DIRECTORATE OF EDUCATION: GNCT OF DELHI
COORDINATION BRANCH: LUCKNOW ROAD: DELHI

No.30-3(17)(8)/Misc./Coord/2012/ 6207-32  Dated:- 21/8/12

CIRCULAR

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.

Please find enclosed herewith a copy of letter No.F.19/15/2012/AR/8641-8800/C dated 01/8/2012 along with its enclosure received from Administrative Reforms Department, GNCT of Delhi, Delhi Secretariat, New Delhi on the subject cited above, for information.

Encl: As above.

(Sashi Kaushal)
Spl. Director of Education (Coord.)

No.30-3(17)(8)/Misc./Coord/2012/ 6207-22  Dated:- 21/8/12

Copy to:-
1. PS to Director (Education), Directorate of Education, GNCT of Delhi.
2. PS to Spl. Director of Education (Admin.), Directorate of Education, Delhi
3. PS to Addl. Director of Education (School), Directorate of Education, Delhi
4. All RDEs/DDEs of Districts Directorate of Education, Delhi (through website).
5. All HOS and Branch Incharges of Head Quarter of Education Department, GNCT of Delhi (through website).
6. OS (IT) with the request to upload the Circular on the website.

(Sashi Kaushal)
Spl. Director of Education (Coord.)
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, I. P. ESTATE, NEW DELHI

No. F.19/15/2012/AR/ 8641-8800/C Dated: 01/08/12

To

1. All Ministries/Departments of Govt. of India,
2. All Heads of Departments/Secy. To Ministers, Govt. of NCT of Delhi.

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

Sir/Madam,

This Department proposes to fill 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-2006 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
        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.
(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
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).

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Qualifications/experience required</th>
<th>Qualifications possessed by the officer</th>
<th>experience</th>
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<td>Essential</td>
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<tr>
<td>Desired</td>
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6. Details of employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

<table>
<thead>
<tr>
<th>Office/Institution/Organization</th>
<th>Post Held</th>
<th>From</th>
<th>To</th>
<th>Scale of pay and Basic Pay</th>
<th>Nature of Duties</th>
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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 :
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 along with 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