SUB: Regarding sponsoring the names for appointment to the post of Administrative Officer/Asstt. Assessor & Collector on deputation basis in the North DMC.

Sir/Madam,

I am directed to say that a few posts of Administrative Officer/Asstt. Assessor & Collector in PB-2 Rs. 9300-34800 + 5400 G.P. (pre-revised) respectively are vacant/likely to fall vacant in near future and required to be filled up on deputation basis in North Delhi Municipal Corporation.

2. As per notified RRs to the post of Administrative Officer/Asstt. Assessor & Collector:-

 Officers under the Central Govt/State Govt.

(i) Holding analogous post on regular basis in the parent cadre or department; or

(ii) With 2 year's service in the grade rendered after appointment thereto on a regular basis in the Pay Band-2 Rs. 9300-34800 + G.P Rs. 4800/- or equivalent in the parent cadre/department; or
(iii) With 3 year's service in the grade rendered after appointment thereto on a regular basis in the pay Band-2 Rs. 9300-34800 + Grade Pay Rs. 4600/- or equivalent in the parent cadre/department and

(b) Possessing qualifications and experience prescribed for direct recruits i.e. Degree from a recognized University and 3 year experience of Assessment and Valuation of properties or administrative experience in a responsible position.

are eligible for appointment to the post of Administrative Officer/Asstt. Assessor and Collector on deputation basis in North DMC.

3. Since, the North Delhi Municipal Corporation follows the Rules/Regulations/Instructions of the Govt. of India, the laid down terms and conditions of deputation of the Govt. of India shall be applicable *mutatis mutandis* to the officer on deputation basis.

4. It is, therefore, requested that the names of suitable and willing officers along with their Application (Specimen enclosed), Bio-data, ACRs for the preceding five (5) years, Integrity Certificate, Vigilance Clearance and Cadre Clearance etc. may kindly be forwarded, within a period of 30 days so as to reach in the office of:

   Assistant Commissioner (Estt.),
   North Delhi Municipal Corporation,
   13th Floor, Dr. Shyama Prasad Mukherjee Civic Centre,
   New Delhi-110002

   An advance copy of the application may be delivered at the given address and also by e-mail at directorp-ndmc@ncd.gov.in.

5. This may kindly be given PRIORITY.

   (Pankaj Kumar Sharma)
   Asstt. Commissioner/Estt.

Encl:- As above

Copy to:
1. S.O-I/(CED) with the request to upload the same on the website of North DMC.
2. Addl. Director (IT), North DMC to upload the same on the website of North DMC under the head Vacancy on deputation & News & Events as well.
APPLICATION

Post applied for: Administrative Officer/Asstt. Assessor & Collector.

1. Name in Block Letters
2. Father's/Husband's Name
3. Date of Birth (in Christian era)
4. Date of Retirement under Central/State Govt. Rule
5. Nationality
6. Male/Female
7. Marital Status
8. Whether belongs to SC/ST/OBC
9. (i) Present/Correspondence Address
   Phone No.
   (ii) Permanent Address
   Phone No.
10. Post held on regular basis
    (a) Name of the post
    (b) Date from which held
    (c) Pay Scale (Pay Level)

11. Educational Qualification

<table>
<thead>
<tr>
<th>SN</th>
<th>Qualification</th>
<th>Subject</th>
<th>Year of passing/Division</th>
<th>Institute</th>
</tr>
</thead>
</table>

12. Experience & Employment Details (attach extra sheet, if required)

<table>
<thead>
<tr>
<th>SN</th>
<th>Post Held</th>
<th>Organisation/Deptt.</th>
<th>Period</th>
<th>Pay Scale</th>
<th>Emoluments</th>
<th>Nature of Duties</th>
</tr>
</thead>
</table>

UNDEARTAKING

I solemnly affirm that the above information submitted by me is correct to the best of my knowledge & belief. I also undertake that in the event of my selection to the above post, I will not withdraw my candidature or decline the post when offered.

Signature of the candidate
Phone/Contact No.

Dated: _________

List of enclosures