

A-12011/13/2018-A&H (Estt.) & Comp. No. 16822
NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: NEW DELHI
A&H ESTABLISHMENT

No. 2839 /A&H (Estt.)/SA-II

Dated: 01.01.2019

VACANCY CIRCULAR

To,

- (i) The Chief Secretary of all the (States& UTs),
- (ii) All the Secretaries to the Govt. Of India

Subject: - Filling up of one post of Director (Horticulture) on deputation basis in New Delhi Municipal Council (NDMC).

Sir/Madam,

Applications are invited in the prescribed format from the willing and eligible Officers for one post of Director (Horticulture) in the Pay Scale of Rs. 15600-39100+7600 Grade Pay/Level-12 in matrix recommended by 7th CPC to be filled up on deputation basis from amongst the following officers under the Central Govt./State Govt./UTs:-

- (i) Holding analogous posts on regular basis; or

With 5 years regular service in post in the scale of Rs. 15600-39100+6600 (6th CPC)/Level 11 in matrix of 7th CPC or equivalent and

- (ii) Possessing the following educational qualifications and experience:

- ESSENTIAL

- (a) Masters' degree in Agriculture or Horticulture from a recognized University/ or equivalent.
- (b) 10 Years experience in ornamental gardening ranging over various fields of Horticulture.

- DESIRABLE

Diploma in landscape or ornamental Horticulture of a recognized University/Institute or equivalent.

NOTE: The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years.)

2. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipts of applications.
3. Period of deputation is initially for three years, and is extendable for a further period upto five years. The terms and conditions of the deputation will be governed by instructions contained in DOPT OM No.2/6/2018-Estt.(Pay-II) dated 18.05.18 and DOPT OM.No.6/8/209-Estt.(Pay-II) dated 17.06.10.
4. It is, therefore, requested to give wide publicity to the above amongst staff under your aegis and forward the applications of eligible & willing Officers for the post in the prescribed format (Annexure-1) complete in all respects with cadre clearance, Curriculum Vitae in triplicate, attested photocopies of ACRs/APARs for the last five years, Vigilance clearance, integrity certificate and statement giving details of major or minor penalties imposed on the Officer during the last ten years. **The application should reach to the Joint Director (A&H), New Delhi Municipal Council, 6th Floor, Room No. 6001, Palika Kendra, and New Delhi latest by 18.02.19.** Advance copy of the application and application received without proper channel or with incomplete documents or received after the last date, will not be entertained.
5. The Curriculum Vitae (CV) duly supported by documents will be assessed by the Selection Committee while selecting the candidates for appointment to post on deputation basis.
6. The information is also available on the website www.ndmc.gov.in>Vacancy (www.ndmc.gov.in/vacancy.aspx)

Yours faithfully,



(R. P. Sati)
Director (Personnel-II)
Tel: 011-2335244

CONFIDENTIAL

CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)
2. Date of Birth (in Christian era)
3. Date of retirement under Central/State Government Rules
4. Educational Qualifications
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)

	Qualifications/ Experience required	Qualifications/ Experience possessed by the officer
Essential	(1) (2) (3)	
Desired	(1) (2)	
6. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post		

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient

Office/ Institution held	Post	From	To	Scale of Nature Pay and of duties Basic (in Pay detail)
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8. Nature of present employment i.e.
Ad-hoc or Temporary or Quasi-Permanent
or Permanent

9. in case the present employment is held on deputation/contract basis, please state-

- a) The date of initial appointment
- b) Period of appointment on deputation/contract
- c) Name of the parent office/ organization to which you belong

10. Additional details about present employment

Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Govt.

- b) State Govt.
- c) Autonomous Organisation
- d) Government Undertaking
- e) Universities
- f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade
12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale
13. Total emoluments per month now drawn
14. Additional information, if any, which you would like to mention in support of your suitability for the post.
(This among other things may provide information with regard to additional academic Qualifications
 - (ii) professional training and
 - (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).

15. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract.)

16 Whether belongs to SC/ST

2 Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date _____

Signature of the Candidate

Address _____

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2 Also certified that:

- i. There is no vigilance or disciplinary case pending/contemplated against Sh./Smt. _____.
- ii. His/Her integrity is certified.
- iii. His/Her CR Dossier (photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above) are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned
(Employer/Cadre Controlling Authority with seal)