

**NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: NEW DELHI
PROPERTY TAX DEPARTMENT**

No. SO (Tax)/ D-432 / 2015

Dated: 2/9/15

Subject : Engagement of three Consultants on contract basis in the Property Tax Department of New Delhi Municipal Council – regarding

The Property Tax Department of New Delhi Municipal Council, Palika Kendra, New Delhi, invites application/bio-data from the retired officials who have at least 07 years of experience of working in House Tax Departments of NDMC/MCD, for engagement as Consultants.

Terms of Reference:

1. Experience & Knowledge

- Worked in Property Tax departments of NDMC/MCD for minimum seven years.
- Good knowledge of both working under rateable value system and Unit Area System of Tax Department.
- Knowledge of On-Line system of Tax Collection.
- Knowledge of recovery and assessments of Property Tax.
- Good record in recovery of Property Tax.

2. Eligibility Criteria:

The Consultant proposed for engagement shall be well acquainted with the functioning of House Tax Department of NDMC/MCD. Only the persons having retired from New Delhi Municipal Council/Municipal Corporation of Delhi, who have requisite experience in the above field, need to apply.

3. Age Limit:

Candidates should not be more than 65 years of age as on 10th September, 2015

4. Proficiency in Computer:

Must be able to work in MS Word.

5. Type of appointment:

The appointment will be purely on contract basis.

6. Accommodation:

R-1234/Kendra
02/9/15

The Consultant needs to have own accommodation facility in Delhi/New Delhi or nearby places. No accommodation or House Rent will be provided by the Department.

7. Contract Period:

Initially contract would be for a period of six months. The contract period may be extended for further period as may be decided by the NDMC. However, the total period of engagement as Consultant shall not exceed two years or 65 years of age whichever is earlier.

8. Remuneration:

The Consultant will be entitled for a consolidated fee per month as per Office Order No. SO (E)/1109/SA1(R) dated 22/02/2011 of New Delhi Municipal Council.

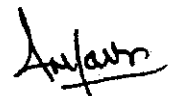
9. Basis for Evaluation:

The scrutiny of applications will be carried out by the Department on the basis of eligibility and knowledge/working experience of individuals in the field of Property Tax.

Relevant DOPT OMs on the issue of Consultants shall be followed.

The New Delhi Municipal Council reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.

Last date for receipt of applications, in the prescribed format, is 16th September, 2015 up to 11.00 A.M. Applications received after due date and time will not be considered. Duly filled up applications, along with supporting documents may be submitted in the office of undersigned in Room No. 7000, 7th Floor, Palika Kendra, New Delhi.



(A.N. Gaur)

Joint Director (Tax)

Copy to :

1. Joint Director, IT Department is requested to upload the above advertisement on the website of NDMC.
2. PS to Chairman for information.
3. PS to Secretary for information.
4. PA to Director (Tax) for information.
5. PA to Director (P) for information

BIO-DATA/PROFORMA

1. Name in Block letter:

2. Date of Birth (in Christian era) :

3. Previous Department:

NDMC/MCD

4. Contact details (phone/mobile):

5. Email ID:

6. Educational Qualifications:

7. Experience & Knowledge:

8. Additional information, if any which you would like to mention in support of your suitability for the same.

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Signature of the candidate with date

Res. Address: