

**OFFICE OF THE DIRECTOR (EDUCATION)
NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: SANSAD MARG, NEW DELHI**

Subject: Uploading the notice on NDMC website for inviting applications for engagement of Consultants against the teaching posts in Education Department, NDMC

With the approval of the Chairperson, NDMC, it has been decided to invite applications from Officials/Teachers retired from Central Govt/Delhi Govt./any State Govt./Local Bodies/Defence Services or equivalent services and below the age of 65 years for engagement on contractual basis as Consultants in its Atal Adarsh Vidyalaya and Navyug Schools.

2. It has been further approved to upload the detailed notice on NDMC website apart from publishing the notice in newspapers. (A copy of public notice to be published on NDMC's website are attached for reference).

3. You are requested to kindly get upload the notice on NDMC website as per the approval of Chairperson, NDMC.



**(Kritika Choudhary)
Director (Education)**

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

No. 108/Dir (Edn)/2026

Dated: 07.05.2026

E-64079/A-42011/1240/2020-DD(EDU)
OFFICE OF THE DIRECTOR (EDUCATION)
NEW DELHI MUNICIPAL COUNCIL

Room No. 1617, 16TH Floor,
Palika Kendra, Sansad Marg,
New Delhi-110001
Dated: 07/05/2026

VACANCY CIRCULAR

With the approval of the Chairperson, New Delhi Municipal Council, it has been decided to invite applications from retired Officials/Teachers of the Central Government/Delhi Government/any State Government/Local Bodies/Defence Services/or equivalent services, who are below 65 years of age, for engagement as Consultants on a contractual basis in Atal Adarsh Vidyalaya and Navyug Schools. Applications in the prescribed format (**Annexure-I**) may be submitted in the office of the Deputy Education Officer (Administration), Room No. 8016, 8th Floor, Palika Kendra, Sansad Marg, New Delhi-110001, from **06/05/2026 to 21/05/2026**.

2. The details regarding eligibility criteria, venue, and other terms and conditions for engagement as Consultants are as follows:

(A) Eligibility:

- 1) The candidate should have retired from the services of Central/Delhi/State Government, Local Bodies, Defence service or equivalent services.
- 2) He/she should be less than 65 years of age.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) 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.

(B) Tentative Requirement:

Tentative requirement of the Consultants against which the Consultant is to be engaged in Atal Adarsh Vidyalaya and Navyug Schools is given as under:

(A) POST GRADUATE TEACHERS:

S. No.	Subject	Requirement in AAVs	Requirement in Navyug Schools	Total
1	English	01	00	01
2	Hindi	03	00	03

3	History	01	01	02
4	Political Science	02	00	02
5	Economics	01	01	02
6	Geography	02	02	04
7	Mathematics	01	03	04
8	Commerce	02	01	03
9	Sanskrit	01	00	01
10	Physics	02	01	03
11	Chemistry	01	01	02
12	I.P./Computer Science	03	00	03
13	Painting	03	01	04
14	Home Science	01	00	01
15	School Counsellor-cum-guidance Teacher	00	07	07
	Total	24	18	42

(B) TRAINED GRADUATE TEACHERS:

S. No.	Subject	Requirement in AAVs	Requirement in Navyug Schools	Total
1	English	08	02	10
2	Social Study	05	00	05
3	Mathematics	05	04	09
4	Science	13	01	14
5	Computer Science	08	04	12
6	Hindi	03	04	07
7	Sanskrit	00	03	03
8	Drawing	08	00	08
9	Music	08	00	08
10	Domestic Science	13	00	13
11	Work Experience	12	00	12
12	Yoga Teacher	14	00	14
13	Dance Teacher	01	00	01
	Total	98	18	106

(C) PRIMARY/ASSISTANT TEACHERS & NURSERY TEACHERS:

S. No.	Subject	Requirement in AAVs	Requirement in Navyug Schools	Total
1	Academic	26	16	42
2	Drawing/Art	00	07	07
3	Physical Education	00	02	02
4	Music	00	04	04
5	Nursery Teacher	26	00	26
	Total	52	29	81

(D) MISCELLANEOUS:

S. No.	Post	Requirement in AAVs	Requirement in Navyug Schools	Total
1	Librarian	6	00	06
2	Laboratory Assistant	7	00	07

3	I.T. Assistant	8	00	08
4	Social Worker	1	00	01
5	Tailoring Instructor	1	00	01
6	Occupational Therapist	1	00	01
7	Wood Work Instructor	1	00	01
	Total	25	00	25

Note: The NDMC will have the right to increase or decrease in the number of required Consultants or cancel the advertisement, and not go for engagement of Consultant, at any stage. It may accept or reject any or all applications, without giving any reasons therefore, whatsoever.

Consultants will be posted at the Headquarter of Education Department/Atal Adarsh Vidyalaya/Navyug Schools as per the requirement.

(C) Term of hiring and validity of panel:

- i) The Contractual hiring will be initially for a period of **one year** or till the sanctioned vacant post against which contractual person has been hired is filled by regular employee or such staff attains the age of 65 years, 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 hiring 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 or till further orders, whichever is later.

(D) Method of selection:

(i) The list of the shortlisted eligible candidates as per the eligibility criteria will be made available on the NDMC website for a personal interview.

(ii) All the eligible shortlisted applicants will be interviewed by an Interview Board/Committee duly approved and constituted by the Competent Authority. Schedule of interview will be made available on NDMC website later on. The applicant will present himself/herself along with self-attested copies and originals for verification namely:

- a) Hard copy of the application, 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.

(h) Selection/Interview Board will be free to adopt its own method/criteria for selection of the candidates before or during the interview of the candidates.

(E) 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.

(F) 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'.

(G) Duties and responsibilities:

(I) Ministerial Category:

Consultant engaged, irrespective of his/her post from which he/she retired will have to perform the following duties:

- a. Handling of Establishment and Administrative matters.
- b. Handling of correspondence and file work.
- c. Record keeping/record maintenance.
- d. Scrutiny of various claims such as LTC, Medical, CEA etc.
- e. Submission of various information/returns.
- f. Any other duties assigned from time to time.

(II) Teaching Category:

Candidates must have ability to teach through English as well as Hindi medium by way of physical classes as well 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.


(H) 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.

(I) 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 office/school.

In case of any further query/information please feel free to contact **Sh. Ankit Sisodia, Mobile No.: 9899313498** on all working days between 9.00 a.m. to 5.30 p.m.


(Kritika Choudhary)
Director (Education)

To:

1. HoSs of all AAVs/Navyug 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

Copy to:

- 1) PS to the Chairman, NDMC : for kind information.
- 2) PA to the Secretary, NDMC : for kind information.
- 3) PA to the Director (I.T.), NDMC : with a request to upload the circular on the NDMC's website under Public Notice and Marquee.

Annexure-I

APPLICATION FOR FORMATION OF PANEL OF RETIRED OFFICIALS/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 th & 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)