

P-241915

File No. A-12011/5/2018-Secy-Estt.
NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: NEW DELHI
SECRETARY ESTABLISHMENT

Ref. No. SO(E)/ 733 /SA-I(R)/2019

Dated : 13/6/19

VACANCY CIRCULAR

To,

1. The Secretary, Ministry of Home Affairs, North Block New Delhi-110001.
2. The Secretary, Department of Personnel & Training, Government of India North Block New Delhi-110001.
3. The Secretary (Services), Govt. of NCT of Delhi, New Delhi

Subject: Filling up the 02 posts of Joint Director in pre-revised Pay Scale of PB-3 Rs.15600-39100 + Grade Pay Rs.6600/- (pre-revised) revised to Level 11 in 7th CPC in NDMC on deputation basis.

Sir,

New Delhi Municipal Council proposes to fill up two (02) posts of Joint Director in 6th CPC, pre-revised Pay Scale of PB-3 Rs.15600-39100 + Grade Pay Rs.6600/- revised to Level 11 in 7th CPC, on deputation basis. The eligibility criteria required for the posts are as under:-

Officers under the Central/State Government/Union Territories:-

(a) (i) Holding analogous posts on regular basis;

or

(ii) With five years regular service in post in the pre-revised scale of Rs.15600-39100 + Grade Pay Rs.5400/- or equivalent; or

(iii) With six years regular service in posts in the pre-revised scale of Rs.9300-34800 + Grade Pay Rs.4800/- or equivalent : and

(b) Possessing the following educational qualifications and experience:

(i) Degree from a recognized university or equivalent.

(ii) Five years experience in Administration/Establishment/Accounts matter.

2. The departmental officers in feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

3. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/deptt. of the Central Govt. shall ordinarily not exceed five years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

Cont.../-

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

5. Applications alongwith Curriculum Vitae of the 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 Section Officer (Estt.), Room No.4008, 4th Floor, NDMC, Palika Kendra, Sansad Marg, New Delhi-01 latest by 28.07.2019. The envelope containing application should be superscripted "APPLICATION FOR THE POST OF JOINT DIRECTOR"

6. 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.

7. **The number of vacancies may be increased/decreased as per actual requirement at the time of selection.**

Yours faithfully,

Encls. : As above



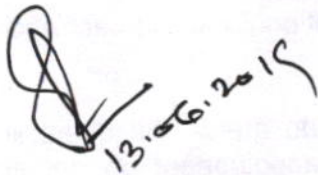
(R. P. Sati)

Director (Personnel)

☎ 011-23364210

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 ACP/MACP with present Pay Band and Grade Pay where such benefits have drawn by the Candidate may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc of 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 belongs.	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 Officer already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with Cade 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.			
<p>11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			