

P-170470

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

No.SO(E)/1177/SA-IV/2018

Dated:04.09.2018

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 Principal Director Commercial Audit & Ex Officio Member, Audit Board, Pocket-9, Deen Dayal Upadhyay Marg, New Delhi-110124.
4. The Principal Secretary (Finance), Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110002.
5. The Controller General Defence Accounts, Ulan Batra Road, Palam, Delhi Cantt., 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.

Subject: Filling up of thirty three (33) posts of Assistant Audit Officer (AAO) in New Delhi Municipal Council on deputation basis reg.

Sir/Madam,

It is proposed to fill up thirty three posts of Assistant Audit Officer, in pay Level-8 of 7th CPC Pay Matrix (Rs.47,600-1,51,100) 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. The eligibility criteria required for the posts are as under:-

- a) Holding analogous post or with 03 years regular service as Section Officer in Audit Department or Jr. Account Officer in Accounts Department.
 - b) Period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department 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 and willing officers, who would be spared in the event of their selection, may be forwarded in the enclosed proforma (Annexure-I) to the undersigned at Room No.5001, 5th Floor, Palika Kendra, Sansad Marg, New Delhi-110001 latest by 22.10.2018. 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 envelope containing application should be superscribed "APPLICATION FOR THE POST OF ASSISTANT AUDIT OFFICER (A.A.O.)"

Contd...

The Departments/Organizations should forward the application along with following documents:-

- (i) Vigilance/Integrity Clearance Certificate certifying that no vigilance case is either pending or contemplated against the officers, so recommended;
- (ii) Cadre Clearance; and
- (iii) Copies of ACRs/APARs for the last 5 years.

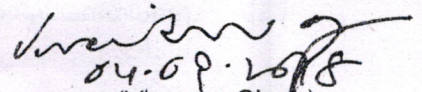
3. The circular along with the proforma (Annexure-I) can also be downloaded from the NDMC website: www.ndmc.gov.in. (Public notice).

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 application(s), it may be verified by the concerned department(s) and certified that particulars furnished by the officer are correct. Incomplete or application received 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/subordinate offices etc.

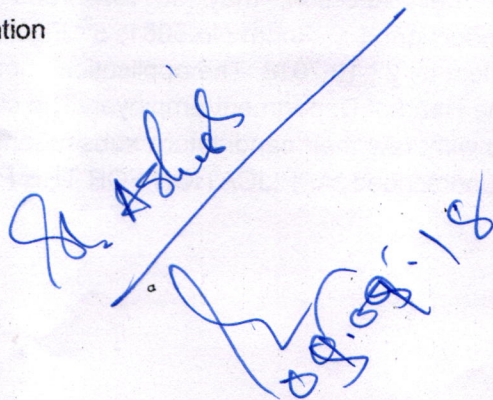
Yours faithfully,


04.09.2018
(Virender Singh)
Director (Personnel-I)
☎ 011-23744227

Encls. : As above.

Copy to :-

- 1. Jt. Director (IT) is requested to upload the above vacancy circular on the website of NDMC.
- 2. PS to Chairman – for information
- 3. PS to Secretary – for information
- 4. PA to Director (P-I) – for information


04.09.18

BIO-DATA/PROFORMA

1. Name in Block letter :
2. Date of Birth (in Christian era) :
3. Date of appointment in Govt. service:
4. Cadre/Service:
5. Contact details (phone/mobile):
6. Email ID:
7. Complete Experience/Posting:

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.

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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)