

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

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- 1100124.
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 Sixteen (16 tentative) posts of Assistant Accounts Officer in New Delhi Municipal Council on deputation basis reg.

The New Delhi Municipal Council (NDMC) proposes to fill up Sixteen (16) (tentative) of Asstt. Accounts Officer, in pay Level-8 of 7th CPC Pay Matrix (47,600-1,51,100) or in Level-09 of 7th CPC Pay Matrix (Rs.53100-167800) after NFSG upgradation/MACP in New Delhi Municipal Council on deputation basis for a period of one year. 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:-

Officers of the Central/State Govt. UTs:-

(a)

- i. Holding analogous post on regular basis in the parent Cadre/Deptt.; or
 - ii. With two years service in the grade rendered after appointment there to on a regular basis in pay Level-6 of 7th CPC Pay Matrix (Rs.35400-112400) or Level-7 of 7th CPC Pay Matrix (Rs.44900-142400) after grant of NFSG/MACP or equivalent in the parent cadre/Department.
- (b) (i) Having passed S.O. Grade Examination conducted by Municipal Chief Auditor, MCD or equivalent;

OR

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Pass in the SAS or equivalent examination conducted by any organization Accounts Deptt. of Central/ State Government/UTs:

OR

Successful completion of training in Cash, Accounts and Budget work in ISTM or equivalent:

and

(ii) Possessing five years experience in Cash, Accounts, Audit and Budget work.

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 O/o Director (Personnel) at Room No. 5001, 5th Floor, Palika Kendra, Sansad Marg, New Delhi-110001 latest by 01.02.2025. 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 ACCOUNTS OFFICER (A.A.O.)".

3. 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.

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

5. 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.

6. 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.

7. The aforesaid departments (addressees) are requested to circulate the vacancy in their attached/subordinate offices etc.

8. The number of vacancies may be increased/decreased as per the requirement at the time of selection

Signed by
Anjum Siddiqui
Date: 01-01-2025 17:35:22

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Director (Personnel)

Encls.: As above.

Copy to :-

1. PS to Chairman – for information
2. PS to Secretary – for information
3. PA to Director (P) – for information

BIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)		
2.Date of Birth (in Christian era)		
3.i) Date of entry into service		
ii) 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 as mentioned in the advertisement/ vacancy circular		Qualifications/ experience possessed by the officer
Essential		Essential
A) Qualification		A) Qualification
B) Experience		B) Experience
Desirable		Desirable
A) Qualification		A) Qualification
B) Experience		B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.		
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.		
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.		

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

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. 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		
14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments
16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. This among other things may provide information with regard to (i) 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)	
16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
17. 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 Organizations are eligible only for Short Term Contract) # (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____

Mob. No. _____

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 Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/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)