

A-32013/4/2017-An H (Estt.) (Comp. No. 1642)
NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: NEW DELHI
(A&H) ESTABLISHMENT UNIT-II

No. 1250 /A&H (Estt.)/SA-II

Dated: 20/8/91

VACANCY CIRCULAR

To,

- (i) The Chief Secretary of all the (States & UTs),
- (ii) All the Secretaries to the Govt. Of India

Subject: - Filling up of one post of Chief Architect on deputation in New Delhi Municipal Council (NDMC).

Sir/Madam,

Applications are invited in the prescribed format from the willing and eligible Officers for one post of Chief Architect in the Level-13-A, Rs.131100-216600/- (Group 'A') of the pay matrix recommended by 7th CPC to be filled up on deputation basis from amongst the following officers under the Central Govt./State Govt./UTs

- (i) Holding the analogous post on regular basis.
OR
- (ii) Holding a post in the Level 13 of the pay matrix of 7th CPC on regular basis or in the grade pay of Rs.8700/- in the pre-revised scale according to 6th CPC for two years.
OR
- (iii) Holding a post in the Level 12 of the pay matrix of the 7th CPC or equivalent in the pre-revised scale according to 6th CPC for six years

Further, the officers should possess the following qualifications: -

Essential:

- (i) Degree in Architecture from a recognized university or equivalent;
- (ii) 20 years experience in the profession.

Desirable:

- i. Associate of the Indian Institute of Architect or Council of Architects.
 - ii. Experience in City scale, Town Planning, Civil Design, Building controls and regulations.
2. Age Limit: age of applicant should not exceed 56 years as on closing date.

3. Period of deputation is for initially one year, may be extendable for further period of three years but not exceeding five years.
4. Further, the terms and conditions of the deputation will be governed by the instructions of the GOI on the subject.
5. It is, therefore, requested to give wide publicity to the above amongst staff under your aegis and forward the applications of eligible & willing Architects for the post in the prescribed format (Annexure-1) complete in all respects with cadre clearance, Curriculum Vitae in triplicate, attested photocopies of ACRs/APARs for the last five years, Vigilance clearance, integrity certificate and statement giving details of major or minor penalties imposed on the Officer during the last ten years. The application should reach to the Secretary, New Delhi Municipal Council, 3rd Floor, Room No. 3003, Palika Kendra, and New Delhi latest by 04.10.2019. Advance copy of the application and application received without proper channel or with incomplete documents or received after the last date, will not be entertained.
6. The Curriculum Vitae (CV) duly supported by documents will be assessed by the Selection Committee while selecting the candidates for appointment to post on deputation basis.
7. The information is also available on the website www.ndmc.gov.in>Vacancy (www.ndmc.gov.in/vacancy.aspx)

Yours faithfully,



(RICH)
Director (Personnel),
New Delhi Municipal Council
Palika Kendra, New Delhi
Tel: 23366785

BIO-DATA PROFORMA

Name of the Post applied for: _____

1	Name and Address (in Block letters)	:			
2	Date of Birth (In Christian era)	:			
3(i)	Date of entry into service				
(ii)	Date of retirement under Central/State Govt. Rules				
4	Educational qualifications	:			
5	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).	:			
Qualifications/Experience required as mentioned in the advertisement/vacancy circular		:	Qualifications/experience possessed by the officer		
Essential:		Essential:			
A) Qualification		A) Qualification			
B) Experience		B) Experience			
Desirable:		Desirable:			
A) Qualification		A) Qualification			
B) Experience		B) Experience			
5.1) Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.					
5.2) In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.					
6	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	:			
6.1) Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied.					
7. Details of Employment, in chronological order (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):					
Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for
*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and, therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:					
Office/Institutions	Pay, Pay Band and	From	To		

	Grade Pay drawn under ACP/MACP Scheme		
8	Nature of present employment i.e. Ad hoc or Temporary or Quasi-permanent or Permanent	:	
9	In case the present employment is held on deputation/contract basis, please state :-	:	
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belong	d) Name of the post and pay of the post held in substantive capacity in the parent organization.
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.</p> <p>9.2 Note: Information under Column 9 (c) & d above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.</p>			
10	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details:	:	
11	Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column:-	:	
	(a) Central Government.	:	
	(b) State Government	:	
	(c) Autonomous Organization	:	
	(d) Government Undertaking	:	
	(e) University	:	
	(f) Others	:	
12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	:	
13	Are you in Revised scale of pay ? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	:	
14	Total emoluments per month now drawn	:	
Basic Pay in the PB		Grade Pay	Total Emoluments
<p>15 In case the applicant belongs to an Organisation which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed:</p>			
Basic Pay with Scale of Pay		Dearness Pay/interim	Total Emoluments

and rate of increment		relief/other Allowances etc. (with break-up details)	
16A		Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the vacancy circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)	:
16B		Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects. (ii) Awards/ Scholarships/ Official Appreciation. (iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition. (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	:
17		Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	:
# (The option of 'STC'/Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")			
18		Whether belongs to SC/ST	:

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date :-

Signature of the Candidate
Address:-
Contact No.

Continued:-

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2.

Also certified that:

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____.
- ii. His/Her integrity is certified.
- iii. His/Her CR Dossier (photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above) are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years
Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned
(Employer/Cadre Controlling Authority with Seal)