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File No. A-35021/2/2017-Secy-Estt.  
NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA: NEW DELHI  
SECRETARY ESTABLISHMENT

Dated: 29<sup>th</sup> January 2019

REVISED VACANCY CIRCULAR

To,

1. The Secretary, Ministry of Home Affairs, North Block, New Delhi.
2. The Secretary, Department of Personnel & Training, GOI, New Delhi
3. The Secretary (Services), Govt. of NCT of Delhi, Delhi Secretariat, I. P. Estate, New Delhi.

Subject: Revised Vacancy Circular for filling up 02 posts of Directors in NDMC on deputation basis in Level-12 of 7<sup>th</sup> CPC Pay Matrix (pre-revised scale Rs.15600-39100 with Grade Pay of Rs.7600/-).

Sir,

In continuation of Vacancy Circular No. A-35021/2/2017/Secy. Estt. dated 28.12.2018, it is informed that one more vacancy has arisen in the post of Director. The total number of vacancies in the post of Director are 02 (two). NDMC proposes to fill up the posts of Directors from the officers of the Central/State Govts./UTs holding analogous posts on regular basis or with five years' regular service in the post in the pre-revised pay scale of Rs.15600-39100 + Rs.6600/- Grade Pay (Level-11, in 7<sup>th</sup> CPC) or equivalent, possessing following educational qualifications and experience:-

- (i) Degree from a recognized university or equivalent.
- (ii) 10 years experience in administration/establishment/accounts matters.

2. The pay scale operative for the post is:-

- i. Officer working in post/Grade and drawing pay in PB-3 with Grade Pay less than Rs.7600/-(pre-revised) (Level-12, in 7<sup>th</sup> CPC) in parent cadre, will draw salary in PB-3 with Grade Pay of Rs.7600/- (pre-revised) (Level-12, in 7<sup>th</sup> CPC) with no deputation allowance.
- ii. Officer working in post/Grade and drawing pay in PB-3 with Grade Pay of Rs.7600/- (pre-revised) (Level-12, in 7<sup>th</sup> CPC) in parent cadre but less than five year service in the grade of Rs.7600/- (pre-revised), will draw salary in PB-3 with Grade Pay of Rs.7600/ (pre-revised) (Level-12, in 7<sup>th</sup> CPC) along with deputation allowance.
- iii. Officer working in post/Grade and drawing pay in PB-3 with Grade Pay of Rs.7600/- (pre-revised) (Level-12, in 7<sup>th</sup> CPC) in parent cadre for five years or more than five, will draw salary in PB-4 with Grade Pay of Rs.8700/- (pre-revised) (Level-13, in 7<sup>th</sup> CPC) with no deputation allowance.
- iv. Officer working in post/Grade and drawing pay in PB-4 with Grade Pay of Rs.8700/- (pre-revised) (Level-13, in 7<sup>th</sup> CPC) in parent cadre will draw salary in

*M*

*S. A. Adair*  
*30.01.19*



PB-4 with Grade Pay of Rs.8700/- (pre-revised) (Level-13, in 7<sup>th</sup> CPC) with deputation allowance.

3. The circular along with the Proforma (Annexure-1) may also be downloaded from the NDMC website: [www.ndmc.gov.in](http://www.ndmc.gov.in).


4. Applications alongwith Curriculum Vitae of the eligible candidates and attested copies of their qualifications and experience certificates, APARs for last 5 years, vigilance/integrity certificate must reach through proper channel in the Office of Director (Personnel-I), Room No. 9001, 9<sup>th</sup> Floor, NDMC, Palika Kendra, Sansad Marg, New Delhi-110001 latest by **22<sup>nd</sup> Feb., 2019**. The envelope containing application should be superscripted "APPLICATION FOR THE POST OF DIRECTOR".

***All those candidates who have already applied against vacancy circular dated 28.12.2018 and their duly completed applications received through proper channel would be considered eligible and need not apply again.***

5. Applications received after the closing date or without any of the aforesaid documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected.

Yours Sincerely,

Encls. : As above

  
(Murari Lal Sharma)  
Director (Personnel-I)  
☎ 011-23364699

Copy to:-

1. Jt. Director (IT) is requested to upload the above vacancy circular on the website of NDMC
2. PS to Chairman for information
3. PS to Secretary for information



## BIO-DATA CURRICULUM VITAE PROFORMA

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 Government 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 Qualification 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 Department 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 requested 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