

A-35021/1/2017-H(Estt.)-II (Comp. No. 1198)  
NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA: NEW DELHI  
HEALTH ESTABLISHMENT UNIT-II

No. 1335 /HE-II/SA-I

Dated: 07/9/18

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 General Duty Medical Officer (GDMO) Grade-II on deputation in New Delhi Municipal Council (NDMC).

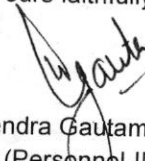
Sir/Madam,

The New Delhi Municipal Council intends to fill up one post of General Duty Medical Officer (GDMO) Grade-II in the Level-10, Rs.56100-177500/- (Group 'A') of the pay matrix recommended by 7<sup>th</sup> CPC on deputation basis, initially for a period of three years on usual terms & conditions from amongst the Officers holding the analogous post on regular basis under the Central Govt. and State Govt./UTs, having completed the probation period satisfactorily and possessing the following qualification :-

***A recognized medical qualification included in the first or second schedule or Part-II of the third schedule (other than licentiate qualifications) to the Indian Medical Council Act 1956. Holders of educational qualifications included in Part II of the third schedule should also fulfill the conditions stipulated in sub-section (3) of Section (13) of the Indian Medical Council Act, 1956.***

2. It is, therefore, requested to give wide publicity to the above amongst staff under your aegis and forward the applications of eligible & willing medical 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 Secretary, New Delhi Municipal Council, 3<sup>rd</sup> Floor, Room No. 3003, Palika Kendra, New Delhi latest by 21<sup>st</sup> October, 2018. 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. The information is also available on the website [www.ndmc.gov.in](http://www.ndmc.gov.in) > Vacancy ([www.ndmc.gov.in/vacancy.aspx](http://www.ndmc.gov.in/vacancy.aspx))

Yours faithfully,

  
(Narendera Gautam)  
Director (Personnel-II)  
Tel: 011-23360616

F. No. A-35021/1/2017-H(Estt.)-II, C. No. 1198  
NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA, NEW DELHI

**VACANCY CIRCULAR**

Applications are invited in the prescribed format from the willing and eligible Officers for one post of General Duty Medical Officer (GDMO) Grade-II in the Level-10, Rs. 56100-177500/- (Group-A) of the pay matrix recommended by 7<sup>th</sup> CPC to be filled up on deputation basis from amongst the officers holding the analogous post on regular basis under the Central Govt./State Govt./UTs, having completed the probation period satisfactorily and possessing the following qualification.

**A recognized medical qualification included in the first or second schedule or Part-II of the third schedule (other than licentiate qualifications) to be Indian Medical Council Act, 1956. Holders of educational qualifications included in Part II of the third schedule should also fulfill the conditions stipulated in sub-section (3) of Section (13) of the Indian Medical Council Act, 1956.**

2. The application in prescribed format complete in all respect, with cadre clearance Curriculum Vitae (CV) 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, must be sent through proper channel/cadre controlling Authority and should reach to the Secretary, New Delhi Municipal Council, 3<sup>rd</sup> Floor, Room No. 3003, Palika Kendra, New Delhi latest by 21.10.2018. 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.

3. 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.

4. The format of the application and the details of the post are available on the website [www.ndmc.gov.in](http://www.ndmc.gov.in) >Vacancy (<https://www.ndmc.gov.in/vacancy.aspx>)

*Singh*

Secretary  
New Delhi Municipal Council

Rashmi Singh, I.A.S.  
Secretary  
New Delhi Municipal Council  
Palika Kendra  
New Delhi-110001

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
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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

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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).

15. 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 Organisations are eligible only for Short Term Contract.)

16 Whether belongs to SC/ST

2 Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date \_\_\_\_\_

Signature of the Candidate  
Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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 Sh./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)