

No. A-35018/2/2019-Admn-I
Government of India
Ministry of Housing and Urban Affairs

Nirman Bhawan, New Delhi
Dated 15th April, 2019.

OFFICE MEMORANDUM

Subject : Filling up of one post of Officer on Special Duty (Urban Transport) on deputation basis in Level – 14 of the pay matrix in the Ministry of Housing and Urban Affairs.

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The services of a suitable officer are invited to fill up one post of 'Officer on Special Duty (Urban Transport)' in the Ministry of Housing and Urban Affairs, New Delhi on deputation (including short term contract) basis for a period not exceeding 5 years. The post is likely to fall vacant in the near future.

2. The post is in Level-14 (Rs. 1,44,200-2,18,200/-) of the pay matrix and carries all Central Government allowances as per rules.

3. The post is to be filled up only by deputation (including short term contract) from amongst Officers under the Central Government or State Government or Union Territories or recognized Research Institutions or Universities or Public Sector Undertakings or Statutory or Autonomous Organizations: -

- (a) (i) holding analogous posts on a regular basis in the parent cadre or department; or
(ii) with two years' service in the grade rendered after appointment thereto on regular basis in level - 13 A (Rs. 1,31,100 - 2,16,600/-) in the pay matrix or equivalent in the parent cadre or department; or
(iii) with three years' service in the grade rendered after appointment thereto on regular basis in level – 13 (Rs. 1,23,100 – 2,15,900/-) in the pay matrix or equivalent in the parent cadre or department; and

(b) possessing the following educational qualifications and experience:

- (i) degree in Civil or Electrical or Mechanical engineering from a recognized university, and
(ii) fifteen years' experience in areas of appraisal of feasibility or detailed project report, project financing, project monitoring or quality control of project, including five years' experience in large projects of Mass Transport System.

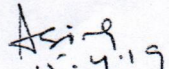
4. Period of deputation including short term contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed five years. The maximum age-limit for appointment by deputation including short-term contract shall be not exceeding fifty-eight years, as on the closing date of receipt of applications.

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15.04.19

5. It is requested that the applications of the eligible and willing officers along with their up-to-date ACR / APAR dossier in original, cadre clearance and vigilance clearance may be sent to Shri A.K. Sinha, Under Secretary (Admn.), Ministry of Housing and Urban Affairs, Room No. 209-C, Nirman Bhawan, New Delhi – 1 10011 in the enclosed proforma within 30 days from the date of issue of this O.M. or date of publication of the advertisement in the Employment News, whichever is later. Service particulars of the Officer(s) must be verified by the sponsoring authority. A certificate to the effect that no major / minor penalty has been imposed on any of the applicants during the last 10 years may also be furnished.

6. The applications received after the date or not accompanied by original up-to-date APAR dossiers and vigilance clearance will not be considered.

Encl: Bio-data proforma


[A.K. Sinha]
Under Secretary [Admn]
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To

1. All Ministries / Departments / State Governments / Union Territories / Public Sector Undertakings / Semi Governments / Autonomous & Statutory Organisations for circulation to eligible officers.
2. Chairman, Railway Board with request to circulate this to all eligible officers.
3. All Heads of Attached and Subordinate Offices under Ministry of Housing and Urban Affairs
4. The Editor, Employment News, Sochna Bhawan, 7th Floor, Room No. 764, CGO Complex, Lodhi Road, New Delhi. It is requested that the vacancy circular may please be published in the Employment News at the earliest. The estimate may be intimated to this Ministry immediately to enable us to take necessary action to make payment for the same.
5. Notice Board.
6. NIC, Ministry of Housing and Urban Affairs with the request to place this circular in the web site of the Ministry.
- ✓ 7. IT cell for uploading on e-office

BIO-DATA PROFORMA

1. Name and address in Block letters :
2. Date of Birth [In Christian Era] :
3. Date of retirement under Central / State Government Rules:
4. Educational Qualification :
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]

		Qualification / experience Required	Qualification / experience possessed by the officer
Essential	(1)		
	(2)		
	(3)		
Desired	(1)		
	(2)		

6. Please state clearly whether in the light of :
entries made by you above, you meet the
requirements of the post?
7. Details of employment for the last 15 years in chronological order. Enclose a separate
sheet, duly authenticated by your signature, if the space below is insufficient:

Office / Institution / Organisation	Post held	From	To	Scale of pay and basic pay	Nature of duties

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 / organisation to which you belong:

10. Additional details about present employment please state whether working under:
- (a) Central Government :
 - (b) State Government :

 - (c) Government Undertakings :
 - (d) Autonomous Organisations:
 - (e) Universities :
 - (f) Others :
11. Present scale of pay :
12. Total emoluments per month now drawn:
13. Additional information, if any, which you would like to mention in support of your suitability for the post, enclose a separate sheet, if the space is insufficient:
14. Whether belongs to SC / ST :
15. Remarks, if any :

Name & Signature of the candidate
Address _____

Date:

Countersigned _____
(Present employer)