

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**ADMINISTRATIVE REFORMS DEPARTMENT**  
7<sup>TH</sup> LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI- 110 002.  
email:arupdate@nic.in FAX: 23392621

No. F.19/13/2012/AR/ 8360 - 8519/C

Dated: 23/7/12

To

All Ministries/Departments of Govt. of India  
All Pr. Secys/Secretaries/Head of Departments /Spl.Secys. /Jt.Secys./  
Local/Autonomous Bodies of Govt. of NCT of Delhi.

**Sub: Recruitment to the post of Research Assistant in the pay band of Rs.9300-34,800+Rs.4200 (Grade Pay) in the (pre-revised scale of Rs.5500-175-9000/-) in Administrative Reforms Department on deputation basis.**

Sir/Madam,

This Department proposes to fill up 02 posts of Research Assistants in the pay band of Rs.9300-34800+ Rs.4200 (Grade Pay) in the (pre-revised scale of Rs.5500-175-9000/-) in Administrative Reforms Department on deputation basis. As per Recruitment Rules, the post of Research Assistant is classified as Group 'C' Non-Gazetted, Non-Ministerial. The deputation shall be governed by the standard terms and conditions of the Govt. of India.

The eligibility conditions prescribed for the above post, as per Recruitment Rules are as under:-

Officials under the Central Govt./Govt. of NCT of Delhi who have:-

- (i) A University Degree or its equivalent,
- (ii) A minimum of 5 years service in the case of officials holding posts under the Central Govt./Delhi Administration in the pay scale not below Rs.4500-125-7000/-

**OR**

A minimum of 8 years service in the case of officials holding Class III posts under the Central Govt. / Govt. of NCT of Delhi (Delhi Admn).

**The period of deputation shall initially be for a period of one year, but extendable as per RRs or DOPT guidelines.**

2. It is requested that applications from willing and eligible officials having requisite qualifications and experience may be sent to this office within 60 days of issue of this circular.

Contd.....2/-

3. The applications of the eligible officials should be forwarded alongwith following documents:-
  - i) Bio-Data in the prescribed form.
  - ii) Integrity Certificate
  - iii) Vigilance Clearance Certificate
  - iv) Work & Conduct Report
  - v) Attested copies of ACRs / APARs for the last five years i.e from 2007-08 to 2011-2012.
  - vi) Penalty Statement for the last five years.
  
4. The applications must be forwarded through proper channel. The applications which are received after closing date and those without the documents as mentioned above will not be entertained at any cost.
  
5. Application form for the purpose is available on our website address <http://ar.delhigovt.nic.in>.

Yours faithfully,

  
(PANKAJ JOSHI)  
DEPUTY DIRECTOR (AR)  
Ph: 23392620

## Bio-Data Proforma

Post applied for: -

1. Name & Address (In Block Letters) :
2. Date of Birth (In Christian Era) :
3. Date of Retirement under Central/  
State Government Rules :
4. Educational Qualification :
5. Whether educational & other qualifications required for the post are satisfied. (If any qualifications have been treated as equivalent to the one prescribed in the rules, state the authority for the same).

Qualification	Qualifications/experience required	Qualifications experience possessed by the officer
Essential		
Desired		

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

Office/ Institution/ Organization	Post Held	From	To	Scale of pay and Basic Pay	Nature of Duties

7. Nature of present employment, i.e. ad-hoc or temporary or quasi-permanent or permanent :
8. 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 you belong :
9. Please state clearly whether, in the light of entries made by you above, you meet the requirements of the post :
10. Additional details about present employment. Please state : whether working under
  - a) Central Government    b) State Government    c) Autonomous Organization    d) Government Undertaking    e) University
11. Please state whether you are working in the same department : and are in the feeder grade or in the feeder to the feeder grade.
12. 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
13. Total emoluments per month now drawn :

7/c

- 14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is not sufficient
- 15. Whether belongs to SC/ST/OBC :
- 16. Date of return from the last ex-cadre post :
- 17. Remarks :

I undertake that I shall not seek repatriation after my selection, before completion of my tenure as Research Assistant in AR Department, if selected.

**Signatures of the candidate**

**Certificate to be given by the Head of Office**

Certified that the information given above by Sh./Ms. \_\_\_\_\_ is correct as per records.

It is certified that in case of selection, the official will be relieved immediately.

**Signatures of Head of Office  
Stamp**

**Note:** Please ensure that the following documents are sent alongwith the application failing which the application shall be treated as incomplete and the same shall not be considered:

- 1. Attested copies of ACRs for the last five years
- 2. Vigilance clearance
- 3. Work and conduct report
- 4. Integrity Certificate
- 5. Penalty statement for the last five years