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

No.SO(E)/ 116 /SA-IV/2019

240661

Dated: 07 /06/2019

VACANCY CIRCULAR

To,

- 1. The Principal Director (Staff), Office of the CAG of India, Pocket-9, Deen Dayal Upadhyay Marg, New Delhi.
- 2. The Controller General of India, Lok Nayak Bhawan, Lodhi Road, New Delhi.
- 3. The Principal Director (Commercial), Audit & Ex Officio Member, Audit Board, Pocket-9, Deen Dayal Upadhyay Marg, New Delhi-110124.
- 4. The Principal Secretary (Finance), Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110002.
- 5. The Controller General, Defence Accounts, Ulan Batar Marg, Palam, Delhi Cantt., New Delhi.
- 6. The Controller General, Defence Accounts, West Block, R.K. Puram, New Delhi.

7. The Director General, Postal Accounts, Department of Post, Dak Bhawan, Sansad Marg, New Delhi.

Subject: Filling up of thirty two (32) posts of Assistant Audit Officer (AAO) in New Delhi Municipal Council on deputation basis reg.

Sir/Madam,

It is proposed to fill up thirty two posts of Assistant Audit Officer, in pay Level-8 of 7th CPC Pay Matrix (₹47,600-1,51,100) in New Delhi Municipal Council on deputation basis for a period of three years. The period of deputation can be extended/curtailed as per requirement/performance of the individual. The eligibility criteria required for the posts are as under:-

- a) Holding analogous post or with 03 years regular service as Section Officer in Audit Department or Jr. Account Officer in Accounts Department.
- b) Period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt. shall ordinarily not to exceed five years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

2. The applications of the eligible and willing officers, who would be spared in the event of their selection, may be forwarded in the enclosed proforma (Annexure-I) to the undersigned at Room No.5016, 5th Floor, Palika Kendra, Sansad Marg, New Delhi-110001 latest by <u>15.07.2019</u>. 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 envelope containing application should be superscribed "APPLICATION FOR THE POST OF ASSISTANT AUDIT OFFICER (A.A.O.)"

reputation shall be not sto which

Contd...

The Departments/Organizations should forward the application along with following documents:-

- 2 -

- (iv) Vigilance/Integrity Clearance Certificate certifying that no vigilance case is either pending or contemplated against the officers, so recommended;
- (v) Cadre Clearance; and
- (vi) Copies of ACRs/APARs for the last 5 years.

3. The circular along with the proforma (Annexure-I) can also be downloaded from the NDMC website: <u>www.ndmc.gov.in</u>. (Public notice).

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 application(s), it may be verified by the concerned department(s) and certified that particulars furnished by the officer are correct. Incomplete or application received without the documents mentioned in para-2 above, will not be considered.

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

Yours faithfully,

(R. P. Sati)onnel), Director (Personnel)pal Counc New Delhi Municipal Counc Palika Kendra, New Delhi

Encls. : As above.

Copy to :-

Applications received after the co-

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

4. PA to Director (P-I) – for information

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BIO-DATA/ CURRICULUM VITAE PROFORMA

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(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)	
Overliftentional Entry	
mentioned in the advertisement/ vacan	as Qualifications/ experience possessed by the officer
circular	,
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable of Address	Desirable
A) Qualification	A) Qualification
8) Experience	B) Experience
5.1 Note: This column needs to be amplif	ied to indicate Essential and Desirable Qualifications as
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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	Post held on regular basis	From	То	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for
*Important Day					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 been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From To	ge .
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8.Nature of presen hoc or Temporary or Permanent	t employment i.e. Ad- or Quasi-Permanent		
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·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)	
16.8 Achievements:	
The candidates are requested to indicate information with regard to;	
(i) Research publications and reports and special projects	
 (II) Awards/Scholarships/Official Appreciation (III) Affiliation with the professional bodies/institutions/societies and; 	
(iv) Patents registered in own name or achieved for the organization	
(v) Any research/ innovative measure involving official recognition vi) any other information.	
(Note: Enclose a separate sheet if the space is insufficient) .	
17. 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 Organizations are eligible only for short - Term Contract)	Malaka se tak firakati sa sa sak
# (The option of 'STC' / 'Absorption'/'Re-employment'	
are available only if the vacancy circular specially "mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
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18. Whether belongs to SC/ST	
in Affiliation with the micessichal	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address_

Dates office of STC / Altronation /Relates overline are available only if the rackary details metable mentioned metodiment by SNC or Althougher of Re-ensitements.

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Certification by the Employer/ Cadre Controlling Authority

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The information/ details provided in the above application by the applicant are true 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; alle Mithe

There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.

ii) His/ Her integrity is certified.

i)

iii) His/ Her CR Dossier in original is enclosed/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 ...

No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of iv) "major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

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