

NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: NEW DELHI
SECRETARY ESTABLISHMENT

No. SO(E)/ 282 /SA-I(R)/2018

Dated : 23-02-2018

VACANCY CIRCULAR

To,

1. The Secretary, Ministry of Home Affairs, North Block, New Delhi.
2. The Secretary, Department of Personnel & Training, GOI, New Delhi
3. The Secretary (Services), Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.

Subject : Filling up one post of Director in NDMC on deputation basis in Level-12 of 7th CPC Pay Matrix (pre-revised scale ₹15600-39100 with Grade Pay of ₹7600/-).

Sir,

NDMC proposes to fill up one post of Director from the officers of the Central/State Govts./UTs holding analogous posts on regular basis or with five years' regular service in the post in the pre-revised pay scale of ₹15600-39100 + ₹6600/- Grade Pay (Level-11, in 7th CPC) or equivalent, possessing following educational qualifications and experience:-

- (i) Degree from a recognized university or equivalent.
- (ii) 10 years experience in administration/establishment/accounts matters.

2. The pay scale operative for the post is :-

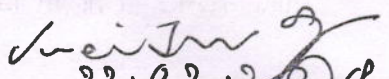
- i. Officer working in post/Grade and drawing pay in PB-3 with Grade Pay less than ₹7600/-(pre-revised) (Level-12, in 7th CPC) in parent cadre, will draw salary in PB-3 with Grade Pay of ₹7600/- (pre-revised) (Level-12, in 7th CPC) with no deputation allowance.
- ii. Officer working in post/Grade and drawing pay in PB-3 with Grade Pay of ₹7600/- (pre-revised) (Level-12, in 7th CPC) in parent cadre but less than five year service in the grade of ₹7600/- (pre-revised), will draw salary in PB-3 with Grade Pay of ₹7600/ (pre-revised) (Level-12, in 7th CPC) along with deputation allowance.
- iii. Officer working in post/Grade and drawing pay in PB-3 with Grade Pay of ₹7600/- (pre-revised) (Level-12, in 7th CPC) in parent cadre for five years or more than five, will draw salary in PB-4 with Grade Pay of ₹8700/- (pre-revised) (Level-13, in 7th CPC) with no deputation allowance.

Contd.....

- iv. Officer working in post/Grade and drawing pay in PB-4 with Grade Pay of ₹8700/- (pre-revised) (Level-13, in 7th CPC) in parent cadre will draw salary in PB-4 with Grade Pay of ₹8700/- (pre-revised) (Level-13, in 7th CPC) with deputation allowance.
3. The circular along with the Proforma (Annexure-1) may also be downloaded from the NDMC website : www.ndmc.gov.in.
4. Applications alongwith Curriculum Vitae of the eligible 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 Director (Personnel-I), Room No.5001, 5th Floor, NDMC, Palika Kendra, Sansad Marg, New Delhi-110001 latest by 09.02.2018 The envelope containing application should be superscripted "APPLICATION FOR THE POST OF DIRECTOR".
5. 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,

Encls. : As above


22.02.2018
(Virender Singh)
Director (Personnel)
Tel. No. 23744227

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

BIO-DATA/PROFORMA

1. Name in Block letter :
2. Date of Birth (in Christian era) :
3. Date of appointment in Govt. service:
4. Cadre/Service:
5. Contact details (phone/mobile):
6. Email ID:
7. Complete Experience/Posting:

Name of Ministry/ Department/ Organisation	Post held	From	To	Scale of pay with grade	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)