

**Vacancy Circular**

**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 thereon 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:**

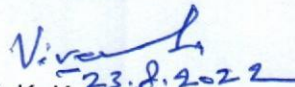
- (a) fifteen years' experience in Town Planning/ Architecture in local bodies/townships;  
(b) good knowledge of Delhi's building bye-laws;  
(c) original work done in the field of Town Planning.

**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.

  
23.8.2022  
(V. K. Kushwaha)

Under Secretary to the Govt. of India  
Tel.No. 011-23063401

Copy forwarded to:-

1. The Editor, Employment News, East Block-IV, Level-5, R. K. Puram, New Delhi-110066.
2. Secretary, DUAC, India Habitat Centre, Lodhi Road, New Delhi- with the request to upload this vacancy circular in the official website of Delhi Urban Art Commission.
3. Sr. Technical Officer, NIC, MoHUA -with a request to upload the vacancy circular on the official website of the Ministry of Housing and Urban Affairs.
4. DG, CPWD, Nirman Bhawan- with the request to upload this vacancy circular in the official website of CPWD.

5. Chief Planner, TCPO, Azad Bhawan Road, I P Estate, New Delhi-110002- with request to upload this vacancy circular in the official website of TCPO.
6. S.O. (IT Cell) to upload the vacancy circular in e-office portal of MoHUA

Copy for information to:-

1. Sr. PPS to Secretary, MoHUA
2. PPS to AS (D), MoHUA
3. PS to Dir (DD), MoHUA

*Vivek*  
23.8.2022

(V. K. Kushwaha)  
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