

A-12034/8/2020-Secy-Estt. E-63996
 NEW DELHI MUNICIPAL COUNCIL
 PALIKA KENDRA: NEW DELHI
 SECRETARY ESTABLISHMENT

No. 246/S.O (Secy Estt.) / 2025
VACANCY CIRCULAR

dt. 29/7/2025

To,

1. The Secretary, Ministry of Home Affairs, North Block, New Delhi.
2. The Secretary, Department of Personnel & Training, GOI, New Delhi
3. The Secretary (Services), Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.

Subject: Filling up three (3) posts of Director in NDMC on deputation basis in the Pay Level-12 under 7th CPC Pay Matrix

Sir,

NDMC proposes to fill up Three (3) posts of Director in the Pay Level-12, under 7th CPC on deputation basis for a period of three (03) years. As per RRs, the eligibility criteria required for the post are as under:-

(a) Officers of the Central/State Govts./Uts :-

- (i) Holding analogous posts on regular basis; or
- (ii) With five years' regular service in the post in the Pay Level-11 under 7th CPC or equivalent

(b) Possessing following educational qualifications and experience:-

- (i) Degree from a recognized university or equivalent.
- (ii) 10 years experience in administration/ establishment/ accounts matters.

2. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation.

(Similarly deputationist shall not be eligible for consideration for appointment by promotion. 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 to exceed five 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).

3. The circular along with the Proforma (**Annexure-1**) can also be downloaded from the NDMC website : www.ndmc.gov.in.
4. Applications alongwith Curriculum Vitae of the candidates and attested copies of their qualifications and experience certificates, APARs for last 5 years, Vigilance/Integrity certificate must reach through proper channel in the Office of Director (Personnel), Room No. 5016, 5th Floor, NDMC, Palika Kendra, Sansad Marg, New Delhi-110001 **latest by 14.09.2025** . The envelope containing application should be superscripted "**APPLICATION FOR THE POST OF DIRECTOR**".
5. Applications received after the closing date or without any of the aforesaid documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected.
6. Number of vacancies can be changed depending upon administrative requirement.

Yours faithfully,

Manish
29/07/2025

Encls. : As above

Jt. Director (Personnel)
Tel. No 011-23364210

Copy to:-

1. Jt. Director/Nodal Officer (IT) is requested to upload the vacancy circular on the website of NDMC
2. PS to Chairman for information
3. PA to Secretary for information

MANISH KUMAR
Jt. Director (Personnel)
New Delhi Municipal Council