

No.A-35018/10/circular/2016/MF.CGA(A)/Gr.B/79
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS
LOK NAYAK BHAWAN, NEW DELHI

Dated, the 06th May, 2016

CIRCULAR

Please find enclosed herewith the following vacancy circular regarding filling up of post as detailed below:-


S. No	Letter No. Date & Organization	Deputation post with scale	Eligibility
1.	No. SO (E)/674/SA-I(R) dated 22.04.2016 New Delhi Municipal Council (NDMC), New Delhi.	Sr. Audit Officer In the scale of PB-3 (Rs.15600- 39100) with GP Rs. 5400	(i) Holding analogous post on regular basis in the parent cadre and department; or (ii) With 3 years regular service as Audit Officer/Accounts Officer in their department.

The applications of willing and eligible officers may please be forwarded to this office along with Vigilance Clearance Certificate/Integrity Certificate.

While forwarding applications for deputation, this office instruction contained in O.M. No. A.32018/1/2015/MF.CGA (A)/GR.B/243 dated 26th June 2015 and even O.M. No. 1064 dated 11th Feb 2016 may be kept in view.

Encl: As above

To,
Sr.AO (ITD)-For website.


(Chander Prakash)
Account Officer (Gr 'B')

Sp. eed. post

**NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: NEW DELHI
SECRETARY'S ESTT. BRANCH**

No. SO (E)/ 674 /SA-I(R)

Dated: 22.4.16

VACANCY CIRCULAR

To

1. The AC & ARG(P), Office of C&AG of India, Pocket-9, Deen Dayal Upadhyay Marg, New Delhi-110124.
2. ✓ The Controller General of A/Cs, Lok Nayak Bhawan, Khan Market, New Delhi.
3. The Controller General Defence A/Cs, West Block, R.K. Puram, New Delhi.
4. The Director General Postal A/Cs, Department of Post, Dak Bhawan, Sansad Marg, New Delhi.
5. The Principal Secretary (Finance), Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110002.
6. The Director of A/Cs, Office of the Director of A/Cs, Cabinet Sectt., East Block-IX, Level-7, R.K. Puram, New Delhi.

Sub. : Filling up of seven posts of Sr. Audit Officer in New Delhi Municipal Council on deputation basis reg.

Sir,

[Handwritten signatures and initials]
Anil JI
25/4

It is proposed to fill up seven post of **Sr. Audit Officer**, in PB-3: Rs.15600-39100 with Grade Pay of Rs.5,400/-, in **New Delhi Municipal Council on deputation** basis for a period of three years. The period of deputation can be extended/curtailed as per requirement/performance of the individual. For the eligibility conditions/details of the post of Sr. Audit Officer on deputation in NDMC, the post is to be filled on transfer on deputation basis holding analogous posts or 03 years regular service as Audit Officer/Accounts Officer in their department.

2. The applications of the eligible & willing officers, who would be spared in the event of their selection, may be forwarded in the enclosed Proforma (**Annexure-1**) [**Bio-Data**] in duplicate to the undersigned at Room No. 5003, 5th Floor, Palika Kendra, Sansad Marg, New Delhi-110001, within one month from the date of issue of this circular. The application should be duly signed by the applicant and certified by the Head of Department/Employer. The candidates applying for the post shall not be allowed to withdraw their candidature subsequently. The departments/organizations should forward the application along with following documents :

- (iv) That no vigilance case is either pending or contemplated against the officers, so recommended;
- (v) Cadre clearance;
- (vi) Copies of ACRs/APARs for the last 5 years.

[Stamp: 27 APR 2016]
[Handwritten: 20428]

7581
22/4/16

[Handwritten signature]

[Handwritten initials]

3. The Circular along-with the Proforma (Annexure-1) may also be downloaded from the NDMC website: www.ndmc.gov.in

4. Applications received after the closing date or without any of the aforesaid documents or otherwise found incomplete or not in the prescribed Proforma are liable to be rejected.

5. While forwarding the applications, it may be verified and certified that particulars furnished by the officer are correct. Incomplete applications or without the documents mentioned in para-2 above, will not be considered.

6. The aforesaid departments (addressees) are requested to circulate the vacancy in their attached/sub-ordinate offices etc.

Yours faithfully,

Encls. as above.


(SANJAY JAIN)
JOINT DIRECTOR (ESTT.)
011-23744985

Copy to:

1. Jt. Director (IT) is requested to upload the above Vacancy Circular on the website of NDMC.
2. P.S. to Chairman for information.
3. P.S. to Secretary for information.
4. PA to Director (P) for information.

BIO-DATA/PROFORMA

1. Name in Block letter :
2. Date of Birth (in Christian era) :
3. Date of appointment in Govt. service:
4. Cadre/Service:
5. Contact details (phone/mobile):
6. Email ID:
7. Complete Experience/Posting:

Post held office/Instt./orgn.	Post held	From	To	Scale of pay with grade	Nature of duty

* In chronological order. Enclose a separate sheet, duly authenticated with your signature, if the space below is insufficient.

8. 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 insufficient.

[]
Signature of the candidate with date

It is certified that the above information is true as per records available.

(Signature of the forwarding officer with office seal)