

NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: SANSAD MARG
ELECTRIC ESTABLISHMENT – I
PERSONNEL DEPARTMENT

VACANCY CIRCULAR

To,

1. The Secretary, Ministry of Home Affairs, North Block New Delhi 110001.
2. The Secretary, Department of Personnel & Training, Government of India North Block New Delhi-110001.
3. The Secretary (Services), Govt. of NCT of Delhi, New Delhi.
4. The Director General, CPWD, Nirman Bhawan, New Delhi – 110001
5. The Engineer-in- Chief, Army Head Quarters, E-in-C Branch, Teen Murti Road, New Delhi – 110011
6. The Member Staff, Indian Railways, Railway Board Rail Bhawan, New Delhi – 110001
7. The General Manager (P), Northern Railways, Baroda House, New Delhi – 110001
8. Under Secretary of GOI, MoUD, Nirman Bhawan, New Delhi - 110001

Subject:- Filling up 17 posts of Executive Engineer (Electric) in the pay level 12 as per 7th CPC pay matrix.

Sir/Madam

New Delhi Municipal Council proposes to fill up 17 posts of Executive Engineer (Electric) on deputation basis. The pay scale, educational qualifications, eligibility criteria etc. of the post as per extant Recruitment Rules is as follows:-

2. Pay Scale

Level 12 as per 7th CPC pay matrix

3. Eligibility

Officers under the Central/State Government/UTs/ Public Officer undertaking/Autonomous or statutory Organizations.

a. (i) Holding analogous posts on regular basis in the parent cadre/department;
or
or

(ii) with 10 years service in the grade rendered after appointment thereto on a regular basis in level 10 as per 7th CPC or equivalent in the parent cadre/department; and

(b) Possessing following educational qualifications and experience:

Essential :

- i. Degree in Electrical Engineering from a recognized University/Institute or equivalent;
- ii. 10 years experience in a large electricity supply undertaking having 11kv, 33kv and 66kv transmission overhead as well as underground distribution system along with experience in Electrification, distribution and Air Conditioning of multi-storeyed building. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion.

[Period of Deputation Contract including period of deputation/Contract in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including Short Term Contract) shall be not exceeding 56 year as on the closing date of receipt of applications.]

4. **Tenure**

Initially for a period of 01 year which is further extendable.

5. Applications along-with proforma duly filled in of the eligible and suitable official/officer fulfilling the above criteria and who can be spared immediately in the event of selection may be sent to the **Room No. 1617, Office of Director (Personnel), Palika Kendra, SansadMarg, New Delhi – 110001**. The envelope containing application should be superscripted '**APPLICATION FOR THE POST OF EXECUTIVE ENGINEER (ELECTRIC)**'.

6. The circular along with the proforma (Annexure – I) may also be downloaded from NDMC website:- www.ndmc.gov.in.

7. Applications of only such officers /candidates will be considered which are routed through proper channel and complete in all respect and are accompanied with (i) Bio data in the prescribed proforma (ii) ACRs/APARs for the last 5 years; and (iii) Latest vigilance/cadre clearance. While forwarding the applications, it may

be verified and certified that particulars furnished by the officer are correct.

8. Applications received after the closing date are liable to be rejected.

9. The terms and conditions of depositions shall be governed by the provisions of DOP&T's O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 (as amended from time to time).

10. The last date for receipt of application is 23.06.2023 (Friday).

(Sanjay Prasad)
Director (Personnel)
Tel. No. _____

Copy to:-

1. Director (IT) with the request to upload the same on NDMC website.
2. PS to Chairperson, NDMC for information.
3. PA to Secretary, NDMC for information

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
<p>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.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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.	
<p>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.</p>	

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;"> <tr> <td style="width:30%; text-align: center;">Basis Pay in the PB</td> <td style="width:35%; text-align: center;">Grade Pay</td> <td style="width:35%; text-align: center;">Total Emoluments</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </table>	Basis Pay in the PB	Grade Pay	Total Emoluments					
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<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;"> <tr> <td style="width:25%; text-align: center;">Basic Pay with Scale of Pay and rate of increment</td> <td style="width:45%; text-align: center;">Dearness Pay/interim relief /other Allowances etc., (with break-up details)</td> <td style="width:30%; text-align: center;">Total Emoluments</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </table>	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments					
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<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> <p>(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> <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 _____

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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 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)