

A-12011/13/2018-A&H (Estt.) & Comp. No. 16822
NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: NEW DELHI
A&H ESTABLISHMENT

No. 2839 /A&H (Estt.)/SA-II

Dated: 01.01.2019

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 Director (Horticulture) on deputation basis 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 Director (Horticulture) in the Pay Scale of Rs. 15600-39100+7600 Grade Pay/Level-12 in 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 analogous posts on regular basis; or

With 5 years regular service in post in the scale of Rs. 15600-39100+6600 (6th CPC)/Level 11 in matrix of 7th CPC or equivalent and

- (ii) Possessing the following educational qualifications and experience:

- ESSENTIAL

- (a) Masters' degree in Agriculture or Horticulture from a recognized University/ or equivalent.
- (b) 10 Years experience in ornamental gardening ranging over various fields of Horticulture.

- DESIRABLE

Diploma in landscape or ornamental Horticulture of a recognized University/Institute or equivalent.

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

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years.)

2. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipts of applications.
3. Period of deputation is initially for three years, and is extendable for a further period upto five years. The terms and conditions of the deputation will be governed by instructions contained in DOPT OM No.2/6/2018-Estt.(Pay-II) dated 18.05.18 and DOPT OM.No.6/8/209-Estt.(Pay-II) dated 17.06.10.
4. It is, therefore, requested to give wide publicity to the above amongst staff under your aegis and forward the applications of eligible & willing Officers 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 Joint Director (A&H), New Delhi Municipal Council, 6th Floor, Room No. 6001, Palika Kendra, and New Delhi latest by 18.02.19.** 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.
5. 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.
6. The information is also available on the website www.ndmc.gov.in>Vacancy (www.ndmc.gov.in/vacancy.aspx)

Yours faithfully,



(R. P. Sati)
Director (Personnel-II)
Tel: 011-2335244

CONFIDENTIAL

CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)
2. Date of Birth (in Christian era)
3. 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	Qualifications/ Experience possessed by the officer
Essential	(1) (2) (3)	
Desired	(1) (2)	
6. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post		

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient

Office/ Institution held	Post	From	To	Scale of Nature Pay and of duties Basic (in Pay detail)
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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 you belong

10. Additional details about present employment

Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Govt.

- b) State Govt.
- c) Autonomous Organisation
- d) Government Undertaking
- e) Universities
- f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade
12. 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
13. Total emoluments per month now drawn
14. Additional information, if any, which you would like to mention in support of your suitability for the post.
(This among other things may provide information with regard to 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).