

NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA NEW DELHI
SECRETARY ESTABLISHMENT

No.SO(E)/ 1959 /SA-I(R)

Dated : 17-11-16

VACANCY CIRCULAR

To,

1. The Secretary, Department of Personnel & Training, Ministry of Home Affairs, Government of India, New Delhi
2. The Secretary (Services), Govt. of NCT of Delhi, New Delhi

Subject : Filling up the post of Director in NDMC on deputation basis in PB-3 ₹15600-39100 with Grade Pay of ₹7600/- (pre-revised).

Sir,

NDMC proposes to fill two posts of Director in the pay scale of ₹15600-39100 with Grade Pay of ₹7600/- (pre-revised). Applications are invited from officers of the Central/State Govts./UTs holding analogous posts on regular basis or with five years regular service in the post in the scale of ₹15600-39100 + ₹6600/- Grade Pay (pre-revised) or equivalent, possessing following educational qualifications and experience:-

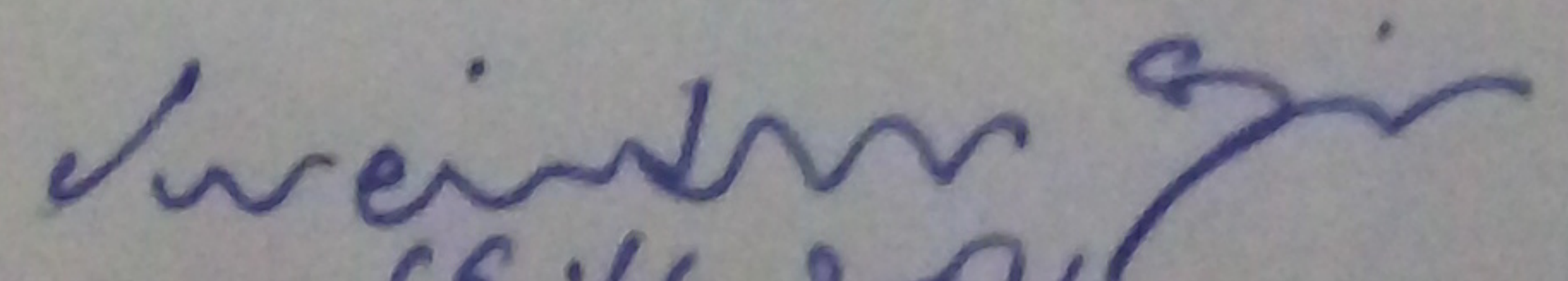
- (i) Degree from a recognized university or equivalent.
- (ii) 10 years experience in administration/establishment/accounts matters.

The circular along with the Proforma (Annexure-1) may also be downloaded from the NDMC website : www.ndmc.gov.in.

Applications alongwith Curriculum Vitae of the candidates and attested copies of their qualifications and experience certificates, APARs for last 5 years, Vigilance/Integrity certificate must reach through proper channel in the Office of Director (Personnel), Room No.5001, 5th Floor, NDMC, Palika Kendra, Sansad Marg, New Delhi-01 latest by 16.12.2016. The envelope containing application should be superscripted "APPLICATION FOR THE POST OF DIRECTOR".

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.

Yours faithfully,


16.11.2016
(Virender Singh)
Director (Personnel)
Tel. No. 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

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/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)