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04 AUG 2021

Central Establishment Department
13th Floor, Dr. SPM Civic Centre,
JLN Marg, New Delhi - 110002,
Email: directorp-ndmc@nctd.nic.in
Ph: 2322 6301, 2322 6318

No: F.11(55)CED(NDMC)/AO-1/2021/710

Dated: 28.07.2021.

CIRCULAR

1. All Secretaries, Government of India.
2. All Chief Secretaries, States/Union Territories.
3. Director (P), New Delhi Municipal Council, New Delhi.
4. Vice Chairman, DDA, Vikas Sadan, INA, New Delhi.
5. The Dy. Secy. (Services), Govt. of National Capital Territory of Delhi, Players Bldg., IP Estate, New Delhi.
6. The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt., Delhi - 110010.
7. Director (Local Bodies), 9th Level, A wing, Delhi Sachivalaya, Delhi - 110002
8. All Public Sector Undertaking (PSU) under Central Government.
9. All Public Sector Undertaking (PSU) under Govt. of National Capital Territory of Delhi.
10. Addl. Director (IT) with the request to upload the circular in "News & Events" link & also in the box "Vacancies on deputation" on the website of Corporation.

Sub: - Sponsoring of Names for appointment of Director (Press & Information) in North Delhi Municipal Corporation on deputation basis.

Sir/Madam,

I have been directed to communicate that the post of Director (Press & Information) is required to be filled up urgently in North Delhi Municipal Corporation on deputation basis in Level -12 of Pay Matrix as per 7th CPC (Pre-revised scale in PB- 3 Rs. 15600-39100 + GP 7600/- in 6th CPC). The eligibility conditions/qualifications are given below:-

Officers dealing with journalistic and publication works under the Central/States Governments/UTs/Public Sector Undertaking/Semi Govt. Autonomous or Statutory Organisations:-

- (i) Holding analogous posts on regular basis in the parent cadre/department.
 - OR**
 - (ii) With 05 years service in the grade rendered after appointment thereto on regular basis in the pay scale of Level -11 of Pay Matrix as per 7th CPC (Pre-revised scale in PB- 3 Rs. 15600-39100 + GP 6600/- in 6th CPC) or equivalent in the parent cadre/department.
- And,

Possessing the following educational qualification and experience:-

- (a) Degree of recognised University or equivalent with English and Hindi/Urdu as a subject.
- (b) Degree/PG Diploma in Journalism of a recognised University/Institution or equivalent.
- (c) 10 Years experience in supervisory capacity of Journalism/Public work under Govt. department or in a News Paper/News Agency or Publicity Organisation.

2. Since, the North DMC 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 officers on deputation basis in North DMC.

Further, the maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

Contd.....2/-

3. It is therefore, requested that the names of suitable and willing officers fulfilling the above conditions, along with (i) their applications and bio-data with certification that the entries in the applications have been verified from the records and found correct. (ii) ACRs/APARs for the preceding 05 years. (iii) Integrity certificate. (iv) Vigilance Clearance including certification that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the officer concerned. (v) Cadre clearance and (vi) List of major/minor penalties, if any imposed on the officer during the last ten years/No penalty certificate, etc. **(an advance copy through e-mail)** may please be forwarded to the Director (Personnel), North Delhi Municipal Corporation, 13th Floor, Dr. SP Mukherjee, Civic Centre, JL Nehru Marg, New Delhi -110002, within 45 days of issue of this letter/circular to enable us to consider selection for appointment to the above post on deputation basis. Application proforma is attached.

4. This may please be given TOP PRIORITY.

*h/20m
26/7/21*
(Dr. Deepak Sharma)
Director (Personnel)

Encl : Application Proforma

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APPLICATION

PHOTO

**APPLICATION FOR THE POST OF DIRECTOR (PRESS & INFORMATION) IN
NORTH DELHI MUNICIPAL CORPORATION ON DEPUTATION BASIS.**

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

S.No.	Qualification	Subject	Year of passing/Division	Institute

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

S.No.	Post Held	Organisation/ Deptt.	Period		Pay Scale	Nature of
					Emoluments	Duties

UNDERTAKING

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