

NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: NEW DELHI
SECRETARY ESTABLISHMENT

No. SO(E)/ 290 /SA-I(R)/2018

Dated : 26.02.2018

VACANCY CIRCULAR

To,

1. The Under Secretary, (D), Railway Board, Govt. of India, Ministry of Railways, Rafi Marg, New Delhi.
2. The Director (Hqrs.), Directorate General of Audit, Post & Telecommunication, Sham Nath Marg, Near Old Secretariat, Delhi-110054.
3. The Joint Controller General of Defence (Accounts), Ulan Batar Road, Palam, Delhi Cantt. New Delhi.
4. The Comptroller General of Accounts, O/o the Comptroller General of Accounts, Ministry of Finance, Department of Expenditure, Lok Nayak Bhawan, New Delhi.
5. The Dy. Secretary Finance (Accounts), Financial (Accounts) Department, Govt. of NCT of Delhi, 5 Sham Nath Marg, Old Secretariat, Delhi-110054.
6. The Assistant Comptroller & Auditor General (P), O/o the CAG of India, 9 Deen Dayal Upadhyay Marg, New Delhi.

Subject : Filling up the post of Director (Finance) in NDMC on deputation basis.

Sir,

NDMC proposes to fill up one vacant post of Director (Finance) from officers of the organized Audit, Accounts and Finance Services of the Central and State Government :-

- (a) holding analogous posts on regular basis in the parent cadre/department or with five years service in the grade rendered after appointment thereto on a regular basis in the pre revised pay scale of ₹15600-39100 + ₹6600/- Grade (Level-11, in 7th CPC, matrix) or equivalent in the parent cadre/department; and
- (b) possessing seven years experience in Accounts, Finance and Budget.

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) in parent cadre, will draw salary in PB-3 with Grade Pay of ₹7600/- (pre-revised) (Level-12, in 7th CPC, matrix) with no deputation allowance.
- ii. Officer working in post/Grade and drawing pay in PB-3 with Grade Pay of ₹7600/- (pre-revised) 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, matrix) along with deputation allowance.

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iii. Officer working in a post/Grade and drawing pay in PB-3 with Grade Pay of ₹7600/- pre-revised (Level-12, in 7th CPC, matrix) in parent cadre for five years or more, will draw salary in PB-4 with Grade Pay of ₹8700/- (pre-revised) (Level-13, in 7th CPC, matrix) with no deputation allowance.

iv. Officer working in a post/Grade and drawing pay in PB-4 with Grade Pay of ₹8700/- (pre-revised) (Level-13, in 7th CPC, matrix) in parent cadre will draw salary in PB-4 with Grade Pay of ₹8700/- (pre-revised) (Level-13, in 7th CPC, matrix) with deputation allowance.

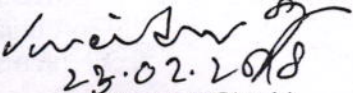
3. The circular along with the Proforma (Annexure-1) may also be downloaded from the NDMC website : www.ndmc.gov.in.

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 09-04-2018. The envelope containing application should be superscripted "APPLICATION FOR THE POST OF DIRECTOR (FINANCE)".

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.

Encls. : As above

Yours faithfully,


23.02.2018
(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:

Post held office/instit./ orgn.	Post held	From	To	Scale of pay with grade pay	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)