**दि.वि.प्रा. की वेबसाइट हेतु**

**दिल्ली विकास प्राधिकरण**

**(कार्मिक शाखा)**

**विषय: दि.वि.प्रा. में आयुक्त (प्रणाली) के 01 पद (7वें केन्द्रीय वेतन आयोग के अनुसार पे-मैट्रिक्स में लेवल-13) को प्रतिनियुक्तिआधार पर भरना ।**

दिल्ली विकास प्राधिकरण आयुक्त (प्रणाली) के 01 पद(7वें केन्द्रीय वेतन आयोग के अनुसार पे-मैट्रिक्स में लेवल-13) को प्रतिनियुक्ति आधार पर भरने हेतपात्र अधिकारियों से निर्धारित प्रपत्र में आवेदन-पत्र आमंत्रित करता है ।

**आयुक्त (प्रणाली) के पद हेतु पात्रता मानदंड**

“केन्द्र /राज्य सरकार /सार्वजनिक क्षेत्र के उपक्रम /स्वायत्त निकायों /एन.आई.सी. में कार्यरत अधिकारी, जो निम्नलिखित पात्रता मानदण्ड पूरा करते हों:-

1. (i) मूल विभाग में सदृश पद पर कार्यरत ।

अथवा

(ii) मूल विभाग में अथवा वेतन बैंड-IIIअर्थात 7600/- रु. ग्रेड वेतन सहित 15600-39100/- रु. में 5 वर्ष की नियमित सेवा सहित ।

1. प्रबंध सूचना प्रणाली में न्यूनतम 2 वर्ष के अनुभव सहित प्रणाली विश्लेषण डिजाइन, सॉफ्टवेयर डेवलपमेंट और क्रियान्वयन प्रणाली और नेटवर्क एडमिनिस्ट्रेशन के क्षेत्र में 15 वर्ष का अनुभव ।
2. उनके पास निम्नलिखित अर्हता हो:-
3. किसी मान्यता प्राप्त विश्वविद्यालय अथवा इंजीनियरिंग कॉलेज /संस्थान से कम्प्यूटर साइंस /सूचना प्रौद्योगिकी /कम्प्यूटर इंजीनियरिंग /इलैक्ट्रोनिक्स में इंजीनियरिंग डिग्री।

अथवा

1. “किसी मान्यता प्राप्त विश्वविद्यालय अथवा इंजीनियरिंग कॉलेज /संस्थान से कम्प्यूटर साइंस /कम्प्यूटर एप्लीकेशन में स्नात्तकोत्तर डिग्री।”

**सामान्य शर्तें:-**

1. अभ्यर्थी कार्मिक एवं प्रशिक्षण विभाग के कार्यालय आदेश सं.एफ.सं.ए.बी. 14017/28/2014-इस्टै. (आर.आर.) दिनांक 02.07.2015 (प्रति संलग्न) द्वारा निर्धारित प्रपत्र में संबद्ध दस्तावेजों में मूल विभाग के संवर्ग नियंत्रण प्राधिकारी के माध्यम से आवेदन करें । संवर्ग नियंत्रक प्राधिकारी भी “नियोक्ता/संवर्ग नियंत्रक प्राधिकारी द्वारा प्रमाण-पत्र” को अवश्य भरें, जो निर्धारित आवेदन-पत्र का एक भाग है ।
2. निर्धारित प्रपत्र में भरे हुए आवेदन-पत्र को संबंधित संवर्ग नियंत्रक प्राधिकारी द्वारा यह प्रमाणित करते हुए अग्रेषित किया जाना चाहिए कि अभ्यर्थी द्वारा प्रस्तुत किया गया विवरण सही है ।
3. प्राप्ति की अंतिम तिथि के बाद प्राप्त आवेदन-पत्रों पर किसी भी परिस्थिति में विचार नहीं किया जाएगा ।
4. प्रतिनियुक्ति की अवधि आरंभ में एक वर्ष होगी, जिसे वर्ष प्रतिवर्ष आधार पर पाँच वर्षों तक बढ़ाया जा सकता है । तथापि, इस अवधि को दिल्ली विकास प्राधिकरण के विवेक से अवधि /बढ़ाई गई अवधि के पूरा होने से पहले किसी भी समय समाप्त किया जा सकता है ।
5. प्रतिनियुक्ति पर चयनित अधिकारियों के वेतन एवं भत्ते और प्रतिनियुक्ति की अन्य शर्तें कार्मिक एवं प्रशिक्षण विभाग के कार्यालय ज्ञापन सं. 6/8/2009-इस्टै.(पे-II) दिनांक 17.06.2010 और कार्यालय ज्ञापन सं. 2/6/2016-इस्टै.(पे-II) दिनांक 17.02.2016 और समय-समय पर यथा संशोधित आदेशों के अनुसरण में नियंत्रित किए जाएँगे ।
6. लंबित और सुलझाए गए अनुशासनात्मक /आपराधिक मामलों और लगाए गए दण्ड, यदि कोई हो, के विवरण को दर्शाने वाली नवीनतम सतर्कता अनापत्ति रिपोर्ट के साथ मूल विभाग के समूह ‘क’ अधिकारी द्वारा विधिवत् प्रमाणित पाँच वर्ष की ए.पी.ए.आर. भी प्रस्तुत की जानी चाहिए ।
7. आवेदकों के संवर्ग पद के उत्तरदायित्वों एवं कर्तव्यों कास्तर संवर्ग बाह्य पद के कर्तव्यों तथा उत्तरदायित्वों के समान होना चाहिए ।
8. पूर्ण रुप से भरे हुए आवेदन पत्र आयुक्त (कार्मिक), दिल्ली विकास प्राधिकरण, ई-1, भूतल, विकास सदन, नई दिल्ली- 110023 के कार्यालय में दिनांक 31.01.2019 तक अथवा इससे पहले पहुँच जाने चाहिए । अपूर्ण आवेदन-पत्रों पर विचार नहीं किया जाएगा तथा उन्हें अस्वीकार कर दिया जाएगा ।

**(राजीव गाँधी)**

**आयुक्त (कार्मिक)**

संलग्नक: उपर्युक्तानुसार ।

**Bio-data /Curriculum Vitae (CV) proforma for submission by the candidate for appointment by deputation for the Post of Commissioner ( Systems )**

**Strike out whichever is not applicable**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Name and address  (in Block Letters) | | | | |  | | | | | | | | | | |
| 2 | Date of Birth | | | | |  | | | | | | | | | | |
| 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  5.2 | 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.  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 (**Col. on the separate sheet should however remain as under).** | | | | | | | | | | | | | | | |
|  | Office / Institution | Post held on regular basis | | | | From | | | To | \***Pay Band and Grade Pay / Pay Matrix of the post held on regular basis** | | | | | Nature of Duties (in detail) highlighting experience required for the post applied for | |
|  |  |  | | | |  | | |  |  | | | | |  | |
|  | **\*Important: 1. Pay-Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only substantive Pay Band and Grade Pay / Pay Matrix of the post held on regular basis is 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.**  **2. If the parent department is not following the Central Government Scales, their equivalent scales of pay/posts may be mentioned by the Candidate/Cadre Controlling Authority.** | | | | | | | | | | | | | | | |
|  | 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 organization. | | | | |
|  |  | |  | | | | |  | | | |  | | | | |
| 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 / organization. | | | | | | | | | | |  | | | | |
| 10 | If the 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:   1. Central Government 2. State Government 3. Autonomous Organization 4. Government Undertaking 5. Universities 6. 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 | | | | | | | | | | | | | | | |
|  | Basic Pay in the PB | | | | Grade Pay | | | | | | Total Emoluments | | | | | |
|  |  | | | |  | | | | | |  | | | | | |
| 15 | In case the applicant belongs to an Organization which is not following the Central government Pay –scales, the latest salary slip issued by the Organization showing the following details may be enclosed. | | | | | | | | | | | | | | | |
|  | Pasic Pay with Scale of Pay and rate of increment | | | | | | Dearness Pay / interim relief / other Allowances etc. (with break-up details) | | | | | | | | | Total Emoluments |
|  |  | | | | | |  | | | | | | | | |  |
| 16A | 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} | | | | | | | | | | | |  | | | |
| 16B | **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)

Post\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address(Office)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (Residential)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated:-

**Certificate 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   
Sh. /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

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(Employer / Cadre Controlling Authority with Seal)

**Points to be noted by the Parent Department**

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No. 11012/11/2007-Estt (A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their ‘cooling-off’ period shortly the instructions of DOP&T as contained in O.M No. 2/1/2012-Estt. (Pay. II) dated 04.01.2013 may be strictly adhered to.
3. The applicants/CV not accompanied by supporting certificate/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidate for the selection.
4. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/post in the employment News. For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19th Jan.2014 (excluding the first date of publication).