

P-240661

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

No.SO(E)/ 716 /SA-IV/2019

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 7<sup>th</sup> 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, 5<sup>th</sup> Floor, Palika Kendra, Sansad Marg, New Delhi-110001 latest by 15.07.2019. 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.)"

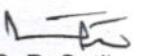
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*J. A. Lewis*  
*11.06.19*

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

- (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: [www.ndmc.gov.in](http://www.ndmc.gov.in). (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)  
Director (Personnel),  
New Delhi Municipal Council  
Palika Kendra, New Delhi

Encls. : As above.

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

Encls. : As above.

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**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
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications 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.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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.	
<p>6.1 Note: Borrowing Departments 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.</p>	