DELHI DEVELOPMENT AUTHORITY PERSONNEL BRANCH-I

No. F. 7(69)2012/PB-I

Subject: Filling-up posts of Asstt. Accounts Officer in DDA on deputation basis.

DDA intends to fill up 90 vacant posts of Asstt. Accounts Officer in Group 'B' in the Pay Band of Rs. 9300-34800/- with Grade Pay of Rs. 4800/-in DDA on deputation basis.

- 2. Officers holding analogous posts in the parent Cadre/Department under Central/State Government/Government Autonomous bodies are eligible to be considered for appointment as Assistant Accounts Officer in DDA.
- 3. The pay & allowance of the officers selected on deputation will be regularized in accordance with the department of Personnel & Training OM No. 6.08.2009/ Establishment (Pay)-II dated- 17th June 2010 as amended from time to time.
- 4. It is requested that the applications of eligible and willing officers along with following documents may please be forwarded as per instructions issued by DoPT OM No. AB.14017/28/2014-Estt.(RR) dt. 2.7.2015 (copy of curriculum vitae / Bio-Data proforma enclosed) to the Commissioner (Personnel), Delhi Development Authority, Block, Ground Floor, Vikas Sadan, New Delhi -110023 on or before 29th January, 2016.
- a) Copy of complete up to date APARs for the last 05 years.
- b) Cadre Clearance & Vigilance Clearance Report.

(Applications received after the last date or without copies of relevant documents will not be considered)

5. Selection of Central Govt. Officers is subject to exemption from the rule of immediate absorption in respect of the above post in pursuance of the OM dated 31.10.2007 of Department of Pensions and Pensioner's Welfare, for which the matter is in correspondence with MOUD/DoPT.

Sd/-

(M.K. Gupta)

Commissioner (Personnel)

Bio-data /Curriculum Vitae (CV) proforma for submission by the candidate for appointment by deputation

1.	Name and address (in								
2.	Date of Birth								
3.	i)Date of entry into se								
	ii)Date of retirement government Rules	under Central /State							
1	government Rules								
4. 5.									
J.			C	Qualifications / experience possessed by the officer					
			E	Essential					
			A	A)Qualification:-					
		E	B) Experience						
		C	Desirable						
		4	A)Qualification:-						
		E	B) Experience						
6.	Please state clearly w	hether in the light of							
	entries made by you requisite Essential Quexperience of the pos	above, you meet thus alifications and worless.							
7.	Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.								
			T					1	
	Office / Institution Post held on regular basis		From		То	Grade Pay / Pay Scale of the post held on regular basis		Nature of Duties (in detail) highlighting experience required for the	
	*Important: Day Ban	d and Grado Pay gran	tod undo	r ACD/N/A	CP are personal to	the office	r and thor	post applied for	
	*Important: Pay-Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, be mentioned. Only Pay Band and Grade Pay / Pay Scale of the post held on regular basis to be ment Details of ACP / MACP with present Pay Band and Grade Pay where such benefits have been drawn by the may be indicated as below:								
	Office/Institution Pay, F			y Band, and Grade Pay drawn from ACP / MACP Scheme				to	
8.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent								
9.	In case the present end on deputation/contrastate-								
	a)The date of b)P initial appointment	it on	c)Name of the parent of office/organization to which the applicant belongs				of the post and pay post held in ntive capacity in the organization		
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.								
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/organization.								
10.	If the post held on De	eputation in the past	by the ap	plicant, da	ate				
11	of return from the last Additional details about Please state whether	out present employm	nent:		ur				
	Please state whether working under (indicate the name of your employer against the relevant column: a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others								
12.	Please state whether you are working in the same Department								

	T									
	and are in the feeder grade or feeder to feeder grade.									
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									
	·		•	1						
14	Total emoluments per month now drawn									
	Basic Pay in the PB		Grade Pay	Total emoluments						
	Emoluments		•							
										
15.	In case the applicant belongs to an Organization which is not following the Central government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.									
				erim relief / other	Total Emolumen					
	rate of increment	, , , , , , , , , , , , , , , , , , ,			Total Elliolumen	11.5				
	rate of morement		/ morramees etc. (1	Terrorean ap actains,						
16A.	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) professional training and (iii) work									
	experience over and a									
	Vacancy Circular/Advertis									
16B	Achievements:									
	The candidates are requested to indicate									
	information with regard to;									
	(17)Research publications and reports and special projects									
	(ii)Awards/Scholarships/C	Official Ar	preciation							
	(iii)Affiliation with the									
	institutions/societies and	;								
	(iv) Patents registered in	n own na	ame or achieved							
	for the organization									
	(v)Any research / innovolution									
	(vi) any other information	1								
	(Note: Enclose a separate sheet if the space is									
	insufficient)									
17.	Whether belongs to SC/S	Γ								
ī	have carefully gone throug	h the vac	cancy circular/adve	rtisement and Lam we	ll aware that the info	rmation furnished				

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 / detail 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)

Date

Certification by the Cadre Controlling Authority

Address:

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 Sh. /Smt._____
- ii) His / Her integrity is certified.
- iii) His / Her APARs 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)