-in-interview. The candidates are request to furnish undertaking that no disciplinary proceeding pending against him at present. It is also required to furnish the details of all minor or major penalty imposed on him during tenure of service. In case of any false statement, NDMC has all rights to not pay any remuneration and to take all required action including termination of appointment as consultant in NDMC.
- IX. Incomplete application shall be summarily rejected.
- X. Candidate must keep on watching our NDMC website (www.NDMC.in) for any Corrigendum/notification in respect of this vacancy circular.
- XI. In case at any stage of recruitment process the documents/information provided by the candidate is found fake or misleading his/her candidature is liable to be rejected including forfeiture of remuneration, pending if any.

- XII. Merely fulfillment of eligibility criteria does not entail the candidates to be called for the interview.
- XIII. The candidates should note that their candidature at all the stages shall be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any stage before or after interview, it is found that they do not full fill any of the eligibility conditions, their candidature shall be cancelled by the NDMC.
- XIV. Decision of NDMC in all matters regarding eligibility, selection and posting would be final and binding on all candidate. No representation or correspondence will be entertained by NDMC in this regard.
- XV. NDMC reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, if need so arises with issuing any further notice or assigning any reason thereafter, the decision of the NDMC shall be final and no appeal will be entertained.
- XVI. Termination: The contract can be terminated by giving a 30 days' department's notice period by either party i.e. NDMC and the employee. In extreme cases the contract can be terminated by NDMC with immediate effect without notice period.
- XVII. Candidate will submit an affidavit along with application that 'No disciplinary/ vigilance proceeding was contemplated against him at the time of his/her retirement.

(Sanjay Prasad)
Director (Personnel)
New Delhi Municipal Council

**NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: NEW DELHI
SECRETARY'S ESTABLISHMENT**

APPLICATION FOR ENGAGEMENT AS CONSULTANT IN NDMC

NAME OF THE POST APPLIED FOR: CONSULTANT (MINISTERIAL)

1. Name of the Applicant (In capital letters)_____
2. Father's Name _____
3. Date of Birth_____
4. Date of Retirement from govt. Service_____
5. Office where last worked_____
6. Designation last held_____
7. Last pay & Pension Drawn_____
8. Aadhar Number_____
9. Educational Qualification _____
10. Category _____
11. Age on the date of submitting the application _____
12. Details of IT/Computer Knowledge _____
13. Whether any penalty was Imposed during the service _____
14. If yes, the details thereof_____
15. Resident Address _____
16. Telephone No._____
17. E-mail (if any)_____

18. Work Experience (Add separate sheet if required)

Sr. No.	Organization / Institute	Post held	Period		Nature of work	Remarks
			From	To		

(Signature of the applicant)