## कार्यालय रक्षा लेखा महानियंत्रक OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS उलान बटार मार्ग, पालम, दिल्ली छावनी -110010 ULAN BATAR ROAD, PALAM, DELHI CANTT-110010



No.AN/2/2407/NDMC

Dated: 27th June, 2019

3rd July, 2019

**CIRCULAR** 

To

All PCsDA/PCA (Fys)/CsDA (including PIFA/IFA Offices)/HQrs AN-IV Section.

Subject:

Filling up the post of Senior Audit Officer in New Delhi Municipal Council (NDMC) on deputation basis.

New Delhi Municipal Council (NDMC) vide letter No.SO(E)/715/SA-IV/2019 dated 07-06-2019 has invited suitable candidates for filling up five (05) posts of Senior Audit Officer on deputation basis.

- 2. Copy of the ibid letter duly mentioning the scale of pay, eligibility criteria etc is enclosed.
- 3. Eligible and willing SAOs/AOs may forward their candidature in the prescribed proforma complete in all respect along with attested copies of APAR for the last five years so as to reach HQrs office by 08-07-2019 positively for onward transmission to the deputation Department.

Encl: As above.

(Praveen Kumar Rai) Sr. Dy. CGDA (Admin)

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

/SA-IV/2019

## VACANCY CIRCULAR

- The Principal Director (Staff), Office of the CAG of India, Pocket-9, Deen Dayal .1. Upadhyay Marg, New Delhi.
- The Controller General of India, Lok Nayak Bhawan, Lodhi Road, New Delhi. 2.
- The Principal Director (Commercial), Audit & Ex Officio Member, Audit Board, 3. Pocket-9, Deen Dayal Upadhyay Marg, New Delhi-110124.
- The Principal Secretary (Finance), Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110002.
- The Controller General, Defence Accounts, Ulan Batar Marg, Palam, Delhi Cantt., New Delhi.
- The Controller General, Defence Accounts, West Block, R.K. Puram, New Delhi. 6. -
- The Director General, Postal Accounts, Department of Post, Dak Bhawan, Sansad Marg, New Delhi.

Subject: Filling up of five (05) posts of Sr. Audit Officer in New Delhi Municipal Council on deputation basis reg.

Sir/Madam.

It is proposed to fill up five posts of Sr. Audit Officer, in pay Level-10 of 7th CPC Pay Matrix (₹56,100-1,77,500) in New Delhi Municipal Council on deputation basis for a period of three years. The period of deputation can be extended/curtailed as requirement/performance of the individual. The eligibility criteria required for the posts are as under:- .\*

- a) Holding analogous posts or with 03 years regular service as Audit Officer/ Accounts
- 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 five 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.
- 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.5016, 5th Floor, Palika Kendra, Sansad Marg, New Delhi-110001 latest by 15.07.2019. 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 SR. AUDIT OFFICER (Sr. A.O.)".

Contd...

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

- (iv) Vigilance/Integrity Clearance Certificate certifying that no vigilance case is either pending or contemplated against the officers, so recommended;
- (v) Cadre Clearance; and
- (vi) 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: <a href="https://www.ndmc.gov.in">www.ndmc.gov.in</a>. (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,

Encls.: As above.

Copy to :-

Director (Personnel), New Deini Municipal Council Palika Kendra, New Delhi

- 1. Jt. Director (IT) is requested to upload this 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

## BIO-DATA/ CURRICULUM VITAE PROFORMA

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	professional training and (iii) work experience over and	
	above prescribed in the Vacancy	
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-	(Note: Enclose a separate sheet, if the space is	
	insufficient)	
	Misumotericy	
	16.B Achievements:	
-	The candidates are requested to indicate information	
	with regard to;	gg v v v v
-	(i) Research publications and reports and special	
۰	projects	
	(II) Awards/Scholarships/Official Appreciation	
	(iii) Affiliation with the professional	
35	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	a de la companya de l
	insufficient)	de en
23	17. Please state whether you are applying for	
ķ	deputation (ISTC)/Absorption/Re-employment Basis.#	
	(Officers under Central/State Governments are only	9X . * * * * * * * * * * * * * * * * * *
€,	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/STI	* *
	I have carefully gone through the vacancy circula	ar/advertisement and I am well aware that the
	information furnished in the Curriculum Vitae duly suppo	orted by the documents in respect of Essential
	Qualification/ Work Experience submitted by me will also	be assessed by the Selection Committee at the
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time of selection for the post. The information/ details provided by me are correct of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

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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.

- Also certified that;
- There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.\_\_\_
- His/ Her integrity is certified.
- 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..
- 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)