

Email

S. B. Deepak Kumar

**Subject: Fwd: Reg: Vacancy Circular for various cadre posts on deputation basis in DSIIDC.**

**From :** Shri Vijay Kumar Dev <csdelhi@nic.in>

Mon, Mar 21, 2022 05:03 PM

**Subject :** Fwd: Reg: Vacancy Circular for various cadre posts on deputation basis in DSIIDC.

1 attachment

**To :** S. B. Deepak Kumar <secservices@nic.in>

Secy 2022/6055  
22/03/22

**From:** "personnel dsiidc" <personnel.dsiidc@gmail.com>

**To:** "K D Tripathi" <secy.president@rb.nic.in>, "I V Subbarao" <secyvp@nic.in>, "Sanjay Agarwal" <secy-agri@nic.in>, "Trilochan Mohapatra" <dg.icar@nic.in>, "Jatindranath Swain" <secy-fisheries@nic.in>, "Mr Atul Chaturvedi" <secyahd@nic.in>, chairman@dae.gov.in, "RAJESH KOTTECHA" <secy-ayush@nic.in>, "Office of Secretary (C&PC)" <sec.cpc@nic.in>, "Ms S. Aparna" <secy-pharma@nic.in>, "secy moca" <secy.moca@nic.in>, "Anil Kumar Jain" <secy.moc@nic.in>, "Commerce Secretary Office" <csosoffice@nic.in>, "Secy DPIIT" <secy-ipp@nic.in>, "K Rajaraman" <secy-dot@nic.in>, secretary-posts@indiapost.gov.in, "ROHIT KUMAR SINGH" <secy-ca@nic.in>, "Mr Sudhanshu Pandey" <secy-food@nic.in>, "Secretary MCA" <secy.mca@nic.in>, "Govind Mohan" <secy-culture@nic.in>, "Raj Kumar" <sdpns@nic.in>, "Shri B. Anand" <secyesw@nic.in>, "DEFENCE SECRETARY" <defsecy@nic.in>, "Mr Lok Ranjan" <secydoner@nic.in>, "Dr M Ravichandran" <secretary@moes.gov.in>, "Ms Anita Karwal" <secy.sel@nic.in>, "K. Sanjay Murthy" <secy.dhe@nic.in>, "Shri K. Rajaraman" <secretary@meity.gov.in>, "Ms Leena Nandan" <secy-moef@nic.in>, "SAURABH KUMAR" <secyeast@mea.gov.in>, "Dammu Ravi" <secyer@mea.gov.in>, "Sanjay Verma" <secywest@mea.gov.in>, "Dr. Ausaf Sayeed" <secycpv@mea.gov.in>, "Shri Ajay Seth" <secy-dea@nic.in>, "T.V. Somanathan" <secyexp@nic.in>, "Shri Tarun Bajaj Secretary DOR" <rsecy@nic.in>, "Sanjay Malhotra" <secy-fs@nic.in>, "Secretary MoFPI" <secy.mofpi@nic.in>, "Mr Rajesh Bhushan" <secyhfw@nic.in>, "Prof. Balram Bhargava" <balram.bhargava@gov.in>, "Arun Goel" <shioff@nic.in>, "Shri Ali R. Rizvi" <secy-dpe@nic.in>, "Dr. Dharmendra Singh Gangwar" <secybm@nic.in>, "Secy-ol." <secy-ol@nic.in>, "Secretary Iscs" <secy-iscs@nic.in>, "Ajay Kumar Bhalla" <hshso@nic.in>, "Manoj Joshi" <secyurban@nic.in>, "Aparna Chandra" <secy.inb@nic.in>, "Secretary DIPAM" <secydivest@nic.in>, "Shri Pankaj Kumar" <secy-mowr@nic.in>, "Ms. Vini Mahajan" <secydw@nic.in>, "O/o Secy Labour Employment" <secy-labour@nic.in>, "Barun Mitra" <secy-jus@gov.in>, "Sh. Anoop Kumar Mendiratta" <secylaw-dla@nic.in>, "Secretary LD" <secyoffice-ld@gov.in>, "Bidyut Behari Swain" <secretary-msme@nic.in>, "Alok Tandon" <secy-mines@nic.in>, "Secretary (Minority Affairs)" <secy-mma@nic.in>, "Mr. Indu Shekhar Chaturvedi" <secy-mnre@nic.in>, "Mr Sunil Kumar" <secy-mopr@nic.in>, "Gyanesh Kumar" <secympa@nic.in>, "Office of Secretary, Personnel" <secy\_mop@nic.in>, "Shri V. Srinivas" <secy-arpg@nic.in>, "Secy PNG" <sec.png@nic.in>, "Office of Secretary Ports Shipping and Waterways" <secyship@nic.in>, "Shri Alok Kumar" <secy-power@nic.in>, "SECRETARY MORTH" <secy-road@nic.in>, "Mr Nagendra Nath Sinha" <secyrd@nic.in>, "Mr Ajay Tirkey" <secy-dolr@nic.in>, "Ajay Tirkey" <tirkeyaj@ias.nic.in>, "SECRETARY DST" <dstsec@nic.in>, "Dr Rajesh S Gokhale" <secy@dbt.nic.in>, "DG CSIR" <dg@csir.res.in>, "Director General CSIR" <dgcsir@csir.res.in>, "Rajesh Aggarwal" <secy-msde@nic.in>, "Mr R Subrahmanyam" <secywel@nic.in>, "Ms. Anjali Bhawra" <secretaryda-msje@nic.in>, "Secretary NCSC" <secretary-ncsc@nic.in>, chairman@isro.gov.in, "Dr(Mr) G P Samanta" <secretary@mospi.gov.in>, "Sanjay Singh" <secy-steel@nic.in>, "Secretary Textiles" <secy-textiles@nic.in>, "Secretary Tourism" <sectour@nic.in>, "Lakshmi Naryain" <secy-tribal@nic.in>, "Mr Indavar Pandey" <secy.wcd@nic.in>, "SUJATA CHATURVEDI" <secy-sports@nic.in>, "Secretary Youth Affairs" <secy-ya@nic.in>, "Chief Secretary Andamans" <cs-andaman@nic.in>, "Dr. Sameer Sharma, IAS" <cs@ap.gov.in>, csarunachal@nic.in, "Jishnu Barua IAS" <cs-assam@nic.in>, "Chief Secretary Bihar" <cs-bihar@nic.in>, "Chief Secretary Office" <csosoffice.cg@gov.in>, "Shri Vijay Kumar Dev" <csdelhi@nic.in>, "Chief Secretary" <cs-go@nic.in>, chiefsecretary@gujarat.gov.in, "Sanjeev Kaushal, IAS" <cs@hry.nic.in>, "cs hp" <cs\_hp@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "Shri Sukhdev Singh" <cs-jharkhand@nic.in>.

SS (Services)-I

DS-H

8/21/22 7:33  
SO (Coord)

24/3

S. A. (Secy)  
24/3/22

1780

Delhi

3/21/22, 5:28 PM

Email

cs@karnataka.gov.in, "Dr.V.P.Joy IAS" <chiefsecy@kerala.gov.in>, "Iqbal Singh Bains" <cs@mp.nic.in>, cs@maharashtra.gov.in, csmanipur@nic.in, "cso-meg" <cso-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "Suresh Chandra Mahapatra" <csori@nic.in>, cspon@nic.in, "cs pondicherry" <cs.pondicherry@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, csraj@rajasthan.gov.in, "Mr S.C Gupta" <cs-skm@hub.nic.in>, cs@tn.gov.in, "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, cstripura@gmail.com, "CHIEF SECRETARY GoUP" <csup@nic.in>, "chief secretary" <cs-uttarakhand@nic.in>, chiefsecyuk@gmail.com, "Shri H K Dwivedi" <cs-westbengal@nic.in>, "S. B. Deepak Kumar" <secservices@nic.in>, "CAG Office" <cagoffice@cag.gov.in>, "KV Hamza" <sys@nic.in>, "chairman cdbt" <chairman.cdbt@incometax.gov.in>, chmn-cbi@gov.in, "SHAIENDRA SHARMA" <cpwd\_dgw@nic.in>, "Juglal Singh" <diradmin@nic.in>, "bd nbcc" <bd.nbcc@nic.in>, "cmd nbcc" <cmd.nbcc@nic.in>, "JS Armed" <jsaf-mod@gov.in>

**Sent:** Monday, March 21, 2022 4:16:19 PM

**Subject:** Reg: Vacancy Circular for various cadre posts on deputation basis in DSIIDC.

Sir/Ma'am,

In reference to the above cited subject, a Vacancy Circular No. 03/2022 dated 16.03.2022 is being attached herewith for circulation among the eligible officers/officials of your organization/department.

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Yours faithfully,  
Personnel Division  
DSIIDC, Head Quarter  
N-36, Bombay Life Building,  
Connaught Circus, New Delhi-110001  
011-23314231-34  
Extn.-169, 131

75  
Azadi Ka  
Amrit Mahotsav

— Vacancy Circular.pdf  
1 MB



Delhi State Industrial & Infrastructure Development Corp. Limited  
N-36, Bombay Life Building, Connaught Circus, New Delhi-110 001  
(Personnel Division)

No: DSIIDC/Estt./Dep.Rec/2021/ 956

Date: 16.03.2022

CIRCULAR


To,

1. All Secretaries, Government of India.
2. All Chief Secretaries, States/UTs.
3. The Secretary (Services), Govt. of NCT of Delhi, Delhi Secretariat Complex, 7<sup>th</sup> Level, B- Wing & 5<sup>th</sup> Level, A-Wing, I.P. Estate, New Delhi- 110 002
4. The Comptroller & Auditor General of India, 10 BSZ Marg, New Delhi- 110 002.
5. The Controller General of Accounts, Ministry of Finance, Mahalekha Niyantrak Bhawan, GPO Complex, Block E, Aviation Colony, INA Colony, New Delhi- 110 023.
6. The Chairman, Central Board of Direct Taxes, Ministry of Finance, North Block, New Delhi- 110 001.
7. The Chairman, Central Board of Indirect Tax & Customs, Ministry of Finance, North Block, New Delhi- 110 001.
8. The Directorate General (Works), CPWD, Nirman Bhawan, New Delhi- 110 108.
9. The Secretary DoPT, North Block, New Delhi- 110 001 with the request to circulate the advertisement in the department of GoI and Autonomous bodies.
10. The Chairman, NBCC, Lodhi Road, New Delhi, Delhi 110003.
11. The Joint Secretary (Armed Forces), Ministry of Defence, Defence Office Complex, Hall No. 2, 2<sup>nd</sup> Floor, 'A' Block, Africa Avenue, Near Sarojini Nagar Bus Depot, New Delhi- 110 023

**Subject: - Vacancy Circular for appointment to the post of Financial Adviser, Chief Engineer (Civil), Superintending Engineer (Civil & Electrical), AEE (Civil), Divisional Manager, Sr. Manager & Manager on deputation basis in DSIIDC**

With reference to the above cited subject, please find attached Vacancy Circular No. 03/2022 dated 16.03.2022 with request to circulate the same among the eligible officers of your organization.

The advertisement has already been published in Times of India and Danik Jagran on 16.03.2022 and is available at the portal of DSIIDC i.e. [www.dsiidc.org](http://www.dsiidc.org).

  
(Sanjiv Kumar)  
Chief Manager (Pers.)

Encl.: - as above



Delhi State Industrial & Infrastructure Development Corporation Ltd.  
N-36, Bombay Life Building, Connaught Circus, New Delhi-110001  
Tel: +91-11-23713346, website: [www.dsiidc.org](http://www.dsiidc.org)

### Advertisement No. 03/2022

#### NOTICE FOR RECRUITMENT ON DEPUTATION BASIS

Applications are invited for the following posts on deputation basis from the eligible officers of Central Government/ State Government/ Public Sector Undertaking/ Autonomous organisations/ Equivalent cadre of Govt. of NCT of Delhi:-

S.No.	Name of the Post	No. of Posts*	The level of Pay Matrix
1.	Financial Adviser	01	Level-13A [ Rs. 37400-67000+8900(GP) : Pre-revised]
2.	Chief Engineer (Civil)	01	Level-13A [ Rs. 37400-67000+8900(GP) : Pre-revised]
3.	Superintending Engineer (Elect.)	01	Level-12 [ Rs. 15600-39100+7600(GP) : Pre-revised]
4.	Superintending Engineer (Civil)	01	Level-12 [ Rs. 15600-39100+7600(GP) : Pre-revised]
5.	Assistant Executive Engineer (Civil)	06	Level-10 [ Rs. 15600-39100+5400(GP) : Pre-revised]
6.	Divisional Manager	04	Level-11 [Rs. 15600-39100+6600(GP) : Pre-revised]
7.	Senior Manager	08	Level-10 [ Rs. 15600-39100+5400(GP) : Pre-revised]
8.	Manager	10	Level-8 [ Rs. 9300-34800+4800(GP) : Pre-revised]

*\*Number of post is subject to change on the requirement of the Corporation.*

The complete application (in all respect) must be received within **three weeks from the date of advertisement**. Applications received after due date will not be entertained.

The deputation will be initially for a period of one year and likely to extend further. The applicants may forward their application through proper Channel alongwith NOC, Vigilance Clearance and APARs for the last five years. For further details kindly refer to the detailed Advertisement and Recruitment Rules on our website [www.dsiidc.org](http://www.dsiidc.org)

Sd/-  
Chief Manager (Personnel)

**NOTICE FOR RECRUITMENT ON DEPUTATION BASIS**

Applications are invited for the following posts '**On Deputation Basis**' from the eligible officers of Central Government/ State Government/ Public Sector Undertakings/ Autonomous organisation/equivalent cadre of Govt. of NCT of Delhi.:

S. No.	Name of the post	Number of Post*	The level of Pay Matrix	Recruitment Rules
1.	Financial Adviser	01	Level-13A	<p>Candidates with Commerce/ Finance/Economics background having minimum 12 years of service in any of the Group 'A' organized services under Direct Recruitment like Indian Audit &amp; Accounts Service/ Indian Revenue Service/ Indian Civil Accounts Service/ Indian Defence Accounts Service/ Indian Postal and Accounts Service/Indian Railway Accounts Service/Indian Cost Accounts Service and other Organized Services of Govt. of India in the domain of Audit/Accounts..</p> <p align="center"><b>OR</b></p> <p>CA/CMA/MBA (Specialization in Finance)/ PG Degree (in commerce/ economics) with minimum of 15 years of regular service in Group 'A' in any of the Central/ State Government/ PSUs/ Autonomous Organization/ equivalent cadre of the Government of NCT of Delhi.</p>
2.	Chief Engineer (Civil)	01	Level-13A	<p>a) Holding analogous Post on regular basis in parent cadre or department.</p> <p align="center"><b>OR</b></p> <p>(i) Deputy Chief Engineer(Civil) in the Level 13 in any of the Central/State Government/ PSUs / Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi with 2 years of regular service in the grade.</p> <p align="center"><b>OR</b></p> <p>(ii) Superintending Engineer (Civil) in the Level 12 in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi with 6 years of regular service.</p> <p><b>b) Possessing the following qualifications:</b></p> <p>(i) Degree in Civil Engineering from a recognized University/Institute.</p> <p><b>Experience:</b></p> <p>(i) Worked for a minimum of 15 years in Group 'A' posts in a Central/State Government/ PSU/ Autonomous Organization.</p> <p>(ii) Experience in contract law, e-governance, building by laws and construction of large scale buildings.</p>

				<b>Desirable:</b> <ul style="list-style-type: none"> <li>(i) M.Tech (Civil)</li> <li>(ii) Attended a work shop or short term course on contract law, e-governance Buildings by laws.</li> </ul>
3.	Superintending Engineer (Elect.)	01	Level-12	<p>a) (i) Holding analogous Post on regular basis in parent cadre or department.</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) Executive Engineer (Electrical) in the Level 11 of Pay Matrix in any of the Central/State Government/PSUs/Autonomous Organization/ Equivalent cadre of the Government of NCT of Delhi with 5 years of regular service.</p> <p style="text-align: center;"><b>OR</b></p> <p>(iii) Assistant Executive Engineer (Electrical) in Level 10 in any of the Central/State Government/ PSUs/ Autonomous Organization /Equivalent cadre of the Government of NCT of Delhi with 10 years of regular service</p> <p><b>b) Possessing the following qualifications:</b></p> <p>(i) Degree in Electrical Engineering from a recognized University/Institute.</p> <p><b>Experience:</b></p> <p>(i) Worked for a minimum of 15 years in Group 'A' posts in a Central/State Government/PSU/ Autonomous Organization/Large Manufacturing Company.</p> <p>(ii) Experience of working with high tension lines, electrical maintenance planning and execution of electrical works and knowledge of Electrical engineering, Designing and estimation etc., as relevant to the profession.</p> <p><b>Desirable:</b></p> <p>(i) Knowledge of Building Electrification.</p> <p>(ii) Attended a work shop or short term course on contract law, e-governance Buildings by laws.</p>
4.	Superintending Engineer (Civil)	01	Level-12	<p>a) (i) Holding analogous Post on regular basis in parent cadre or department.</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) Executive Engineer(Civil) possessing full time Degree in Civil Engineering from a recognized University in the Level 11 in Pay Matrix in any of the Central/State Government /PSUs/ Autonomous Organization/ Equivalent cadre of the Government of NCT of Delhi with 5 years of regular service.</p> <p style="text-align: center;"><b>OR</b></p> <p>(iii) Assistant Executive Engineer (Civil) in the in the Level 10 in Pay Matrix in any of the Central/State Government/ PSUs/ Autonomous Organization/ Equivalent cadre of the Government of NCT of Delhi with 10 years of regular service.</p> <p><b>b) Possessing the following qualifications:</b></p> <p>(i) Degree in Civil Engineering from a recognized University/Institute.</p>



				<p><b>Experience:</b></p> <p>(i) Worked for a minimum of 15 years in Group 'A' posts in a Central/State Government/PSU/ Autonomous Organization.</p> <p>(ii) Experience in contract law, e-governance, building by laws and construction of large scale buildings.</p> <p><b>Desirable:</b></p> <p>Attended a work shop or short term course on contract law, e-governance Buildings by laws.</p>
5.	Assistant Executive Engineer (Civil)	06	Level-10	<p>a) (i) Holding analogous Post on regular basis in parent cadre or department.</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) Assistant Engineer (Civil) with regular service of 3 years in the Level 8 of Pay Matrix in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi</p> <p style="text-align: center;"><b>OR</b></p> <p>(iii) Junior Engineer (Civil) with regular service of 8 years in the Level 6 in Pay Matrix in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>b) <b>Possessing the following qualifications:</b></p> <p>(i) Degree in Civil Engineering from a recognized University/Institute.</p> <p><b>Experience:</b></p> <p>Worked for a minimum 5 years in the capacity of In-Charge of subdivision of supervision of maintenance of residential/non-residential buildings, supervision the construction of building and roads works in a Central/State Government/PSU/ Autonomous Organization.</p>
6.	Divisional Manager	04	Level-11	<p>(a) (i) Holding analogous Post on regular basis in parent cadre or department.</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) Senior Manager or equivalent with minimum 05 years of regular service in the Level 10 in Pay Matrix in any of the Central/State Government /PSUs/Autonomous Organization/ of the Government of NCT of Delhi.</p> <p style="text-align: center;"><b>OR</b></p> <p>(iii) Manager or equivalent with minimum 6 years of regular service in the Level 8 in Pay Matrix in any of the Central/State Government/ PSU/Autonomous Organization or equivalent Cadre of Government of NCT of Delhi</p> <p>(b) <b>Desirable Qualification:</b></p> <p>(i) MBA/MA (Economics)/ MCA from a recognized University/Institute.</p>

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7.	Senior Manager	08	Level-10	<p>a) (i) Holding analogous Post on regular basis in parent cadre or department.</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) Manager or equivalent with minimum 4 years of regular service in the Level 8 in Pay Matrix in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p style="text-align: center;"><b>OR</b></p> <p>(iii) Assistant Grade-I or equivalent with minimum 8 years of regular service in the Level 6 [35400-112400] of Pay Matrix in any of the Central/ State Government/PSUs/Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p><b>Experience:</b> 10 years in managerial (above E-O level) capacity in Government/Corporation/ reputed Commercial Company/ Organization</p> <p><b>b) Possessing the following qualifications:</b></p> <p>Bachelor's Degree with minimum 50% marks from a recognized University/ Institute.</p> <p><b>Desirable:</b></p> <p>MBA/MA (Economics)/ MCA from a recognized University/ Institute.</p>
8.	Manager	10	Level-8	<p>a) (i) Holding analogous Post on regular basis in parent cadre or department.</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) Assistant Grade-I or equivalent with minimum 6 years of regular service in the Level 6 of Pay Matrix in any of the Central/ State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p><b>b) Possessing the following qualifications:</b></p> <p>Bachelor's Degree with minimum 50% marks from a recognized University/Institute.</p> <p><b>Experience:</b> 3 years in supervisory capacity in any Government Department/ Government Undertakings/ Govt. Autonomous / Statutory bodies etc. at a post in the Level-6 (or equivalent in IDA pattern) or above as per 7<sup>th</sup> CPC.</p>

*\*Number of post is subject to change on the requirement of the Corporation.*

The applications must be reached within three weeks from the date of advertisement at **N-36, Bombay Life Building, Connaught Circus, New Delhi-110 001**. The deputation will be initially for a period of one year and likely to extend further. The applicants may forward their application through proper channel to the undersigned alongwith NOC, Vigilance Clearance and last five years APARs by the stipulated date. Applications received after due date will not be entertained.

Sd/-  
Chief Manager (Personnel)



Note:-

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- (1) Envelope containing application should be super-scribed with "APPLICATION FOR THE POST OF \_\_\_\_\_ (SL. NO. \_\_\_\_\_)."
- (2) The pay of the officials selected will be regulated by CCS (RP) Rules, 2016 dated 25.07.2016 (amended from time to time) and the maximum age limit for appointment on deputation shall be 56 years on the date of closing of the applications.
- (3) In addition to pay, DA/ HRA and other allowance are payable as admissible to the employees of the Corporation. The deputationist will be governed by standard terms and conditions of deputation as applicable from time to time.
- (4) Mere fulfillment of educational qualifications and experience does not entitle a candidate to be called for interview. DSIIDC will adopt its own criteria for holding the interview.
- (5) The number of posts is indicative only. The management may increase or decrease the number of posts in each category on its discretion, based on requirements.
- (6) For the above posts, interested candidates presently serving in Central Govt. / State Government / Public Sector Undertakings/ Autonomous Organizations/equivalent cadre of Govt. of NCT of Delhi and keen to serve on deputation may please apply so that their application reaches us within three weeks, in the enclosed proforma (Annex.-A) along with, passport size photograph duly pasted on the application form, self attested photo copies of educational certificates. The lending department while forwarding the application may ensure that experience of the applicant, NOC, Vigilance Clearance and APARs of the last five years etc. are attached duly authenticated by the Appropriate Authority, failing which application will not be entertained. The applicant should bring the testimonials in original of all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, at the time of interview.
- (7) **No TA/ DA** shall be paid to the short-listed candidate for attending interview.
- (8) Complete applications (in all respect) should be sent to Personnel Division, Delhi State Industrial & Infrastructure Development Corporation Limited, N-36, Bombay Life Building, Connaught Circus, New Delhi-110 001. Applications received after the closing date will not be entertained.
- (9) **Candidates serving in Private/Corporate bodies are not eligible; hence they may not apply for the posts.**
- (10) For more details of recruitment rules of respective posts, please visit official website i.e. [www.dsiidc.org](http://www.dsiidc.org).

Sd/-

**Chief Manager (Personnel)**

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S.No.

## Annexure -A

## FORMAT OF APPLICATION

1. Advertisement dated : .....
2. Post applied for : .....
3. Name in full (Block Letters): .....
4. Father's/ Spouse Name : .....
5. (a) DOB: (dd/mm/yyyy) : .....
- (b) Age on closing date : .....
6. Belongs to category : .....
7. Educational / Technical Qualifications: (In chronological order from matriculation onwards).

Affix Colored Passport  
size photograph  
  
(not more than three  
month old)

S.No.	Name of Course/ Exams passed	University/ Institution/ Board	Duration of the Course	Year of Passing	Main subjects taken	Subject specialisation of	Div./ Class & % of Marks

(Enclose a separate sheet, duly authenticated by your signature, if the given space is insufficient)

8. Employment Record: (Details in chronological order, starting with the first job to current employment status).

S.No.	Name & Address of Employer	Post/ Designation	Please specify whether the post was held on adhoc/ regular/ permanent/ current duty charge/ MACP basis	Period (from – To)	Total period of each employment in years, months & days for the said post/ designation	Scale of pay & grade pay/ Level of Pay Matrix (Regular/ MACP) basis	Nature of duties

(Enclose a separate sheet, duly authenticated by your signature, if the given space is insufficient)

9. Total Experience in years.....

10. Total Experience in years as per eligibility criteria of DSIIDC  
.....

11. Computer skills: .....

12. Course/ Certification: .....  
.....  
.....



13. (i) Address for correspondence (In BLOCK LETTERS):

.....  
 .....  
 .....

Pin Code : .....

(a) Mobile No.....

(b) E-mail ID: .....

13. (ii) Permanent Address (In BLOCK LETTERS) :

.....  
 .....

Pin Code: .....

Telephone Number:.....

14. Employer Address (Name & Designation of Controlling Authority/HoD):

.....  
 .....  
 .....

Pin Code : .....

a. Telephone No:.....

b. Residence No.: .....

c. Mobile No.:.....

d. E-mail ID:.....

15. Any other information you may wish to add (like list of publications, Membership of earned societies, awards and recognition, etc. (in brief)) :

.....  
 .....

16. Vigilance Status:

Please indicate if : (please tick)	Yes	No
(a) Are you currently under suspension:	.....	.....
(b) A charge sheet and the disciplinary proceeding against you	.....	.....
(c) Prosecution for a criminal charge is pending against you	.....	.....

17. Details of Enclosures:

.....

.....

18. DECLARATION:-

I Mr./ Mrs./ Ms. .... certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. If at any time I am found to have concealed/ distorted any material information, my appointment shall be liable to be summarily terminated without notice/ compensation.

Place:

Date:

Signature of the candidate

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**CERTIFICATE**

**(TO BE FORWARDED BY THE HEAD OF ORGANIZATION )  
(Applicable for candidates already working in Central Govt./State Govt./Public Sector  
Undertakings/Autonomous Institutions)**

- (i) Certified that the particulars have been verified and found to be correct. It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against the officer integrity of the officer is also certified.
- (ii) The application of Mr./Mrs./Ms.....is recommended. In case of his/her selection, the Department / organization will relive him/ her.
- (iii) The Copies of ACRs/ APARs for the last five years are also enclosed.
- (iv) It is hereby declared that we will not have any objection to relieve him/her, in case of his/her selection.

Place:

Date :

**Signature of the Head of the  
Organization / Office with Office Seal**