

277001/2019

File No. A-12034/4/2019-Secy. Estt.
NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA, NEW DELHI

Dated: 23.10.2019

VACANCY CIRCULAR

Subject: Filling up the post of Chief Security Officer in NDMC on deputation basis in Level-11 of 7th CPC Pay Matrix (pre-revised scale Rs.15600-39100 with Grade Pay of Rs.6600-).

Sir,

Applications are invited in the prescribed format from the willing and eligible Officers for one post of Chief Security Officer in NDMC on deputation basis in the Level-11 of 7th CPC Pay Matrix (pre-revised scale ₹15600-39100 with Grade Pay of ₹6600/-) from amongst the following officers:-

(a) Officers of the Central/State Govts./UTs:-

- (i) Holding analogous post on regular basis in the parent cadre/department; or
- (ii) With five years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of ₹8000-13500 (pre-revised) or equivalent in the parent cadre/department; or
- (iii) With eight years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of ₹6500-10500 (pre-revised) or equivalent in the parent cadre/department; and

(b) Possessing the following educational qualification and experience:-

- (i) Graduation from a recognized university/institute or equivalent.
- (ii) Possessing five years experience in the profession.

1.1 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 Govt. shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

2. The circular along with the Proforma (Annexure-1) may be downloaded from the NDMC website: www.ndmc.gov.in.

3. Applications alongwith Curriculum Vitae of the candidates and attested copies of their qualifications and experience certificates, APARs for last 5 years, Vigilance/Integrity certificate must reach through proper channel in the Office of Section Officer (Estt.), Room No.4008, 4th Floor, NDMC, Palika Kendra, Sansad Marg, New Delhi-01 latest by 09.12.2019. The envelope containing application should be superscripted "APPLICATION FOR THE POST OF CHIEF SECURITY OFFICER".

By Nishant A Upadhyay
23/10/19

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.

Yours faithfully,



(Sharad Kumar)
Jt. Director (Estt.)

Encls. : As above

To:-

- i. The Chief Secretaries of all the States/Union Territories of India
- ii. The Secretaries of all the Ministries/Departments of Government of India with the request that it may be brought to the notice of all the attached and subordinate organizations.
- ✓ iii. Joint Director (IT) request to upload the above vacancy circular on the NDMC website
- iv. P.A. to Chairperson, NDMC for information.
- v. P.A. to Secretary, NDMC for information.

* 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 drawn by the Candidate may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc of 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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
9.1 Note: In case of Officer already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with Cade Clearance, Vigilance Clearance and Integrity Certificate.		9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization	
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			

13. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

14. Additional details about present employment:
Please state whether working under (indicate the name of your employer against the relevant column)
a) Central Government
b) State Government
c) Autonomous Organization
d) Government Undertaking
e) Universities
f) Others

15. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

13. 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		
14. Total emoluments per month now drawn		
Basic Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/ other Allowances etc., (with break-up details)	Total Emoluments
<p>16.A Additional information, if any relevant to the post you applied for in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (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. <p>(Note: Enclose a separate sheet if the space is insufficient)</p>		
<p>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 Organization are eligible only for Short Term Contract)</p>		

# (The option of STC /Absorption/Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or " Re-employment").	
18. Whether belongs to SC/ST	

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 _____
 Cadre _____
 Mob. No. _____
 E Mail ID _____

Date _____

Signature of the candidate

Address _____
 Cadre _____
 Mob. No. _____
 E Mail ID _____