

E 125160 X-17011/1/2023-NSES  
EDUCATION DEPARTMENT  
NEW DELHI MUNICIPAL COUNCIL  
-X-X-X-X-

Palika Kendra, New Delhi


Dated:10/01/2023

**Subject: Walk-in-interview for formation of panel of retired Teachers in NDMC.**

With the approval of the Chairman, NDMC it has been decided to conduct the Walk-in-interview for formation of panel of retired Teachers to be engaged as Consultants in NDMC schools. It has also been approved that the detail of notice/information is to be uploaded on the NDMC's website.

2. Director (IT), NDMC is requested to kindly get upload the notice attached herewith on the NDMC's website under Public Notice and on Marquee. The date of Walk-in-interview has been fixed for **18/01/2023**.

Encls:As above



(R.P. Sati)

Director (Education)

The Director (IT), NDMC,  
Palika Kendra, New Delhi-110001

U.O. No./ D 01 /P.A. Dir(Edn)/2023

Dated: 10/01/2023



**E 125160 X-17011/1/2023-NSES**  
**OFFICE OF THE DIRECTOR (EDUCATION)**  
**NEW DELHI MUNICIPAL COUNCIL**

Room No. 5016, Palika Kendra,  
New Delhi-110001  
No./D-01/P.A. Dir(Edn)/2023  
Dated:10/01/2023

**VACANCY CIRCULAR**

Walk-in-interviews will be held on **18/01/2023** from **11.00 a.m.** to **2.00 p.m.** for formation of panel of retired **teachers** to be engaged as Consultants on purely temporary basis in various AAVs/Navyug Schools. Candidates registration will start at 10.00 a.m.

**2. Detail of eligibility criteria, venue and other detail are as under:**

**(i) Eligibility:**

The candidate should have retired from the services AAVs/Navyug Schools, GNCTD Schools, Kendriya Vidyalaya Schools and other Govt. Schools as Teacher in the subject and post concerned in the Pay Band of Rs. 9300-34800+Grade Pay Rs. 4600/- revised Pay Level-6 under 7th CPC or above.

**ii.** He/she should be less than 65 years of age.

**iii.** The candidate should be medically fit for which a medical certificate from a Registered Medical Practitioner having at least an MBBS or equivalent medical degree will have to be given.

**iv.** The candidate should be free from vigilance angle at the time of retirement. As a proof of this, a copy of the Pension Payment Order/Gratuity Payment Authority will have to be submitted. In addition to this, an undertaking will have to be obtained from such person to the effect that he/she has no criminal case pending against him at the time of hiring.

**v.** The person should have working knowledge of Computer such as MS-Office (Words & Excel), PPT, Internet and e-mail. He/she should have operating knowledge of Android Mobile Apps.

**vi.** Consultant is required to possess an Android Mobile with internet connection because it is the part of his/her duty to send online report on mobile App. No charges are payable on this account.

**(ii) Other detail like:**

Tentative Requirement, ii) terms of engagement, iii) validity of panel, iv) documents to be submitted by the candidates, v) Remuneration, vi) entitlement of leave, vii) duties & responsibilities, viii) medium of classes, ix) termination of service and x) timings

Detail in this regard may kindly be seen as per sheet "Other Details" given below the table.

**(iii) Method of Selection**

Interested candidates can appear for Walk-in-interview on **18/01/2023** from **11.00 a.m. to 1.00 p.m.** in Room No. 5016, 5<sup>th</sup> Floor, Palika Kendra, Sansad Marg, New Delhi-110001.

**3. Tentative Requirement:**

Subject and Grade	AAV Schools	Navyug Schools
PGT(Hindi)	1	0
PGT(Physical Education)	2	1
PGT(Computer Science)	1	1
PGT(Fine Art)	1	1
TGT(Sanskrit)	2	0
TGT (Social Studies)	2	2
TGT(Hindi)	1	0
TGT(Drawing)	4	2
TGT(Natural Science)	1	2
TGT(Music)	2	1
TGT(Computer Science)	0	4
Laboratory Assistant	6	2
<b>Total</b>	<b>23</b>	<b>16</b>

**Note: The NDMC has right to increase or decrease in the number of required Consultants or cancel the notice/advertisement, and not go for engagement of Consultant, at any stage.**

**(4) Term of engagement and validity of panel:**

(i) The panel will be valid for a period of 01 year from the date of approval of the Competent Authority. Contractual engagement of the Consultants from the panel will initially for the period ending 10.05.2023 or exact date from which schools will

close for break for summer vacation, 2023 or till they attain 65 years of age or till the post is filled on regular basis or until further orders, whichever is earlier. However, the engagement may be terminated anytime if the work and conduct of the Consultant is not satisfactory.

(ii) In case, the need for engagement consultant still continue after one year, engagement of will be reviewed and renewed with the approval of the Competent Authority on yearly basis but not beyond the age of 65 years after reviewing work and conduct report/ performance.

(iii) In case of filling of any of the vacant posts against which Consultant is hired, is filled by regular employees, the services of Consultant will be terminated.

(iv) The selected panel will remain valid for one year from the date of approval of Competent Authority or till further orders, whichever is later.

**(5) Documents to be brought by the candidates:**

All the candidates appearing for walik-in-interview must bring with them (a) self attested photo copies of the documents of educational qualification and previous experience (if any)

(b) Proof of defence service, if any

(c) Medical fitness certificate of a registered medical practitioner (having M.B.B.S. or equivalent degree),

(d) Pension Payment Order or any equivalent document showing length of earlier qualifying service.

(e) An undertaking to the effect that he/she has no criminal case against him/her at the time of hiring.

(f) An undertaking to the effect that he/she has working knowledge of Computer such as US-Office (Words & Excel), PPT, Internet and e-mail and also operating knowledge of Android Mobile Apps.

(g) Applicant who fails to appear before interview on the scheduled date and time or to resume duty within three working days after issue of engagement letter, he/she will forfeit his/her candidature.

**(6) Remuneration:**

Remuneration of the Consultants will be regulated as per regulated as per NDMC Office order File No. A-42011/1172/2020-Secy. Estt dated 1st February, 2021 issued by the Deputy Director (Establishment). Further no other allowance will be payable over and above the consolidated amount. In case of absence, deduction on pro-rata basis will be made. For the purpose of remuneration, continuous spell of duty and not the actual number of days of duty will be counted. Spell of absence will include holidays falling immediately before or after the period of absence and hence

no payment for the holidays falling immediately before or after the period of absence will be made

**(7) Entitlement of leave:**

Consultants shall be eligible for Eight (08) Days leave in a calendar year on pro- rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultants. Also, un-availed leave shall neither be carried forward to next year nor encashed. Intervening closed holidays falling during the period of leave will be counted as leave. However, prefixing or suffixing of closed holidays with leave will be allowed. There is no provision of leave without pay for such contractual staff. Consultant will treat/marks on 'leave' only for the day he/she is granted leave to the admissible extent. In case he/she remains absent beyond the period of granted leave, irrespective of prior intimation will be marked as 'ABSENT' and not on 'leave'.

**(8) Duties and responsibilities:**

Candidates must have ability to teach in English as well as Hindi medium by way of **physical classes as well as online classes as and when required**. Apart from teaching, a Consultant Teacher will also be responsible for home assignment, evaluation of answer script and conduct of examination as also such other duties as may be assigned by the Head of the School (HoS)/Headquarter.

**(9) Medium of Classes and other**

Candidates must also have ability to teach through English as well as Hindi medium by way of **physical classes as wells as online classes**. Apart from teaching, a Consultant Teacher will also be responsible for home assignment, evaluation of answer script and conduct of examination as also such other duties as may be assigned by the Head of the School (HoS). The payment/remuneration indicated above will be inclusive of all the services mentioned herein before.

Further he/ she should have effective communication and interpersonal skills with a strong flair for in-depth examination relating to Policy Matters/ Administration/ Finance/ Any other Requisite Field.

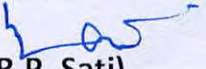
**(10) Termination of services:**

The services of any Consultant may be terminated without any notice for any lapse/irregularity committed by him/her or the work and conduct not found satisfactory or absence without prior with the approval of the Competent Authority.

**(11) Timings:**

The Consultant engaged has to perform full time duty as per normal Govt. Office hours/school hours. However, they may be called for duty beyond of the office/school hours as per requirement of the schools/institutions.

**In case of any further query/information please feel free to contact Sh. Vijay Pal (9891155182) or Mrs. Shabnam Kundra (9540044441) or Sh. R.K. Verma (9891853083) on all working days between 9.00 a.m. to 5.30 p.m.**

  
(R.P. Sati)

Director (Education)

**To:**

1. All the HoS of AAVs/Navvyug Schools with a request to display the circular on the notice board of their respective schools and disseminate this information amongst the retired teachers, staff members and SMC members and parents to attract good number of candidates.
2. Joint Director (Education/NSES)
3. All officers of Education Department
4. Deputy Director (G), NSES
5. Social Education Officer, NDMC

**Copy to:**

1. Director (I.T.), NDMC with a request to upload the circular on the NDMC's website under Public Notice and Marquee.
2. P.S. to Chairman, NDMC for kind information.
3. P.A. to Secretary, NDMC for kind information.
4. Computer File No. E 125160 X-17011/1/2023-NSES

  
(R.P. Sati)

Director (Education)

### APPLICATION FOR FORMATION OF PANEL OF TEACHERS

1	Post applied for (Specify subject)	
2	Name in full(in block letters) Mr./Mrs./Ms.	
3	Address for Communication	
4	Phone and Mobile Number	
5	E-Mail Id	
6	Date of birth	
7	Age as on closing date of application	
8	Date of retirement, Pay level & Post from which retired	
9	Department/organization from which retired	
10	Penalty imposed, if any during service period(Please give detail)	
11	Disciplinary/Criminal proceedings under process, if any.	

**12. Educational Qualification:**

S.N.	Class 12 <sup>th</sup> & above	Year of Passing	% of marks obtained	Subjects studied	College/University

**13. Experience:**

S.No.	Name of organization	Designation/Post Held	Period of Employment		Nature of Duties	Reason for leaving
			From	To		

- 14. Lat Pay drawn :
- 15. Basic pension :
- 16. Language known :
- 17. Please specify medical problem, if any :
- 18. Any other relevant information :

**Declaration:** I hereby declare that all the statement made above/information given above is true and correct to the best of my knowledge and belief and also that there is no criminal case either contemplated against me.

Place:

Date:

**(Full signature of the applicant with name)**