

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

No.S.O.(E)/918/SA-III

Dated 20.05-16

VACANCY CIRCULAR

To

1. The Principal Director (Staff), Office of the CAG of India, Pocket-9, Deen Dayal Upadhyay Marg, New Delhi.
2. The Controller General of India, Lok Nayak Bhawan, Lodhi Road, New Delhi.
3. The AC & ARG(P), Office of C&AG of India, Pocket-9, Deen Dayal Upadhyay Marg, New Delhi-110124.
4. The Principal Secy. (Finance), Govt. of NCT of Delhi, Delhi Secretariat, IP Estate, New Delhi.
5. The Controller General Defence Accounts, Ulan Batra Road, Palam, Delhi Cant., New Delhi.
6. The Controller General Defence Accounts, West Block, R.K. Puram, New Delhi.
7. The Director General Postal Accounts, Department of Post, Dak Bhawan, Sansad Marg, New Delhi

Sub: Filling up of the 18 posts of Asstt. Accounts Officer (AAO) in New Delhi Municipal Council on deputation basis reg.

Sir,

It is proposed to fill up **18** posts of **Asstt. Accounts Officer (AAO)** on deputation in the pay scale of Rs.9300-34800 with Grade pay of Rs.4800/-, in **New Delhi Municipal Council on deputation** basis for a period of **three years**. The period of deputation can be extended/curtailed as per requirement/ performance of the individual. For the eligibility conditions/details of the post is as under:

Officers of the Central/State Govt./UTs:

- (a) (i) Holding analogous post on regular basis in the parent Cadre/Deptt. ;or



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(ii) With three years service in the grade rendered after appointment thereto on a regular basis in the pay of Rs.5500-9000 (5th CPC) or equivalent in the parent Cadre/Department; and

(b) (i) Having passed S.O. Grade Examination conducted by Municipal Chief Auditor, MCD or equivalent;

OR

(i) Pass in the SAS or equivalent examination conducted by any organized Accounts Deptt. of Central/State Government/UTs:

OR

Successful completion of training in Cash, Accounts and Budget work in ISTM or equivalent: and

(ii) Possessing 04 years experience in Cash, Accounts Audit & Budget work.

[Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Departments of the Central Govt. Shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.]

2. The applications of the eligible & willing officers, who would be spared in the event of their selection, may be forwarded in the enclosed Proforma **(Annexure-I) [Bio-Data]** in duplicate to the undersigned at Room No. 5003, 5th Floor, Palika Kendra, Sansad Marg, New Dehli-110001, within one month from the date of issue of this circular. The application should be duly signed by the applicant and certified by the Head of Department/Employer. The candidates applying for the post shall not be allowed to withdraw their candidature subsequently. The departments/ organizations should forward the application along with following documents:

- (i) That no vigilance case is either pending or contemplated against the officers, so recommended;
- (ii) Cadre clearance;
- (iii) Copies of ACRs/APARs for the last 5 years.

3. The Circular alongwith the Proforma (Annexure -I) may also be downloaded from the NDMC website: www.ndmc.gov.in



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.
5. While forwarding the applications, it may be verified and certified that particulars furnished by the officer are correct. Incomplete applications or without the documents mentioned in para-2 above, will not be considered.
6. The aforesaid departments (addressees) are requested to circulate the vacancy in their attached/sub-ordinate offices etc.

Yours faithfully,

Encls. as above.

S/Jan 20/05/16
(SANJAY JAIN)
JOINT DIRECTOR(ESTT.)
011-23744985

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.

