

## DELHI URBAN ART COMMISSION

Core-6A, India Habitat Centre,  
Lodhi Road, New Delhi – 110003

**Subject: Filling up of the post Assistant (35400-112400) in DUAC on Deputation Basis initially for a period of three years.**

The Delhi Urban Art Commission (DUAC) is a Statuary organization under Ministry of Housing and Urban Affairs, Government of India. Its main functions are to advise the Central Government in the matter of preserving, developing and maintaining the aesthetic quality of urban and environmental design within Delhi and to provide advice and guidance to any local body in respect of any project of building operations or engineering operations or any development proposal which effects or is likely to affect the skyline or the aesthetic quality of surroundings or any public amenity provided therein.

2. DUAC invites applications from the Assistant Section Officers (ASOs) (Erstwhile Assistant) in CCS Cadre to fill one post of **Assistant (35400-112400)** on deputation basis initially for a period of three years. The period of deputation may be extended/curtailed based on the requirement of DUAC. Perks and Allowances will be admissible as per DoPT guidelines as amended from time to time.

3. The eligibility criteria for the post is as under:

Educational Qualification	A Degree from a recognized University.
Eligibility Criteria	i) A speed of at least 30 w.p.m. in typing in English. ii) Adequate office experience with proficiency in noting and drafting. iii) Knowledge of rules and procedure in a Govt office or undertaking. iv) Experience in handling cash and maintenance of accounts.

4. Applications as per the enclosed format from interested and eligible Assistant Section Officers (ASOs) (Erstwhile Assistants) in CSS Cadre may be submitted to the Secretary, DUAC latest by 31 December, 2022 along with vigilance clearance, integrity certificate and APARs for the preceding five years. Age should not be more than 56 years as on closing date of application.

5. Applications not received through proper channel and not accompanied by vigilance clearance/integrity certificate and attested copies of APARs for the last five years will not be considered.

Secretary, DUAC

# **DELHI URBAN ART COMMISSION**

CORE 6A, INDIA HABITAT CENTRE,  
LODHI ROAD, NEW DELHI - 110003

## **APPLICATION PROFORMA**

**Post applied for: Assistant on deputation basis**

Affix recent  
self-attested  
passport size  
photograph

1.	Name, Designation, Name of Organization with complete Address (In block letters)	
2.	Father's Name	
3.	Date of Birth	
4.	Address for communication	
5.	Permanent Address	
6.	Phone/Mobile Number	
7.	Email ID	
8.	Category SC/ST/OBC/Gen/PH (attach certificate)	
9.	Date of entry into service	
10.	Date of Retirement under Central/State Government Rules	

II. Details of Educational, Professional & Technical Qualification:

Exam Passed	Board/Institution/ University	Subject Studied	Year of Passing	% of Marks	Class/ Division

12. 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)*

13. 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.  
Yes/No

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

Name of Office/ Organization	Post held on regular basis	Duration of service		Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of duties performed (in detail) highlighting experience required for the post applied for
		From	To		
15.	Nature of present employment i.e. Ad-hoc temporary or or Quasi-Permanent or Permanent				
16.	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	

Note: the applications of officers should be forwarded by the Department/ parent cadre along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

17.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
18.	Please state whether working under (indicate the name of the employer against the relevant column) a) Central Government b) State Government c) Autonomous Organizations d) Government Undertaking e) Others	

19.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
20.	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.		
21.	Total emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay	Total Emoluments
22.	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

**23. DECLARATION**

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished above 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 Applicant)**

**Address** \_\_\_\_\_

\_\_\_\_\_

**Place:**

**Date:**

**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**

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**(Employer/Cadre Controlling Authority with seal)**