



सत्यमेव जयते

DELHI URBAN ART COMMISSION
(A Statutory Body under Ministry of Housing and Urban Affairs, GOI)
Core 6A, UG & First Floor, India Habitat Centre
Lodhi Road, New Delhi-110 003

VACANCY CIRCULAR

Applications are invited for filling up one post of Private Secretary (Group 'B') in the Delhi Urban Art Commission, an autonomous body under Ministry of Housing and Urban Affairs, on **Deputation/Promotion** basis in the Pay Matrix Level 7 of Rs.44,900/- as per following criteria:-

1.	Mode of Recruitment	:	By transfer on deputation (including short term contract)/promotion failing both by direct recruitment. (i) <u>Transfer on deputation:</u> Stenographers Grade 'C' of the Central Secretariat Service with 8 years regular service in the Grade. (ii) <u>Promotion:</u> Grade 'C' Stenographer of Delhi Urban Art Commission with 8 years of regular service will also be considered and in case the Stenographers of the Commission is selected, the post will be treated to have been filled by promotion. (iii) <u>Period of deputation:</u> Not Exceeding three years.
2.	Age	:	Not exceeding 56 years.
3.	Educational and other qualifications	:	<u>Essential:</u> (i) Higher Secondary or equivalent qualification. (ii) A speed of at least 120 words per minute in shorthand and 40 words per minute in typing in English. (iii) Eight years' experience as a Stenographer in a Government office or a semi-Government undertaking. (Relaxable for candidates otherwise suitable).

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The post carries Dearness Allowance, HRA and other benefits like medical reimbursement, LTC etc. as stipulated in the Delhi Urban Art Commission (Employees Terms and Conditions of Service) Regulations amended from time to time.

Applications (in prescribed format) along with self-attested photocopies of all educational & experience certificates, along with duly attested dossiers of APARs/ACRs of last five years not below the rank of Under Secretary or equivalent, addressed to the Secretary, Delhi Urban Art Commission, Core-6A, UG & First Floor, India Habitat Centre, Lodhi Road, New Delhi-110003, should be sent *through proper channel* along with Integrity Certificate, No Objection Certificate, and 'Vigilance Clearance' from their present employer, so as to reach within 60 days of date of issue of this advertisement in the Employment News.

Incomplete application in any respect will be summarily rejected.

The candidates applying will not be permitted to withdraw subsequently.

The Commission reserves the right to cancel the recruitment process at any point of time without assigning any reasons thereof. Last date/closing date of submission of application will be counted/considered for age & experience.

Secretary

APPLICATION PROFORMA

Affix recent
self-attested
passport size
photograph

Post applied for: Private Secretary on deputation

1.	Name, Designation, Name of Organization with complete Address (In block letters)	
2.	Father's Name	
3.	Date of Birth	
4.	Address for communication	
5.	Permanent Address	
6.	Phone/Mobile Number	
7.	Email ID	
8.	Category SC/ST/OBC/Gen/PH (attach certificate)	
9.	Date of entry into service	
10.	Date of Retirement under Central/State Government Rules	

11. Details of Educational, Professional & Technical Qualification:-

Exam Passed	Board/Institution/ University	Subject Studied	Year of Passing	% of Marks	Class/ Division

12. 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)*

13. 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.

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14. Details of Employment, in chronological order. Enclosed a separate sheet duly authenticated by your signature, if the space below is insufficient:-

Name of Office/ Organization	Post held on regular basis	Duration of service		Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of duties performed (<i>in detail</i>) highlighting experience required for the post applied for
		From	To		

15.	Nature of present employment i.e. Ad-hoc or temporary or Quasi-Permanent or Permanent	
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16.	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 organization

Note: *the applications of officers should be forwarded by the Department/ parent cadre along with Cadre Clearance, Vigilance Clearance and Integrity certificate.*

17.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
18.	Please state whether working under (indicate the name of the employer against the relevant column) a) Central Government b) State Government c) Autonomous Organizations d) Government Undertaking e) Others	

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19.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
20.	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.	
21.	Total emoluments per month now drawn	
	Basic Pay in the PB	Grade Pay
		Total Emoluments
22.	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.	
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other allowances etc. (with break-up details)
		Total Emoluments

23. DECLARATION

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished above 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 Applicant)

Address _____

Place: _____

Date: _____

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)