

DELHI DEVELOPMENT AUTHORITY
OFFICE OF THE COMMISSIONER (PERSONNEL)
Vikas Sadan, INA New Delhi -110023

No. F. 9(158)2015/PB-I/3305

Dated: 1/12/16

TO

1. The Principal Director (Personnel),
o/o C&A. G. of India,
9, Deen Dayal Upadhyay Marg,
New Delhi – 110024
2. The Chief Advisor (Cost)
Ministry of Finance,
Department of Expenditure,
2nd Floor, 'C' Wing, Lok Nayak Bhavan
New Delhi -110023
3. The Controller General of Defence Accounts
Ulan Batar Road, Palam,
Delhi Cant, New Delhi- 110010
4. The Dy. Director (Admn.)
o/o The Director General of Audit,
Post & Telecommunications,
Sham Nath Marg, Civil Lines,
Delhi -110024
5. The Pr. Secretary (Finance)
4th Level, A – Wing, Delhi Secretariat
IP Estate, New Delhi -110024
6. The Chief Personnel Officer
Northern Railway,
Baroda House, New Delhi -110001
7. The Secretary, Railway Board
Rail Bhawan, Raisina Road, New Delhi- 110014

Sub : Filling up 04 posts of Dy. Chief Accounts Officer in DDA on Deputation basis.

Sir,

Four posts of Dy. Chief Account Officer in Group – A in the pay band -3 of Rs. 15600-39100/- with grade pay of Rs. 6600/- (pre-revised) is proposed to be filled up on deputation basis. The eligibility conditions for deputation are as under:-

2 From such of the officers holding analogous posts under Central/State Governments/Autonomous Bodies in the parent cadre/department or with minimum five years service in the pay scale of Rs. 15600-39100/- with grade pay 5400/- in pay band- 3 (pre-revised) having qualification of CA or ICWA.

3 The pay and allowances of the officer selected on deputation will be regulated in accordance with the Deptt. of Personnel & Trainings OM No. 6/8/2009-Esstt.(pay) –II dated 17th June, 2010 as amended from time to time.

The name of eligible and willing officers may kindly be forwarded along with their ACRs/APARs for the last five years and Vigilance Clearance certificate to this office within 60 days of the date of publication issue of notice in employment news (which is 17.12.2016), i.e. upto 17.02.2017.

(Applications received after the last date or without copies of relevant documents will not be considered).


(M.K.Gupta)
Commissioner (Personnel)

Copy for kind information to :

- 1 Director (System), DDA with the request to upload this letter on DDA's website.

Commissioner (Personnel)

Bio-data /Curriculum Vitae (CV) proforma for submission by the candidate for appointment by deputation

1.	Name and address (in Block Letters)				
2.	Date of Birth				
3.	i)Date of entry into service ii)Date of retirement under Central /State government Rules				
4.					
5.		Qualifications/ experience possessed by the officer			
		Essential			
		A)Qualification:-			
		B) Experience			
		Desirable			
	A)Qualification:-				
	B) Experience				
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
					Nature of Duties

					held on regular basis	(in detail) highlighting experience required for the post applied for
<p>*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 / 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:</p>						
	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 organization.	

9.1	Note:- In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre / Department along with 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 / organization.	
10.	If the 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	
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13.	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	
14	Total emoluments per month now drawn	
	Basic Pay in the PB	Grade Pay
		Total Emoluments

15.	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
16A.	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement).		
16B	Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards / Scholarships / Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research / innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)		
17.	Whether belongs to SC/ST		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae 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 / detail 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 the candidate)

Address _____

Date _____

Certification by the 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 Sh./Smt.
- ii) His / Her integrity is certified.
- iii) His / Her APARs 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

(Cadre Controlling Authority with Seal)