

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
ADMINISTRATIVE REFORMS DEPARTMENT  
7<sup>TH</sup> LEVEL, C-WING, DELHI SECRETARIAT, I. P. ESTATE, NEW DELHI  
Fax-23392621, website: <http://www.ar.delhigovt.nic.in>

**Sub: Recruitment to the post of Assistant Director in the Pay Band of Rs.9300-34800 + Rs.4600(Grade Pay) in Administrative Reforms Department on deputation basis.**

Applications are invited for filling up **6(Six)**(including 02 vacancies anticipated) posts of Assistant Director in the pre-revised scale of Rs.6500-200-10500/-( General Civil Services, Group 'B' Gazetted, Non-Ministerial) and revised as per pay rules-2008 in the Pay Band of Rs.9300-34800+Rs.4600(Grade Pay) in Administrative Reforms Department, Government of National Capital Territory of Delhi on deputation basis. The deputation shall be governed by the standard terms and conditions of the Govt. of India. **The tenure of deputation will be initially for one year but the same is extendable upto 3(THREE) years on year- to-year basis.**

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

Officers from the Central Govt./Govt. of NCT of Delhi who have :-

- a)
- i) Holding analogous posts on regular basis;  
**OR**
  - ii) With 03 years regular service in posts in the pre-revised scale of pay of Rs.5,500-175-9,000/- or equivalent;  
**OR**
  - iii) With 06 years regular service in posts in the pre-revised scale of pay of Rs.5,000-150-8,000/- or equivalent;  
**OR**
  - iv) With 08 years regular service in posts in the pre-revised scale of pay of Rs.4,500-125-7,000/- or equivalent.  
**AND**

b) Possessing the following educational and other qualifications;

- i) Degree of a recognized University or equivalent
- ii) Having successfully completed the advanced management service course of the Institute of Secretariat Training & management/Defence Institute of Work Study or equivalent training in any other recognized institute.

**OR**

Have atleast two years experience in the applications of Work Study/Organization Methods/Analytical/Statistical/Operations Research and other Management Research Techniques.

**OR**

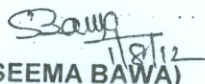
Have successfully completed the Basic Management Service Course of the Institute of Secretariat Training & Management or an equivalent training in any other recognized Institute and have one year's experience in the application of Work Study/Organization and Methods/Analytical/Statistical/Operation Research & other Management Research Techniques.

9/c

(Period of deputation including period of deputation in another Ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Govt. shall ordinarily not exceed 03 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications).

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.
3. The application (in duplicate) of the eligible officials should be forwarded along-with following documents: -
  - i) Bio-data(duly signed by concerned officer)
  - ii) Integrity Clearance Certificate
  - iii) Vigilance Clearance Certificate
  - iv) Work & Conduct Report
  - v) Attested copies of ACRs for the last five years i.e.2007-08 to 2011-12
  - vi) Statement of Major/Minor Penalties, if any, imposed during the last ten years
  - vii) Attested copies of testimonials in respect of their educational qualifications.
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 and will be rejected.
5. The officials/officers applying for the above posts will not be permitted to withdraw their candidature latter on and if selected they have to be continued on deputation as per RRs.
6. Applications form for the purpose is available on our website address <http://ar.delhigovt.nic.in>

Yours faithfully

  
(SEEMA BAWA)  
DEPUTY DIRECTOR (AR)/ HOO  
PH.23392422

14/10/20

## 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 :

- 12/3/1
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 Assistant Director 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 officer 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 ten years