

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

VACANCY CIRCULAR

Applications are invited for filling up one post of Private Secretary (Group B) in the Delhi Urban Art Commission, an autonomous body under Ministry of Housing and Urban Affairs, on Deputation/Promotion basis in the Pay Matrix Level 7 as per following criteria :-

1. Mode of Recruitment : By Transfer on deputation (including short term contract)/promotion.

Transfer on deputation :

Stenographers Grade 'C' of the Central Secretariat Stenographers Service with 8 years regular service in the Grade.

Promotion :

Grade 'C' Stenographers of Delhi Urban Art Commission with 8 years of regular service will also be considered and in case the Stenographer of the Commission is selected, the post will be treated to have been filled by promotion.

Period of deputation:

Not exceeding three years.

2. Age limit for persons applying transfer on deputation : Not exceeding 56 years

The post carries Dearness Allowance, HRA and other benefits like LTC, medical reimbursement etc as stipulated in the Delhi Urban Art Commission (Employees Terms and Conditions of Service) Regulations as amended from time to time. The person selected shall be entitled for CGHS facilities in case he/she is CGHS beneficiary in his/her parent organisation.

Applications (in prescribed format) along with self-attested photocopies of all educational and experience certificates, along with duly attested dossiers of APARs/ACRs of last five years not below the rank of Under Secretary or equivalent, addressed to the Secretary, Delhi Urban Art Commission, Core-6A, UG & First Floor, India Habitat Centre, Lodhi Road, New Delhi-110003 should be sent through proper channel along with Integrity Certificate, No Objection Certificate, and 'Vigilance Clearance' from their present employer, so as to reach within 60 days of date of issue of this advertisement in the Employment News.

Incomplete application in any respect will be summarily rejected.

The candidates applying will not be permitted to withdraw subsequently.

The Commission reserves the right to cancel the recruitment process at any point of time without assigning any reasons thereof. Last date/closing date of submission of application will be counted/considered for age & experience.

21/07
2013/024

Secretary

Annexure-I

Affix recent
passport size
photograph

**APPLICATION FOR THE POST OF PRIVATE SECRETARY IN THE DELHI
URBAN ART COMMISSION.**

1.	Name, Designation, Name of Organization with complete Address (In Block Letters)	
2.	Date of Birth	
3.	Date of Entry into Govt. Service	
4.	Date of Retirement under Central/State Govt. Rules.	
5.	Address for communication	
6.	Permanent Address	
7.	Phone No. /Mobile No.	
8.	Details of Educational and other Qualifications.	
9.	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		
(i) A Second-Class Bachelor's Degree of a recognised University or equivalent qualification.		
(ii) Sound knowledge of matters relating to establishment, office procedure, Government rules and regulations.		
(iii) Experience in an administrative/supervisory capacity in a large Government Office or undertaking.		
Desirable:		
(i) Master's Degree of a recognised University.		
(ii) Experience in Public relations work preferably with a diploma in Journalism or		

equivalent qualification.	
(iii) Knowledge about the experience of work in housing, urban development and land management policies.	

10.	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.	
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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).

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

Ministry/ Department	Post held on Regular basis.	Duration of Service		*Level in the Pay Matrix/Pay Band/Grade Pay of the post held on regular basis.	Nature of duties in details.Highlighting experience required for the post applied for.
		From	To		

12.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.	
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13.	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.

13.1	Note: In case of Officer already on deputation, the application of such officer should be forwarded by the parent cadre/department alongwith cadre clearance vigilance clearance and integrity certificate.	
13.2	Note: Information under Column 13(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/organisation.	
14.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
15.	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.	

16.	Total emoluments per month now drawn.		
	Basic Pay and the Level in Pay Matrix	Grade Pay	Total Emoluments
17.A	<p>Additional information if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(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)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
18.	Whether belongs to SC/ST		

19. 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.

Place:.....

(Signature of Applicant)

Date:.....

Date.....

Address.....

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Email-ID.....

Contact Number.....

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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.

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 APARs/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

(Employer/Cadre Controlling Authority with seal)