



कार्यालय महानिदेशक लेखापरीक्षा (केन्द्रीय व्यय),
Office of The Director General of Audit (Central Expenditure),
आई.पी.एस्टेट, नई दिल्ली - 110 002
I. P. ESTATE, NEW DELHI - 110 002

No. Admn.I/4-7(9)/2023-25/1696

Dated:01.07.2024

ADMINISTRATION-I SECTION

O/o the Comptroller and Auditor General of India, New Delhi vide letter **1099-Staff (App)-I/01-2024/Vol.I Dated 19.06.2024** has forwarded the vacancy circular issued by New Delhi Municipal Council, New Delhi for filling up the post of Assistant Audit Officer on deputation basis. Eligibility criteria for the post is as follow:

Name of post	No of Posts	Eligibility Criteria
Assistant Audit Officer	16 posts	<ul style="list-style-type: none">• Holding analogous post on regular basis in the parent Cadre/Deptt.; or• With two years' service in the grade rendered after appointment there to on a regular basis in the pay level-6 or in level-7 of 7th CPC Pay Matrix• Pass in the SAS or equivalent examination conducted by any organize Accounts deptt. of Central/ State Government/UTs

2. The deputation shall initially be for a period of three years. The period of deputation can be extended/ curtailed as per requirement/performance of the individual.

3. Willing and eligible officers working in O/o DGACE may forward their applications with filled in bio-data form through their group officers to Admin.-I latest by **04.07.2024**, those working in O/o DGACR and O/o PAG (A) Delhi may forward their applications with filled bio-data to Admin.-I through their respective administrative sections latest by **04.07.2024**.

कारिंद
01/07/24

Sr. Audit Officer (Admn.)

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,
NEW DELHI.

No. 1099 -Staff (App)-I/01-2024/Vol.I

Dated: 19.06.2024

To

1. All the Heads of Department in IA&AD
2. Director (P).

Subject: Filling up the post of Asst Accounts Officer in New Delhi Municipal Council (NDMC), New Delhi on deputation basis.

Sir / Madam,

I am directed to forward the vacancy circular issued by New Delhi Municipal Council (NDMC), New Delhi to fill up the post of Asst Accounts Officer on deputation basis vide letter No. A-35021/1/2024-Secy-Estt dated 04.06.2024 (copy enclosed)

2. In this regard, it is requested to kindly recommend the names of eligible officers who are willing and can be spared immediately in the event of their selection for such posts on deputation basis after following the provisions given in Deputation Policy for non-IA&AS Officers for deputation outside IA&AD as circulated vide circular No. 1050-Staff (App)-I/05-2022 dated 28.06.2022. The recommendations accompanied with the necessary documents / certificates (as detailed in the vacancy circular) may kindly be sent to the Asstt. Comptroller and Auditor General (N)-I latest by 10.07.2024. Applications received after 10.07.2024 will not be considered under any circumstance.

4. In case of selection, the candidate will not be allowed to withdraw the application. In case of withdrawal of willingness after selection, the candidate will be debarred from applying to the deputation for 03 years from the date of communication of the selection by the borrowing department.

Encls:-As above

Yours faithfully,



(Sanjay Kumar)

Sr. Administrative Officer (Staff App-I)

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NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA, NEW DELHI
SECRETARY'S ESTT. BRANCH

VACANCY CIRCULAR

To,

1. The **Principal Director (Staff)**, Office of the CAG of India, Pocket-9, Deen Dayal Upadhyay Marg, New Delhi.
2. The **Controller General of India**, Lok Nayak Bhawan, Lodhi Road, New Delhi.
3. The **AC & ARG(P)**, Office of C & AG of India, Pocket-9 Deen Dayal Upadhyay Marg, New Delhi- 1100124.
4. The **Principal Secretary (Finance)**, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110002.
5. The **Controller General Defence Accounts**, Ulan Batra Road, Palam, Delhi Cantt., New Delhi.
6. The **Controller General Defence Accounts**, West Block, R.K. Puram, New Delhi.
7. The **Director General Postal Accounts**, Department of Post, Dak Bhawan, Sansad Marg, New Delhi.

Subject: Filling up of Sixteen (16) posts of Assistant Accounts Officer in New Delhi Municipal Council on deputation basis reg.

The New Delhi Municipal Council (NDMC) proposes to fill up Sixteen (16) of Asstt. Accounts Officer, in pay Level-8 of 7th CPC Pay Matrix (Rs. 47,600-1,51,100) or in Level-09 of 7th CPC Pay Matrix (Rs.53100-167800) after grant of NFSG upgradation/ MACP) in New Delhi Municipal Council on deputation basis for a period of three years. The period of deputation can be extended/ curtailed as per requirement/performance of the individual. The eligibility criteria required for the posts are as under:-

Officers of the Central/State Govt. UTs:-

(a)

Holding analogous post on regular basis in the parent Cadre/Deptt. ;

or

- ii. With two years service in the grade rendered after appointment there to on a regular basis in the pay Level-6 of 7th CPC Pay Matrix (Rs. 35400-112400) or in Level-07 of 7th CPC Pay Matrix (Rs.44900-142400) after grant of NFSG /MACP) or

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equivalent in the parent Cadre/Department.

(b).

- i. Having passed S. O. Grade Examination conducted by Municipal Chief Auditor, MCD or equivalent;

Or

Pass in the SAS or equivalent examination conducted by any organize Accounts Deptt. of Central/ State Government/ UTs:

Or

Successfully completion of training in ~~Cash, Accounts and Budget~~ work in ISTM or equivalent:

and

- ii Possessing 05 years experience in Cash, Accounts, Audit and Budget work.

2. The applications of the eligible and willing officers, who would be spared in the event of their selection, may be forwarded in the enclosed proforma (Annexure-I) to O/o Director (Personnel) at Room No. 7008, 7th Floor, Palika Kendra, Sansad Marg, New Delhi-110001 latest by 20th July 2024. The application should be duly signed by the applicant and certified by the Head of Department/Employer. The candidates applying for the post shall not be allowed to withdraw their candidature subsequently. The envelope containing application should be superscribed "APPLICATION FOR THE POST OF ASSISTANT ACCOUNTS OFFICER (A.A.O.)".

3. The Departments/Organizations should forward the application along with following documents:-

- i. Vigilance/Integrity Clearance Certificate certifying that no vigilance case is either pending or contemplated against the officers, so recommended;
- ii. Cadre Clearance; and
- iii. Copies of ACRs/APARs for the last 5 years.

4. The circular along with the proforma (Annexure-I) can also be downloaded from the NDMC website: www.ndmc.gov.in. (Public Notice).

5. Applications received after the closing date or without any of the aforesaid documents or

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otherwise found incomplete or not in the prescribed proforma are liable to be rejected.

6. While forwarding the application(s), it may be verified by the concerned department(s) and certified that particulars furnished by the officer are correct. Incomplete or application received without the documents mentioned in para-2 above, will not be considered.

7. The aforesaid departments (addressees) are requested to circulate the vacancy in their attached/subordinate offices etc.

8. The number of vacancies may be increased/decreased as per the requirement at the time of selection.

Signed by
Sanjay Prasad

Date: 04.06.2024 16:08:33

Encls.: As above.

Copy to :-

1. PS to Chairman – for information
2. PS to Secretary – for information
3. PA to Director (P) – for information

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ANNEXURE-I

BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
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.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis 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;

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 organisation
<p>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.</p> <p>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/ organisation</p>			

<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>							
<p>11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>							
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>							
<p>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</p>							
<p>14. Total emoluments per month now drawn</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Basis Pay in the PB</th> <th style="width: 35%;">Grade Pay</th> <th style="width: 30%;">Total Emoluments</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>		Basis Pay in the PB	Grade Pay	Total Emoluments			
Basis Pay in the PB	Grade Pay	Total Emoluments					
<p>15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Basic Pay with Scale of Pay and rate of increment</th> <th style="width: 35%;">Dearness Pay/Interim relief/other Allowances etc., (with break-up details)</th> <th style="width: 35%;">Total Emoluments</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>		Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/other Allowances etc., (with break-up details)	Total Emoluments			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/other Allowances etc., (with break-up details)	Total Emoluments					
<p>16.A 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)</p>							

<p>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>	
<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (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. <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>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)</p> <p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

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)

Address _____

Date _____