

**NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: NEW DELHI
SECRETARY ESTABLISHMENT**

No.SO(E)/ 1366 /SA-I(R)

Dated : 16-11-15

VACANCY CIRCULAR

Sub. : Filling up the post of Scientist/Engineer (Computer), to function as Director (IT) in NDMC on deputation basis in the pay scale of ₹15600-39100 with Grade Pay of ₹7600/-.

Applications are invited from officers of the Central/State Govts./UTs holding analogous posts on regular basis or with five years regular service in the post in the scale of ₹15600-39100 + ₹6600/- Grade Pay or equivalent, possessing following educational qualifications and experience :-

- (a) Ph. D with at least 3 years relevant experience; or
- (b) ME/M.Tech with at least 5 years relevant experience; or
- (c) Master Degree in Science, Mathematics, Statistics, Operation Research or Economic **preferably Post Graduate Diploma in Computer Science with at least 8 years relevant experience in computer filed essential.**

The application in prescribed performa along with complete APAR dossiers for the last five years and vigilance/cadre clearance from the competent authority must be sent through proper channel/Cadre Controlling Authority to the **Director (Personnel), New Delhi Municipal Council, 7th Floor, Room No. 7014, Palika Kendra, New Delhi latest by 30/11/2015.**

The format of the application for the post can be downloaded from our website www.ndmc.gov.in.

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.

The applicant may forward an advance copy directly. However, the application will be considered only after it is received through proper channel.


(Sanjay Jain)
Jt. Director (Estt.)

PROFORMA

1. Name of the applicant :
2. Date of Birth :
3. Educational qualification :
4. Post held on regular basis and its scale of pay:
5. Date of regular appointment to the post :
6. Present post held (Whether ad-hoc/regular/deputation)
with scale of pay and date of appointment:
7. Brief service particulars and experience:

Period	Post held on regular.	Scale of pay	Brief description of
From	To	basis	duties

1. Additional Information, if any which you would like to mention in support of your suitability for the post.
2. Date of return from last ex-cadre post if any:
3. Whether belongs to SC/ST/OBC/PH:

Signature of the applicant

Certificate to be given by head of office of the Applicant

1. It is certified that the particulars furnished by the official are correct.
2. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from the vigilance angle.
3. The record of service of the officer has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.

Date:

Signature/Office seal