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

No.S.O.(E)/_686_/SA-III

Dated 16-7.20/5

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

Sir,

It is proposed to fill up 13 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

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(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

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

Yours faithfully,

Encls. as above.

(SANJAY AIN) JOINT DIRECTOR(ESTT.) 011-23744985

Copy to:

- 1. Dy. 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.

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	То	Scale of with grade	Nature of duty
					9.

- * 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 in sufficient.

[] 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)