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DELHI URBAN ART COMMISSION
(A Statutory Body under Ministry of Housing and Urban Affairs, GoI)
Core 6A, UG & First floor, India Habitat Centre
Lodi Road, New Delhi-110 003

CIRCULAR

Applications are invited for engaging one Full Time 'Consultant (Accounts)' in the Commission purely on contract basis for dealing with all the Accounts, Finance, Budget and Audit related works.

1.	**Eligibility Criteria**	The candidate must have retired from Central/State Govt. Ministry/Department/SAS/P&AO offices from Level-6, 7 or 8 posts having at least 5 years' experience in Accounts, Finance, Budget and Audit works possessing degree in Commerce (B.Com).
2.	**Age**	Maximum 62 years.
3.	**Monthly Remuneration**	The monthly remuneration for retired Central/State Govt. Ministry/Department/SAS/P&AO offices Employees would be governed in terms of Department of Expenditure OM No.3-25/2020-E-IIIA dated 9th December, 2020.

Other terms & conditions for appointment:

1. The candidate shall be required to submit copies of his/her Annual Performance Appraisal Reports (APARs) (if available) for the preceding five years, along with relevant supporting documents, including Pension Payment Order (PPO), Last Pay Certificate (LPC), and other requisite service-related documents, wherever applicable, along with the application.
2. The aforesaid purely contractual post does not carry Dearness Allowance, HRA, Gratuity and other benefits like medical reimbursement, LTC etc.
3. The Consultant shall maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of the contract and sign a non-disclosure undertaking to this effect. Failing to maintain official secrecy will be liable for suitable action.
4. The Consultant will mark his/her attendance in the Aadhar Based Biometric Attendance Machines installed in the premises of the Commission.
5. During the contract with the Commission, no other assignment/consultancy of any type will be accepted by the Consultant.
6. Consultant will work in the premises of the Commission or at such locations as may be decided from time to time.

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7. The consultant shall initially be engaged for a period of one year. The tenure may be extended, subject to satisfactory performance and approval of the competent authority, for such further period(s) as may be considered appropriate, but not beyond the age of 65 years, in accordance with the provisions of Department of Expenditure O.M. No. 3-25/2020-E.IIIA dated 9th December, 2020.
8. The consultant shall be entitled to leave at the rate of 1½ days per month, subject to prior approval of the Secretary of the Commission. The un-availed leave may be accumulated; however, such accumulated leave shall be utilized within the same calendar year and shall not be carried forward to the subsequent calendar year, in accordance with the provisions of Department of Expenditure O.M. No. 3-25/2020-E.IIIA dated 09.12.2020.
9. Office timings will be from 9.00 A.M. to 5.30 P.M. with half an hour lunch break in between (from 1.00 P.M. to 1.30 P.M.) for five days in a week (Monday to Friday). All Saturdays & Sundays and Gazetted holidays shall be deemed as holidays. However, depending on exigencies of work Consultant may be required to attend office on Saturdays/holidays as well. For the holidays spent in office Consultant may avail compensatory leave on any working day with the prior approval of the Secretary, DUAC.
10. Appropriate action shall be taken for unauthorized absence from duty. In the event of becoming unfit for performance of the duties assigned, due to such causes as ill-health, infirmity, accident, etc., the Consultant will communicate the same to Secretary, DUAC for further decision in the matter.
11. The Consultant will be bound to abide by instructions given in writing or verbally by Administration/Secretary, DUAC from time to time and will not refuse to accept any communication delivered by the office.
12. Any loss or wilful damage made to the official equipments shall be recoverable from the remuneration to be paid to Consultant.
13. The Consultant during contract period cannot use designation or any official nomenclature.
14. Termination of the contract will require 30 days' notice from the Consultant. However, the Commission reserves the right to terminate the contract at any time, without assigning any reason/notice.
15. Any dispute, if arises, will be within the jurisdiction of Delhi Court.

Application complete in all respect addressed to the Secretary, Delhi Urban Art Commission, Core-6A, UG & First Floor, India Habitat Centre, Lodhi Road, New Delhi-110 003, should be sent in prescribed proforma so as to reach within 21 days of date of issue of this advertisement.

The candidate selected will be required to join on immediate basis.

Secretary

APPLICATION PROFORMA

Full-Time Consultant (Accounts)

Photo

PERSONAL DETAILS

1. Name (In Capital letter): _____
2. Father/Husband Name: _____
3. Date of Birth: _____
4. Permanent Address: _____
5. Address for Communication: _____
6. Contact/Mobile Number: _____
7. Email ID: _____
8. Nationality: _____
9. Category SC/ST/OBC/UR/PwD (attach certificate): _____
10. Details of academic/technical/professional qualification:

Sl. No.	Qualifying Examination	Board/Institution/University	Subject Studied	Duration of Study	Year of Passing	% of Marks
1.						
2.						
3.						
4.						

Attach self-attested copies of certificates.

11. Details of experience (in chronological order):

Name of Organization & Address	Designation	Salary Drawn	Duration of Service	Whether regular/contractual	Nature of duties performed

Attach self-attested copies of certificates.

12. Proficiency of working on computer: _____

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13. For retired employees:

(i) Date of retirement from Govt. Service/Department/Ministry: _____

(ii) Post from which retired: _____

(iii) Scale/Pay Matrix at time of retirement: _____

(iv) Last Basic Pay drawn: _____

14. Reference of two senior officers:

Particulars	**Reference No. 1**	**Reference No. 2**
Name		
Designation		
Ministry/Department		
Email ID		
Mobile/Contact No.		

15. Declaration

I have carefully gone through the advertisement and the terms and conditions of engagement. My application duly supported by documents submitted by me. I do hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief.

Place: _____

Date: _____

(Signature of Applicant)