

SERVICES DEPARTMENT: COORDINATION BRANCH
DELHI SECRETARIAT, 5th LEVEL, 'A' WING
I.P. ESTATE, NEW DELHI-110002
{http://services.delhigovt.nic.in}

F.10(306)/Coord/2018/Vol-V/081584592/1160-1166

Dated: 18/03/2020

To

All HODs/Pr. Secretaries/Secretaries,
Govt. of NCT of Delhi and
Autonomous Bodies of Delhi,

Sir/Madam

I am directed to upload the following letters/vacancy circulars/ Office Memorandums received from Ministries/Departments for circulation. This is for your kind information.

S No	Departments	Letter No. & Date	Subject
1	Delhi Transport Corporation, GNCT of Delhi	No.PLDI/CMO & Sr.M. O./dep/2020/200/363 2-3634 dt 03.03.2020	Filling up for the post of Chief Medical Officer & Sr. Medical Officer on Deputation basis in DTC.
2	Department of Delhi Archives	No.F.DA-A012/1/2020-Administration/338-348 dated 24.02.2020	Filling up of the post of Dy. Director (Archives) in Deptt. Of Delhi Archives, GNCTD on deputation (ISTC) plus Promotion basis.
3	Secretariat of the Appointment committee of the Cabinet. DoPT, M/o Personnel, P.G. and Pensions, GOI	No.F.4/3/2019-EO (SM-I) dated 25.02.2020	Filling up the post of Chairman-cum-Managing Director (CMD), National Scheduled Castes Finance & Development Corpn (NSCFDC) under the M/o Social Justice & Empowerment vice Sh.Shyam Kapoor, CSS.
4	Secretariat of the Appointment committee of the Cabinet. DoPT, M/o Personnel, P.G. and Pensions, GOI	No.F.10/13/2018-EO(SM-I) dated 27.02.2020	Filling up the post of Development Commissioner (Joint Secretary level), Kandia Special Economic Zone (KSEZ), Gujrat under the Deptt. Of Commerce vice Shri UPendra Vasishth, IOFS (1985).
5	DoPT, M/o Personnel, P.G. and Pensions, GOI Office of the Establishment Officer.	No.F.9/1/2019-EO(SM-I) dated 27.02.2020	Filling up the post of Executive Director (Engg./IT)(JS level) in Food Corporation of India, Delhi under the Deptt. Of Food & Public Distribution.

Yours faithfully

Encl: As above.

F.10(306)/Coord/2018/Vol-V/081584592/1160-1166

(PAWAN KUMAR PARASHAR)
SECTION OFFICER (COORD.)
Dated: 18/03/2020

Copy for information to:

1. PA to. Secretary (Services).
2. PA to Special Secretary-I/II, Govt. of NCT of Delhi
3. DS-I/II/III/IV, Services Department, Govt. of NCT of Delhi

(PAWAN KUMAR PARASHAR)
SECTION OFFICER (COORD.)

(1)

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5/3/2020

DELHI TRANSPORT CORPORATION
(GOVT. OF N.C.T. OF DELHI)
I.P. ESTATE: NEW DELHI.

No. PLD-I/CMO & Sr. M.O./dep./2020/ 200/3632-3634 Dated: 03/03/2020

The Spl. Secretary (Services),
Government of N.C.T. of Delhi,
(Service-I Department),
7th Level, 'B' Wing, Delhi Secretariat,
I.P. Estate,
New Delhi-110002

**Sub: Filling up for the post of Chief Medical Officer & Sr. Medical Officer on
Deputation basis in DTC.**

Sir,

DTC invites applications for filling up the following posts on deputation basis from Officers of the Central/State Government/Union Territories/Autonomous Bodies/Public Sector Undertakings/Statutory Organizations/Research Institutions/Universities/Semi-Government Organizations (Period of deputation ordinarily shall not exceed three years):-

S. No.	Name of the Posts	Pre-revised Pay Band+ GP (in Rs)	No. of vacant posts to be filled	Requirement as per Recruitment Rules.
1.	2.	3.	4.	5.
1.	Chief Medical Officer	Rs. 15600-39100+Grade Pay Rs. 7600/- (Matrix Level 12 in the 7 th Pay Commission)	01	<p><u>Transfer on deputation/transfer</u> Officer under the Central/State Govt./UT Govt./Public Sector Undertaking including Central Police Organization/State Police Organization etc. with requirement laid down in column mentioned below:-</p> <p>A(i) Holding analogous post on regular basis Or (ii) With five years regular service in the grade of Rs. 15600-39100+Grade Pay Rs. 6600/-</p> <p><u>Essential:</u> i) MBBS or equivalent degree of a recognized Indian University or equivalent foreign qualifications. ii) 10 years working experience.</p> <p><u>Desirable:</u> i) Post Graduate degree or Diploma in Medicine or Surgery. ii) Working experience of a recognized Government Hospital.</p>
2.	Sr. Medical Officer	Rs. 15600-39100+Grade Pay Rs. 6600/- (Matrix level 11 in the 7 th Pay Commission)	01	<p><u>Transfer on deputation/transfer:</u> Central/State Govt./UT Govt./Public Sector Undertaking including Central Police Organization/State Police Organization etc. with</p>

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				<p>requirement laid down in mentioned below:- A(i) Holding analogous post on regular basis. Or (ii) With five years regular service in the Pay band of Rs. 15,600-39100+G.P. of Rs. 5400/-</p> <p>2. Essential Qualification: i) MBBS or equivalent degree of a recognized Indian university or equivalent foreign qualifications. ii) 10 years working experience.</p> <p>Desirable: i) Post Graduate degree or Diploma in Medicine or Surgery. ii) Working experience of a recognized Government Hospital.</p>
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Eligible and willing candidates should apply through proper channel on the prescribed application proforma up-loaded on website.

The applications of only such officers/candidates will be considered that are routed through proper channel and are accompanied with the following documents: -

- i) Photo copy of educational qualification certificates.
- ii) Statement giving details of Major or Minor Penalties imposed upon the officer, if any, during the last Ten (10) years
- iii) Vigilance, disciplinary & criminal clearance certificate.
- iv) Integrity Certificate.
- v) Photo copies of last five years APARs.

The last date of inviting applications for the post of Chief Medical Officer and Sr. Medical Officer on deputation basis is **15.04.2020**.

Yours faithfully,

Encl: Application format

(Chander Prakash)
Dy. CGM (Personnel)

RP

Application Format

Reference advertisement _____ Dated _____

Name of the post applied for _____

Affix self attested recent passport size photograph.

Affix

1. Full Name(in capital letter): _____
2. Date of Birth(in figure and words): _____
3. Gender : Male/Female _____
4. Nationality: _____
5. Service & Batch (if applicable): _____
6. Father's Name: _____
7. Permanent Address : _____
8. Address for correspondence /Contact. Tel Ph. Number : _____
9. Whether belongs to SC/ST/OBC/General : _____

10. All Educational and Professional Qualifications:-

Sl. No.	Exam/ Degree Passed	Year of passing	Division Grade % of Marks	Duration of the Degree/ Diploma	Name of Board/ University	Subject	Subject of Specialization

11. Any other specialized training/course under-taken: _____

12. Details of Employment/Experience in the relevant fields in chronological order:

S. No.	Office	Post held	Period		Pay Band+ Grade Pay	Nature of duties
			From	To		

13. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent

14. In case the present employment is held on deputation basis, please state			
a) The date of initial appointment	b) Period of appointment on deputation	c) Name of the present office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the present organization.

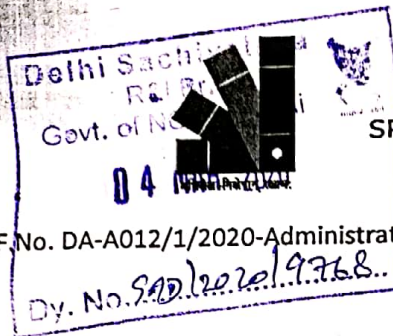
15. Details of enclosures: Attested photocopies of documents in support of the information supplied in above columns, such as, Educational Qualification, Date of Birth, SC/ST/OBC certificate, Experience etc.

16. I hereby declare that all the statements made in the application are true and complete to the best of my knowledge and belief. I undertake that action can be taken against me by the Corporation (DTC) for furnishing false information mentioned herein above.

Place-----

Date-----

Name & Signature of the Candidate



DEPARTMENT OF DELHI ARCHIVES
GOVERNMENT OF NCT OF DELHI
18-A, SATSANG VIHAR MARG,
SPL. INSTITUTIONAL AREA, NEW DELHI-110067
E-mail- ddarchives@nic.in
PHONE NO. :-26535611, 26962800

F.No. DA-A012/1/2020-Administration/338-348

Dated 24-2-20

VACANCY CIRCULAR

SUBJECT : Filling up of the post of Deputy Director (Archives) in Level 11 (Rs. 67700-208700) in the Pay Matrix as per the 7th CPC in Department of Delhi Archives, Govt. of NCT of Delhi on Deputation (ISTC) plus Promotion basis.

04 MAR 2020

Sir,

It is proposed to fill up One (1) post of Deputy Director (Archives) on Deputation (including short-term contract) plus Promotion basis. The post of Deputy Director (Archives) is a Government Central Service Group 'A' Gazetted, Ex-Cadre, Non-Ministerial post in Level 11 (Rs. 67700-208700) in the Pay Matrix as per the 7th CPC in Department of Delhi Archives, Govt. of NCT of Delhi.

2. The Deputy Director (Archives) functions as a Head of Office and would be responsible for supervising, managing & controlling the Archives along with administrative work. It is also the responsibility of the Deputy Director (Archives) to assist Director of Archives in the various activities, in the planning process, in organizing the different training courses in Archival Science, supervising the acquisition and custody of non-current permanent records of Delhi Government, archival awareness programmes and any other work that may be assigned.

3. Applications are invited from Officers from the Central Government/State Governments/Union Territory Administrations / Public Sector Undertakings / Statutory or Autonomous Bodies/Recognized Universities/Recognized Research Institutes:

- a. (i) holding analogous posts on regular basis in the parent cadre/department; or
(ii) with five years service in the grade rendered after appointment thereto on a regular basis in posts in Level-10 /Level-9 in the Pay Matrix or equivalent in the parent cadre/department; or
(iii) with six years regular service in the grade rendered after appointment thereto on a regular basis in posts in Level-8 in the Pay Matrix or equivalent in the parent cadre/department; or
(iv) with seven years regular service in the grade rendered after appointment thereto on a regular basis in posts in Level-7 in the Pay Matrix or equivalent in the parent cadre/department;

AND

- b. possessing the following educational qualifications and experience:

Essential -

- (i) Diploma in Archives Keeping from the National Archives of India.
(ii) Five years experience in maintenance and management of record in an Archival Institution/Organization.

Desirable -

Certificate Course in Micro-soft Office from Recognized Institution.

Note:- The Departmental Archivist in Level-7 (Rs. 44900-142400) in pay matrix with seven years regular service in the grade and possessing educational qualifications and experience prescribed for deputationist will also be considered along with the outsiders and in case he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years, as on the closing date of receipt of applications).

4. Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications.

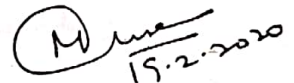
5. Applications of willing eligible officers with their bio-data in the enclosed Proforma may please be forwarded to this Ministry (through proper channel), in triplicate, within 45 days from the date of publishing of Vacancy Notice in the Employment News/RojgarSamachar along with following documents :

- i. Up-to date CR/APAR for the last five years in original or Photocopies attested by an officer not below the rank of Under Secretary to the Government of India.
- ii. Cadre Clearance, Integrity Certificate and Vigilance Clearance and details of major/minor penalties imposed on the applicant during the last ten years in original duly signed and stamped by not below the rank of the Competent Authority/Deputy Secretary to the Government of India.

6. The vacancy circular/advertisement may also be accessed on the website of Department of Delhi Archives i.e. <http://archives.delhi.gov.in> under the link "What's New".

Encl : As Above

Yours faithfully,



(Manisha Saxena)
Secretary (Archives/ACL)

To,

1. The Secretary, Ministry of HRD, Govt. of India with request for circulation of post in all concerned departments.
2. The Secretary, Ministry of Culture, Govt. of India with request for circulation of post in all concerned departments.
3. The Secretary, Ministry of Defence, Govt. of India with request for circulation of post in all concerned departments.
4. The Chief Secretaries of all the State Government/ Union Territories Administration for Circulation in all Archives under the Jurisdiction of the State/ UTs.
5. The Director General, National Archives of India, Govt. of India.
6. Pr. Secretary/ Secretary/ HOD of all State/ UT Archives of India.
7. Registrar of all Central/State Universities of India.
8. The Governor, Reserve Bank of India for circulation to all the archives running by banks thereunder.
9. The Director, Central Secretariat Library, New Delhi.
10. The Director, Nehru Memorial Museum and Library.
11. The Secretary, Indra Gandhi National Centre for Arts and Culture.

328/c

BIO-DATA/ CURRICULUM VITAE PROFORMA

1.	Name and Address (in Block Letters) :					
2.	Date of Birth (in Christian Era)					
3.	(i)	Date of entry into service				
	(ii)	Date of retirement under Central/ State Government Rules				
4.	Educational Qualifications					
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same.)					
	Qualifications/ Experience required as mentioned in the advertisement/vacancy circular				Qualifications/Experience possessed by the Officer	
	<u>Essential</u>				<u>Essential</u>	
	(A)	Qualification			(A)	Qualification
	(B)	Experience			(B)	Experience
	<u>Desirable</u>				<u>Desirable</u>	
	(A)	Qualification			(A)	Qualification
	(B)	Experience			(B)	Experience
5.1	Note : This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News.					
5.2	In the case of Degree and Post Graduate Qualifications Elective/ Main subjects and subsidiary subjects may be indicated by the candidate.					
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.					
6.1	Note : Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.					
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	From	To	*Level in the Pay Matrix or pre-revised Pay Band and Grade Pay/	Nature of Duties (in detail) highlighting

		basis			Pay Scale of the post held on regular basis	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 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 any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.					
11.	<p>Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>					
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 Pay Matrix	Level in the Pay Matrix
		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
16 A.	<p>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)</p> <p>(Note : Enclose a separate sheet, if the space is insufficient)</p>	
16 B.	<p>Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/ Scholarships/ Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/ institutions/ societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/ innovative measure involving official recognition</p> <p>(vi) Any other information.</p> <p>(Note : Enclose a separate sheet if the space is</p>	

	insufficient)	
17.	<p>Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis.</p> <p>#{Officers under Central/ State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p> <p>#{The option of "ISTC" / Absorption/ Re-employment are available only if the vacancy circular specially mentioned recruitment by "ISTC" or "Absorption" or "Re-employment").</p>	
18.	Whether belongs to SC/ ST	

Declaration : 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/details 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 :

Contact No. :

E-mail ID :

3261 C

Certification by the Employer/ 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.

Also certified that;

1. There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt. _____.
2. His / her integrity is duly certified by an officer not below the rank of Deputy Secretary to the Government of India.
3. His/ her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
4. 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

(Employer/ Cadre Controlling Authority with Seal)

Date : _____



3
F.No.4/3/2019-EO(SM-I)

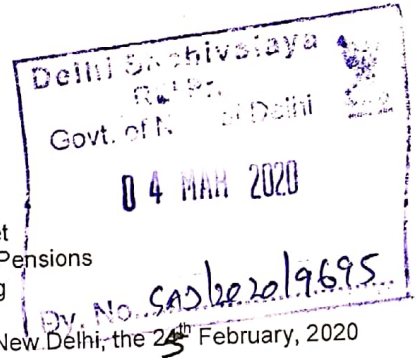
Government of India

Secretariat of the

Appointment Committee of the Cabinet

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training



North Block, New Delhi, the 24th February, 2020

To

1. The Chief Secretaries, All State Governments.
2. The Secretaries of all the Ministries/Departments of Government of India.

Subject: Filling up the post of Chairman-cum-Managing Director (CMD), National Scheduled Castes Finance & Development Corporation (NSCFDC) under the Ministry of Social Justice & Empowerment vice Shri Shyam Kapoor, CSS.

Sir/Madam,

This is with reference to this office circular dated 17.01.2020 for filling up the post of Chairman-cum-Managing Director (CMD), National Scheduled Castes Finance & Development Corporation (NSCFDC) under the Ministry of Social Justice & Empowerment, with pay at Level 14 (Rs.1,44,200-2,18,200/-) of the Pay Matrix, on deputation basis vice Shri Shyam Kapoor, CSS.

2. The last date for submission of application for the above referred circular is hereby extended upto 20.03.2020.

Yours faithfully,

(Smita Sarangi)

Deputy Secretary to the Government of India
Tel. No. 011-2309 2187

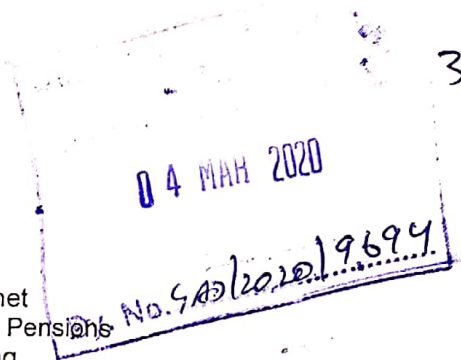
Copy to:-

1. Ministry of Social Justice & Empowerment (Shri R. Subrahmanyam, Secretary), New Delhi w.r.t. their D.O. letter No.12013/01/2019-SCD-IV Dated 27.05.2019.
2. Technical Director, NIC, Computer Cell, DOPT, New Delhi for uploading this vacancy circular on the official website of this Department.
3. PA to Deputy Secretary (SM), DOPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers.



No.10/13/2018-EO(SM-I)
Government of India
Secretariat of the

Appointments Committee of the Cabinet
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training



324/c

North Block, New Delhi, the 27th February, 2020

To

1. The Chief Secretaries, All the State Governments.
2. The Secretaries, All the Ministries/Departments of the Government of India

Subject:- Filling up the post of **Development Commissioner (Joint Secretary level), Kandla Special Economic Zone (KSEZ), Gujarat** under the **Department of Commerce** vice Shri Upendra Vasishth, IOFS(1985).

Sir/Madam,

This is with reference to this office circular dated 23.12.2019 and 31.01.2020 for filling up the post of **Development Commissioner (JS level), Kandla Special Economic Zone (KSEZ), Gujarat** under the Department of Commerce with pay at Level 14 (Rs.1,44,200-2,18,200/-) of the Pay Matrix on deputation basis vice Shri Upendra Vasishth, IOFS(1985).

2. The last date for submission of applications for the above referred circular is hereby extended upto 19.03.2020.

Yours faithfully,

Smita Sarangi

(Smita Sarangi)

Deputy Secretary to the Government of India
Tel. No. 011-2309 2187

Copy to:-

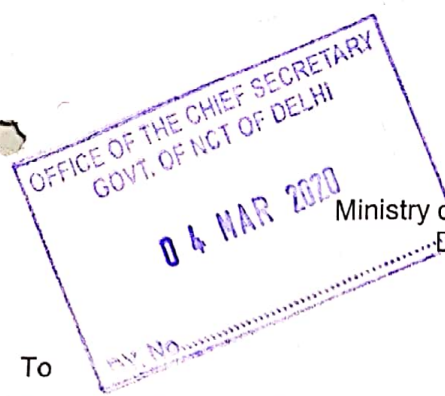
1. Department of Commerce (Shri Anup Wadhawan, Secretary), New Delhi.
2. Technical Director, NIC, Computer Cell, DoPT, North Block, New Delhi for uploading this vacancy circular on the official website of this Department immediately.
3. PA to DS(SM), DoPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers.

SP
Smita Sarangi
04.03.2020
Secy (Sec.)

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5/3/2020
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DS
5/3/2020

S.C. (Sec.)
06/03/2020
sh. yojesh



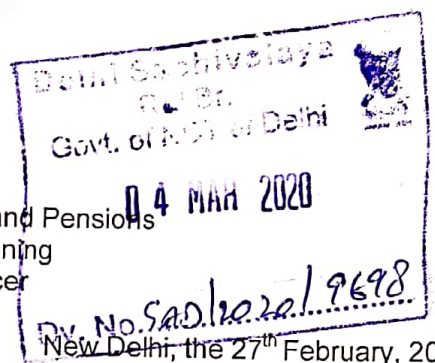
F.No. 9/1/2019-EO(SM-I)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

Office of the Establishment Officer



To

1. The Chief Secretaries, All State Governments.
2. The Secretaries of all the Ministries/Departments of Government of India.

Subject: Filling up the post of **Executive Director (Engg./IT) (JS Level) in Food Corporation of India, New Delhi** under the Department of Food & Public Distribution.

Sir/Madam,

This is with reference to this office circular dated 23.12.2019 and 31.01.2020 for filling up the post of **Executive Director (Engg./IT) (JS Level) in Food Corporation of India, New Delhi** under the Department of Food & Public Distribution with pay at Level 14 (Rs. 1,44,200-2,18,200/-) of the Pay Matrix on deputation basis vice Shri Syedian Abbasi, IAS (AM:90).

2. The last date for submission of applications for the above referred circular is hereby extended upto **19.03.2020**.

Yours faithfully,


(Smita Sarangi)

Deputy Secretary to the Government of India
Tel. No. 011-2309 2187

Copy to:-

1. Department of Food and Public Distribution (Shri Ravi Kant, Secretary) Krishi Bhavan, New Delhi.
2. Technical Director, NIC, Computer Cell, DOPT, New Delhi for uploading this vacancy circular on the official website of this Department.
3. PA to Deputy Secretary (SM), DOPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers.