

दिल्लीविकासप्राधिकरण
कार्मिक भाखा-I

सं. एफ.7(20)2006/पी.बी.-I/4080दिनांक : 20.12.2018

विशय: दि.वि.प्रा. मेंनिदे"क (वित्त) के 02 पदों (7वें केंद्रीय वेतनआयोग के अनुसारपे-मैट्रिक्समें लेवल-12) कोप्रतिनियुक्तिआधारपरभरना ।

दिल्लीविकासप्राधिकरणनिदे"क (वित्त) के 02 पदों (7वें केंद्रीय वेतनआयोग के अनुसारपे-मैट्रिक्समें लेवल-12) कोप्रतिनियुक्तिआधारपरभरनेहेतुपात्र अधिकारियों से निर्धारितप्रपत्र मेंआवेदन-पत्र आमंत्रित करताहै ।

निदे"क (वित्त) के पद हेतुपात्रतामानदण्ड

“भारतीय लागतलेखासेवा/भारतीय सिविललेखासेवा/भारतीय लेखापरीक्षाऔरलेखासेवाअथवाभारतसरकार की अन्य संगठितसेवाओं से संबंधित ऐसेअधिकारियों से आवेदन-पत्र आमंत्रित किए जातेहैं, जो 7वें केंद्रीय वेतनआयोग के अनुसारपे-मैट्रिक्समें लेवल-12 मेंसदृ"क पद परकार्यरतहों।”

सामान्य भाते :-

- (i) अभ्यर्थीकार्मिक एवंप्र"क्षणविभाग के कार्यालय ज्ञापन सं. एफ.सं.ए.बी. 14017/28/2014-इस्टै. (आर.आर.) दिनांक 02.07.2015 (प्रति संलग्न) द्वारानिर्धारितप्रपत्र में संबद्ध दस्तावेजोंमेंमूलविभाग के संवर्गनियंत्रण प्राधिकारी के माध्यम से आवेदनकरें । संवर्गनियंत्रक प्राधिकारीभी “नियोक्ता/संवर्गनियंत्रक प्राधिकारी द्वाराप्रमाण-पत्र” कोअव"य भरें, जोनिर्धारितआवेदन-पत्र का एक भागहै ।
- (ii) निर्धारितप्रपत्र मेंभरेहुए आवेदन-पत्र कोसंबंधितसंवर्गनियंत्रक प्राधिकारी द्वारा यह प्रमाणित करतेहुए अग्रेषितकियाजानाचाहिए किअभ्यर्थी द्वाराप्रस्तुतकियागयाविवरणसहीहै ।
- (iii) प्राप्ति की अंतिमतिथि के बादप्राप्तआवेदन-पत्रोंपरकिसीभीपरिस्थितिमेंविचारनहींकियाजाएगा ।
- (iv) प्रतिनियुक्ति की अवधि आरंभमें एक वर्षहोगी, जिसेवर्षप्रतिवर्षआधारपरपांचवर्षोंतक बढ़ायाजासकताहै । तथापि, इसअवधि कोदिल्लीविकासप्राधिकरण के विवेक से अवधि/बढ़ाईगईअवधि के पूराहोने से पहलेकिसीभी समय समाप्तकियाजासकताहै ।
- (v) प्रतिनियुक्तिपरचयनितअधिकारियों के वेतन एवंभत्तेऔरप्रतिनियुक्ति की अन्य शर्तेंकार्मिक एवंप्र"क्षणविभाग के कार्यालय ज्ञापन सं. 6/8/2009-इस्टै.(पे-II)दिनांक 17.06.2010 औरकार्यालय ज्ञापन सं. 2/6/2016-इस्टै.(पे-II) दिनांक 17.02.2016 और समय-समय पर यथास"ोधितआदे"ों के अनुसरणमेंनियंत्रित किए जाएंगे ।
- (vi) लंबितऔरसुलझाए गए अनु"ासनात्मक/आपराधिकमामलोंऔरलगाए गए दण्ड, यदिकोईहो, के विवरणकोद"ानेवालीनवोनतमसतर्कताअनापत्तिरिपोर्ट के साथमूलविभाग के समूह 'क' अधिकारी द्वाराविधिवत् प्रमाणित पांचवर्ष की ए.पी.ए.आर. भीप्रस्तुत की जानीचाहिए ।

- (vii) आवेदक के संवर्ग पद के उत्तरदायित्वों एवं कर्तव्यों का स्तर संवर्ग बाह्य पद के कर्तव्यों तथा उत्तरदायित्वों के समान होना चाहिए ।
- (viii) पूर्ण रूप से भरे हुए आवेदन-पत्र आयुक्त (कार्मिक), दिल्ली विकास प्राधिकरण, ई-1, भूतल, विकास सदन, नई दिल्ली-110023 के कार्यालय में दिनांक 18 फरवरी, 2019 तक अथवा इससे पहले पहुंच जाने चाहिए ।
अपूर्ण आवेदन-पत्रों पर विचार नहीं किया जाएगा तथा उन्हें अस्वीकार कर दिया जाएगा ।

(राजीव गांधी)
आयुक्त (कार्मिक)

संलग्नक: उपर्युक्तानुसार

**Bio-data /Curriculum Vitae (CV) proforma for submission by the candidate for appointment by
deputation for the Post of Director (Finance)
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	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 (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
<p>*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.</p> <p>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.</p>						
	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:					

	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	
	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.	
	Basic 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:-