

OFFICE OF THE F.A. SECRETARIAT  
NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA: NEW DELHI

No. FA's Sectt./D-47/2011

Dated: 21.06.2011

CIRCULAR

Applications are invited from the Clerical Asstt./Jr.Asstt./Sr.Asstt./DEO/ Stenographer/Head Asstts. working in N.D.M.C., who fulfill the eligibility criteria given overleaf and are interested in appearing for Preliminary Examination, proposed to be held in July-2011, to qualify for appearing in ensuing Section Officer Grade Examination.

Application in the prescribed format (attached herewith) duly completed in all respect, recommended by the officer-in-charge concerned and verified by the Establishment Branch concerned should reach the office of the Jt.CAO-III, F.A.'s Secretariat Room No.M002 Mezzanine Floor, Palika Kendra, New Delhi by 30.6.2011. Application forms received after the due date will not be entertained.

नई दिल्ली नगर पालिका परिषद

*N.K. Khanna*  
21/6/11

(N.K.Khanna)  
Jt.CAO-III  
F.A. SECRETARIAT

Copy to :-

All concerned as per list attached.

## **PRELIMINARY EXAMINATION**

### **ELIGIBILITY:**

- 1) Clerical Assistants /Data Entry Operators with 5 years experience in regular service in NDMC.
- 2) Jr Assistants /Senior Assistants promoted from the lower cadre should be having 5 years of combined regular service as Clerical Assistants / Data Entry Operators and Jr Assistant/ Senior Assistant. Head Assistants promoted from the lower feeding cadre of NDMC.
- 3) Senior Assistants / Stenographers appointed directly in the scale with 5 years of regular service in the cadre in NDMC.
- 4) Candidates, who after qualifying themselves in the Preliminary Examination do not appear in the Part I of the Section Officer Grade Examination immediately following thereafter, shall be subjected to further screening by requiring them to take the preliminary examination again.
- 5) Number of Chance: The candidates can avail any number of chances subject to the condition that the candidates should be with in the age limit of 48 years on 1<sup>st</sup> January of the years in which the examination is held.

### **PAPER & QUALIFYING MARKS**

Paper I:--      Precis & Drafting on the official subject. (Medium for précis & drafting shall be English or Hindi) – to be declared at the time of application for appearing in test.

|                 |          |
|-----------------|----------|
| Precis          | 45 Marks |
| Drafting        | 25 Marks |
| General English | 30 Marks |

Paper II      Matters related to day to day working in service matters and various codes applicable in NDMC, as per NDMC ACT, 1994. (Medium for this paper shall be English/ Hindi to be declared at the time of application for appearing in the Test)

|                     |          |
|---------------------|----------|
| Service Regulations | 40 Marks |
| NDMC Act            | 25 Marks |
| Various Codes       | 35 Marks |

The candidates who secure 40% marks in each paper shall be considered for appearing in the Part I Examination.

**APPLICATION FORM FOR GRANT OF PERMISSION TO APPEAR IN THE S.O  
GRADE PRELIMINARY EXAMINATION TO BE HELD IN 2011**

- 1. Name of the candidate  
(In block letters) .....
- 2. Father's/Husband's Name .....
- 3. Male/Female .....
- 4. Date of Birth .....
- 5. Designation .....
- 6. Name of Department  
(With Phone No.) .....
- 7. Place of present posting  
(With Phone No.) .....
- 8. Residential Address  
(With Phone No.) .....
- 9. Whether Scheduled Caste/  
Scheduled Tribe .....
- 10. Date of Appointment .....
- 11. Medium of examination  
(Specify for each paper) .....
- 12. e-mail id .....
- 13. Mob. Phone No. ....

Certified that the above information is correct to the best of my knowledge and belief.

(Candidate giving wrong information will be liable for disciplinary action besides disqualifying him/her for the examination).

**SIGNATURE OF THE APPLICANT**

**RECOMMENDATION OF THE OFFICER INCHARGE**

1.
  - i) Whether regular in his/her attendance or not.....
  - ii) Character .....
  - iii) Energy .....
  - iv) Business habits .....
  - v) General .....
2. Aptitude to work as Assistant Accounts Officer .....
3. Preparation for and prospects of passing the Exam.....
4. General Remarks .....

Certified that I have personally satisfied myself as to the fitness of the candidate to sit at the examination.

**OFFICER IN CHARGE**  
(Name & Designation with seal of office)

Certified that the information as stated at S.No.1 to 10 overleaf is correct as per service record.

**SECTION OFFICER (Estt.)**  
(Name & Designation with seal of office)

1. CHIEF ENGINEER (ELECTRIC)-I
2. CHIEF ENGINEER (ELECTRIC)-II
3. CHIEF ENGINEER (CIVIL) ROADS
4. CHIEF ENGINEER (CIVIL)-II
5. ADDL. CHIEF ENGINEER (CIVIL)
6. CHIEF ARCHITECT
7. DIRECTOR (IT)
8. DIRECTOR (GA)
9. DIRECTOR (PR)
10. DIRECTOR (ENFORCEMENT)
11. DIRECTOR (HORTICULTURE) I, II
12. DIRECTOR (ACCOUNTS) I, II
13. DIRECTOR (FINANCE)
14. DIRECTOR (P)
15. DIRECTOR (TAX)
16. DIRECTOR (REVENUE)
17. DIRECTOR (ESTATE)- I, II
18. DIRECTOR (PROJECT)
19. DIRECTOR (MEDICAL)
20. DIRECTOR (PH)/MOH
21. DIRECTOR (COMMERCIAL)
22. DIRECTOR (WELFARE)
23. DIRECTOR (MUNICIPAL HOUSING)
24. DIRECTOR (EDUCATION)
25. DIRECTOR (VIGILANCE)
26. CHIEF SECURITY OFFICER DIVN
27. FIRE OFFICER - NOM AUTHORITY
28. JT. CAO-I
29. JT. CAO-II
30. JT. CAO (ESTT.)
31. JT. FA (BUDGET)
32. D.D. (CASH)
33. D.D. (ESTT.)
34. D.D. (HEALTH)
35. D.D. (CIVIL)
36. D.D. (ELECTRIC)
37. D.D. (EDN.)
38. A.O. (AUDIT)
39. A.O. (TAX)
40. A.O. (CBS)
41. A.O. (PENSION)
42. A.O. (COMMERCIAL)
43. A.O. (EDUCATION)
44. A.O. (WELFARE)
45. A.O. (WORKS-CIVIL)
46. A.O. (WORKS-ELECTRIC)
47. A.O. (FUND & INVESTMENT)
48. A.O. (PUBLIC HEALTH)
49. A.O. (HEALTH MEDICAL BRANCH)
50. E.E. (CIVIL BUILDING MAINTENANCE DIVN)-I
51. E.E. (CIVIL BUILDING MAINTENANCE DIVN)- II
52. E.E. (CIVIL BUILDING MAINTENANCE DIVN)- III
53. E.E. (CIVIL ROAD DIVN)-I
54. E.E. (CIVIL ROAD DIVN)-II
55. E.E. (CIVIL ROAD DIVN)-III
56. E.E. (CIVIL ROAD DIVN)-IV
57. E.E. (CIVIL ROAD DIVN)-V
58. E.E. (CIVIL CONSTRUCTION DIVN)-I
59. E.E. (CIVIL CONSTRUCTION DIVN)-II
60. E.E. (CIVIL CONSTRUCTION DIVN)-III
61. E.E. (CIVIL CONSTRUCTION DIVN)-IV
62. E.E. (CIVIL CONSTRUCTION DIVN)-V
63. E.E. (CIVIL CONSTRUCTION DIVN)-VI
64. E.E. (CIVIL WATER SUPPLY DIVN)
65. E.E. (CIVIL SEWERAGE PROJECT DIVN)
66. E.E. (CIVIL SEWERAGE MAINTENANCE DIVN)
67. E.E. (CIVIL DESIGN DIVN)
68. E.E. (CIVIL STORE DIVN)
69. E.E. (CIVIL QUALITY CONTROL DIVN)
70. E.E. (CIVIL BM PALIKA KENDRA)
71. E.E. (CIVIL PROJECT)
72. E.E. (CIVIL ROAD RIP)
73. E.E. (CIVIL CON. PLACE PROJECT)
74. E.E. (ELECT BUILDING MAINTENANCE DIVN)- I
75. E.E. (ELECT BUILDING MAINTENANCE DIVN)- II
76. E.E. (ELECT ROAD LIGHTING DIVN)
77. E.E. (ELECT DISTRIBUTION NORTH DIVN)
78. E.E. (ELECT MAINTENANCE NORTH DIVN)
79. E.E. (ELECT DISTRIBUTION SOUTH DIVN)
80. E.E. (ELECT MAINTENANCE SOUTH DIVN)
81. E.E. (ELECT 33 KV MAINTENANCE DIVN)
82. E.E. (ELECT 33 KV PLANNING DIVN)
83. E.E. (ELECT 11 KV PLANNING DIVN)
84. E.E. (ELECT CONSTRUCTION DIVN)-I
85. E.E. (ELECT CONSTRUCTION DIVN)-II
86. E.E. (ELECT CONSTRUCTION DIVN)-III
87. E.E. (ELECT CONSTRUCTION DIVN)-IV
88. E.E. (ELECT CONSTRUCTION DIVN)-V
89. E.E. (ELECT CONSTRUCTION DIVN)-VI
90. E.E. (ELECT PROTECTION DIVN)
91. E.E. (ELECT R & D DIVN)
92. E.E. (ELECT MAINTENANCE FEEDER DIVN)
93. E.E. (ELECT STORE-I (11KV) DIVN)
94. E.E. (ELECT STORE-II (33 KV) DIVN)
95. E.E. (COMMERCIAL)
96. E.E. (AUTOWORKSHOP)- LAXMI BAI NGR
97. E.E. (AUTOWORKSHOP)- INA
98. E.E. (PALIKA PARKING DIVN)
99. E.E. (UNAUTHORIZED CONSTRUCTION CELL)
100. NOTICE BOARD-PALIKA KENDRA
101. PS to FA for information of FA.
102. PS to Chief Auditor for inf. of CHIEF AUDITOR
103. PS to Legal Advisor for inf. of LEGAL ADVISOR
104. PS to Adv.Reve. for inf. of ADVISOR REVENUE