

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

No. 112/PA/Dir(P-I)/2017

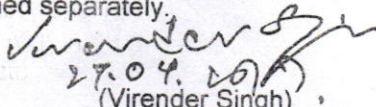
Dated: 26.04.2017

NOTICE

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

- i. Consultant (Law) – 03 Numbers
The applicant should have retired from the post of Legal Officer from the Central Govt./State Govt./Municipal Bodies/NDMC employees and should have atleast 10 years of experience and have vast knowledge & experience in the various streams of law i.e. provisions of various Acts, By-laws, Regulations etc./processing of amendment in the provision of various acts, drafting NIT/RFP and agreement to be executed by NDMC, NGT arbitration and having good knowledge of procedure of various courts.
- ii. Consultant (Municipal Housing) – 01 Number
The applicant should have retired from the post of Section Officer/Head Assistant from the Central Govt./State Govt./Municipal Bodies/NDMC employees and should have atleast 10 years of experience of Estate Department and have vast knowledge of allotment and cancellation of Municipal Quarters, Recovery of Quarter License Fee etc.
- iii. Consultant (Accounts) – 01 Number
The applicant should have retired from the post of Assistant Accounts Officer from the Central Govt./State Govt./Municipal Bodies/NDMC employees and should have atleast 10 years of experience in Accounts & Finance matters. The applicant should have passed SO(Accounts)/SAS or equivalent examination with in-depth knowledge of duties/works relating to salary, pay fixation, Income Tax etc.
- iv. Consultant (Secretarial) – 01 Number
The applicant should have retired as PA/PS from Central Govt./State Govt./Municipal Bodies/NDMC employees and have at least 10 years of experience in providing Secretarial assistant i.e. Management and Supervision of Personal Section, facilitating and meetings, taking dictation and typing, maintaining engagements, tour programme, travel arrangements, preparation of minutes of important meetings, co-ordination, protocol etc.
- v. Consultant (Horticulture) – 01 Number
The applicant should have retired as Pump Driver Central Govt./State Govt./Municipal Bodies/NDMC employees and have at least 10 years of experience of operating Pump with 12th pass with 2 years Diploma in Electrical /Wireman along with proper knowledge of Landscape & Horticulture that covers plant propagation techniques, Potting/re-potting method, preparation of seasonal flowering/perennial potted plants, preparation of tray/bottle/ hanging/vertical garden, lawn preparation, Floral decoration/arrangement and also have proper knowledge about topiaries.

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 10.05.2017. The shortlisted candidates will be informed separately.


27.04.2017
(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

Handwritten notes:
A-373/2TD
28/04/17
05/05/17

Handwritten notes:
sh. Adhikari
05.05.17