

File No. A-11013/1/2015-DDII (Computer No. 3115485)
Government of India
Ministry of Housing & Urban Affairs
(Delhi Division)
Nirman Bhawan, New Delhi

Sub: Advertisement for filling up the post of Secretary in Delhi Urban Art Commission (DUAC) in Pay Band-4 : Rs. 37,400 - 67,000/- plus Grade Pay Rs. 8,700/- (Level-13 of pay matrix as per 7th CPC).

It has been decided to fill up the post of **Secretary** in Pay Band-4, Rs. 37,400 - 67,000/- with Grade Pay Rs. 8,700/- (Level- 13 of pay matrix as per 7th CPC) in Delhi Urban Art Commission (DUAC), an autonomous body under the purview of Ministry of Housing and Urban Affairs, through composite method of recruitment, **i.e. deputation (including short term contract)/ promotion.**

2. Applications are invited to fill up the post from the officers of Central / State Government or organisations dealing with public works or town planning on deputation, who possess the following eligibility criteria:

(a) (i) holding analogous posts on a regular basis in the parent cadre or Department, **or**

(ii) with five years regular service in the grade rendered after appointment there to on regular basis in the pay band of Rs. 15,600-39,100/- with grade pay of Rs. 7,600/-, **or**

(iii) with ten years regular service in the grade rendered after appointment thereto on regular basis in the pay band of Rs. 15,600-39,100/- with grade pay of Rs. 6,600/-; and

(b) Educational Qualifications:

Essential: Degree in Architecture or Town Planning or equivalent from a recognized university;

Desirable:

(a) fifteen years' experience in Town Planning/ Architecture in local bodies/townships;

(b) good knowledge of Delhi's building bye-laws;

(c) original work done in the field of Town Planning.

Note 1: A departmental candidate in the feeder grade of Assistant Secretary (Tech) in Pay Band of Rs. 15,600-39,100/- with Grade Pay of Rs. 6,600/- with 10 years regular service in the grade shall also be eligible to be considered for this post along with the outsiders and in case he is selected, his appointment shall be deemed to have been made by promotion.

3. General Conditions :

(i) Candidates should apply through their Cadre Controlling Authority in the parent department in the proforma (**Annex-I**) prescribed by DoPT vide OM No. F.No.AB-14017/28/2014-Estt (RR) dated 02.07.2015 along with relevant documents. The applications/ CVs not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.

(ii) The application in the prescribed proforma should be forwarded by the concerned Cadre Controlling Authority certifying that the details furnished by the candidate are correct.

(iii) Applications received after the last date or otherwise found incomplete will not be considered. The officers who apply for the post will not be allowed to withdraw their candidature subsequently.

(iv) The period of deputation shall be three years which may, however, be terminated at any time before completion of three years at the discretion of the Central Government.

(v) The APARs for the last five years, duly certified by the Group-A officer in the parent department, along with latest vigilance clearance report indicating the pending and settled disciplinary/ criminal cases and the details of penalties imposed, if any, should also be furnished.

(vi) The maximum age-limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of the receipt of applications.

(vii) The post is exempted from the rule of permanent absorption.

4. The eligible and willing officers may submit their applications in the prescribed proforma through their Cadre Controlling Authorities along with all relevant documents to **Shri V. K. Kushwaha, Under Secretary (Delhi Division-II), Ministry of Housing and Urban Affairs, Room No. 311-C, Nirman Bhawan, New Delhi - 110011 within 45 days of the publication of this advertisement in the Employment News.** Incomplete applications and advance copies shall not be considered and shall be summarily rejected.

(V. K. Kushwaha)
Under Secretary to the Govt. of India
Tel.No. 011-23063401
Annexure-I

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 : Degree in Architecture or Town Planning or equivalent from a recognized university.				A. Qualification	
B. Experience : Officers of the Central Government or State Government or organisations dealing with public works or town planning - (i) holding analogous posts on a regular basis in the parent cadre or Department, or (ii) with five years regular service in the grade rendered after appointment thereto on regular basis in the pay band of Rs. 15,600-39,100/- with grade pay of Rs. 7,600/-, or (iii) with ten years regular service in the grade rendered after appointment thereto on regular basis in the pay band of Rs. 15,600-39,100/- with grade pay of Rs. 6,600/-.				B. Experience	
Desirable				Desirable	
Experience : (a) fifteen years' experience in Town Planning/ Architecture in local bodies/townships; (b) good knowledge of Delhi's building byelaws; (c) original work done in the field of Town Planning.					
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.					
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 high-lighting 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	
9.1 Note: In case of Officers already on deputation, the applications of such officer should be forwarded by the parent Cadre/Department alongwith 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/ organisation.					
10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.					
11. Additional details about present employment: 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					