

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

No.S.O.(E)/927/SA-III

Dated 23.05.2016

**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 14 posts of Asstt. Audit Officer (AAO) in New Delhi Municipal Council on deputation basis reg.**

Sir,

It is proposed to fill up 14 posts of **Asstt. Audit 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
  - (ii) With five years service in the grade rendered after appointment thereto on a regular basis in the PB-2 of Rs.9300-34800 with Grade Pay of Rs.4200/2800/2400 or equivalent in the parent Cadre/Department; **AND**

A-475/27D  
24/05/16

(B) Possessing any one of the following educational qualifications:

- (i) Pass in the SAS or equivalent examination conducted by any organized Accounts Deptt. of Central/State Government/UTs:
- (ii) (a) Successful completion of training in Cash, Accounts and Budget work in ISTM or equivalent: and
- (iii) (b) Possessing 05 years experience in Cash, Accounts Audit & Budget work.

2. The above departments/organizations are requested to sponsor the names of willing and eligible candidates/officials, within one month from the date of issue of this Vacancy Circular, in the **Bio-Data annexed**, 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](http://www.ndmc.gov.in)

4. The aforesaid departments (addressees) are requested to sponsor the names of the eligible officials on Priority Basis.

Yours faithfully,

Encls. as above.

*SJ*  
*23/05/16*  
(SANJAY JAIN)  
JOINT DIRECTOR(ESTT.)  
011-23744985

Copy to:

*on leave*

1. *Ashish Ti*  
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.

**ANNEXURE**

**BIO-DATA/PROFORMA**

1. Name in Block letter :
2. Date of Birth(in Christian era) :
3. Education qualifications:
4. Year of passing SAS/AAO'S
5. Professional Qualification:
6. Present post held & Scale of the Post
7. Experience

Post held office/instt./ 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)