

**NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA : NEW DELHI
SECRETARY'S ESTT.**

No.S.O.(E)/ 639 /SA-I(R)

Dated 10-7-2015

VACANCY CIRCULAR

To

1. The Secretary, Department of Personnel & Training, GOI, New Delhi.
2. The Secretary (Services), Govt. of NCT of Delhi, New Delhi

Sub: Filling up of three posts of Director in New Delhi Municipal Council on deputation basis reg.

Sir,

It is proposed to fill up three post of Director PB-4: Rs.15600-39100 with Grade pay of Rs.7600/-, in **New Delhi Municipal Council on deputation** basis for a period of three year. The period of deputation can be extended/curtailed as per requirement/performance of the individual. For the eligibility conditions/details of the post is as under:

The post is to be filled on transfer on deputation basis from officers belonging to Offices of the Central/Delhi Government holding analogous posts on regular basis in their department.

2. The applications of the eligible & willing officers, who would be spared in the event of their selection, may be forwarded in the enclosed Proforma **(Annexure-I)** **[Bio-Data]** in duplicate to the undersigned at Room No. 5003, 5th Floor, Palika Kendra, Sansad Marg, New Delhi-110001, within one month from the date of issue of this circular. The application should be duly signed by the applicant and certified by the Head of Department/Employer. The candidates applying for the post shall not be allowed to withdraw their candidature subsequently. The departments/ organizations should forward the application along with following documents:

- (i) That no vigilance case is either pending or contemplated against the officers, so recommended;
- (ii) Cadre clearance;
- (iii) Copies of ACRs/APARs for the last 5 years.

3. The Circular along with the Proforma (Annexure -I) may also be downloaded from the NDMC website: www.ndmc.gov.in

4. 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.

5. While forwarding the applications, it may be verified and certified that particulars furnished by the officer are correct. Incomplete applications or without the documents mentioned in para-2 above, will not be considered.

Contd.....P-2

A-1016 KD/17
15/07/15

[Handwritten signature and date]
15.07.15

6. The aforesaid departments (addressees) are requested to circulate the vacancy in their attached/sub-ordinate offices etc.

Yours faithfully,

Encls. as above.

8/12/09
(SANJAY JAIN)
JOINT DIRECTOR(ESTT.)
011-23744985

Copy to:

1. Dy. Director (IT) is requested to upload the above Vacancy Circular on the website of NDMC.
2. P.S. to Chairman for information.
3. P.S. to Secretary for information.
4. PA to Director (P) for information.

ANNEXURE-I

BIO-DATA/PROFORMA

1. Name in Block letter :
2. Date of Birth(in Christian era) :
3. Service & Batch
4. Contact details (phone/mobile)
5. Email ID
6. Education qualifications/technical qualification.
7. Complete Experience/Posting.

Post held office/instt./orgn	Post held	From	To	Scale of pay with grade pay	Nature of duty

* In chronological order. Enclose a separate sheet, duly authenticated with your signature, if the space below is insufficient.

8. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

[]
Signature of the candidate with date

It is certified that the above information is true as per records available.

(Signature of the forwarding officer with office seal)