

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

No. SO(E)/1359 /SA-I/2015

Dated: 13.11.2015

**VACANCY CIRCULAR**

To

1. The Secretary, Department of Personnel & Training, GOI, New Delhi.
2. The Secretary (Services), Govt. of NCT of Delhi, New Delhi

**Sub: Filling up one post of Joint Director (Public Relation) - Group "A" post in NDMC on deputation (ISTC) basis in the pay scale of Rs.15600-39100 + Grade Pay Rs.6600/- (VI<sup>th</sup> CPC)**

Applications are invited from officers under the Central/State Govts./UTs/recognised Research Institutions/Public Sector Undertaking/ autonomous Organisations on deputation (ISTC) basis for a period of three years, in the scale of Rs.15600-39100 + Grade Pay Rs.6600/-, possessing the following educational qualifications and experience:-

- (A) (i) Master's Degree of a recognized University or equivalent.
  - (i) Degree/Diploma in Journalism/Mass Communication from a recognized University/Institution or equivalent.
  - (ii) 05 years experience of Public Relations work: **and**
  - (B) (i) Holding analogous post on regular basis, or
  - (ii) 05 years regular service in post in the scale of pay Rs.8000-13500 revised to Rs.19300-34800 + Grade Pay Rs.5400/-; or
  - (iii) With 8 years regular service in post in the scale of pay Rs.6500 - 10500 pre-revised and revised Rs.9300-34800 + 4600 Grade Pay or equivalent.
2. The departmental Asstt. Director (Public Relations) in NDMC with 8 years regular service in the grade will also be considered alongwith outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Contd...

The departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation/contract including period of deputation/contract in another ex-cadre posts held immediately preceding this appointment in the same of some other organisations/department of the Central Govt. shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

The application in prescribed proforma (**Annexure - I**) alongwith 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, Room No. 5001, 5<sup>th</sup> Floor, Palika Kendra, New Delhi latest by **15/12/2015**.

The format of the application for the post can be downloaded from our website [www.ndmc.gov.in](http://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.

Encls. as above

  
(INDU SHEKHAR MISHRA)  
DIRECTOR (PERSONNEL)

Copy to:

1. ✓ Jt. Director (IT) is requested to upload the above Vacancy Circular on the website of NDMC.
2. P.S. to Chairman for information.
3. P.S. to Secretary for information.
4. PA to Director (P) for information.

**BIO-DATA/PROFORMA**

1. Name in Block letter :
2. Date of Birth(in Christian era) :
3. Cadre/Service
4. Contact details (phone/mobile)
5. Email ID
6. Education qualifications/technical qualification.
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)