

409'B' Nirman Bhawan  
New Delhi-110108

Dated the 5<sup>th</sup> December, 2018

**OFFICE MEMORANDUM**

**Subject:- FILLING UP OF POST OF ASSISTANT DIRECTOR OF ESTATES (ENQUIRES) IN THE DIRECTORATE OF ESTATES ON DEPUTATION BASIS.**

Services of a suitable Central Government officer for one post of Assistant Director of Estates (Enquiries), General Central Service, Group-B (Gazetted), Ministerial in Pay Level-7 in the Pay Matrix (Pre-revised PB-2, Rs.9300-34800/- and Grade Pay Rs.4600/-) is required to be filled up on deputation basis.

2. The eligibility conditions for appointment to the above post is as detailed below :-

**(A) Officers under the Central Government:**

- (i) Holding analogues posts; or
- (ii) Having 3 years' service in posts in Pay Level-6 in the Pay Matrix (pre-revised Pay scale of PB-2, Rs.9300-34800/- with Grade Pay of Rs.4200/-) or equivalent; or
- (iii) Having 8 years' service in posts in Pay Level-5 in the Pay Matrix (pre-revised Pay scale of PB-1 (Rs.5200-20200) with Grade Pay of Rs.2800) or equivalent.

**(B) Possessing following qualifications and experience:**

- (i) Bachelor's degree in Law from a recognized University or equivalent,
- (ii) 3 years administrative experience in a responsible capacity in a Government or quasi-Government or commercial organization or local body dealing with the management of houses, landed property etc.

3. Duties of Assistant Director of Estates (Enquiries) in brief are as under:-

- a) Processing of complaints regarding subletting of Government accommodation.
- b) Conducting random survey of General Pool Residential Accommodation by deputing officers of Ministry of Housing and Urban Affairs and its attached offices.
- c) Inspection of quarters on the basis of complaints received.
- d) Issuing of Show Cause Notices, etc., to the allottees where subletting is suspected and attending hearings.
- e) Issuing of penalty orders and thereafter referring the cases to Litigation Section for initiation of eviction proceedings.
- f) Putting up appeals to the Appellate Authority against the penalties imposed on account of subletting.

- g) Disposal of complaints by issue of reply (in all modes of PG cases etc.)
- h) Issue of letters to various Departments calling records of allottees.
- i) Custodian of record in subletting section and coordination with staff and other officers of Directorate of Estates.
- j) Monitoring of overall functioning in section and maintenance of discipline and training of officials posted in section.

4. Officers who volunteer themselves for the above post will not be permitted to withdraw their candidature later. Period of deputation including the 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 exceed 3 years. The age of applicant should not exceed 56 years on closing date of the application.

5. The crucial date for determining the eligibility is 60<sup>th</sup> day from the date of publication of this Office Memorandum in the Employment News/Rojgar Samachar

6. It is requested that the applications of eligible and willing persons, who can be spared, may be forwarded in the attached proforma (Annexure) at the earliest and in any case **within two months from the date of publication of this O.M. in the Employment News/ Rojgar Samachar to the Deputy Director of Estates (Estt.), Directorate of Estates, Ministry of Housing and Urban Affairs, Nirman Bhawan, New Delhi - 110108.** The Administrative Authority must ensure himself of the suitability of the applicant in all respects before forwarding the applications.

7. The authenticated copies of up-to-date Character Rolls (APARs), Integrity Certificate and Vigilance Clearance and details of the major/minor penalties imposed for the last ten years, of the candidates must be forwarded to the undersigned along with the application. Applications not accompanied by the aforesaid documents or otherwise incomplete will not be considered.

Encl: as above


  
(K. Dinakar Raj)  
Deputy Director of Estates (Estt.)  
Te.No.23061893

To

1. All the Central Government Ministries/Departments and their Attached and Subordinate offices as per standard list.
2. US (Admn.), Ministry of Housing and Urban Affairs.
3. PA to DE-II for information.
4. All Deputy Directors/Assistant Directors/Superintendent (Accounts) of Directorate of Estates.
5. Hindi Section for Hindi version.

Copy to:

1. Computer Cell, Directorate of Estates with a request to upload the advertisement on the website of Directorate of Estates immediately.
2. IT Cell, Ministry of Housing and Urban Affairs to upload the advertisement on the website of Ministry of Housing and Urban Affairs and e-office.

  
(K. Dinakar Raj)  
Deputy Director of Estates (Estt.)

**BIO-DATA OF THE CANDIDATE FOR THE POST OF ASSISTANT  
DIRECTOR OF ESTATES (ENQUIRIES) IN THE DIRECTORATE OF ESTATES**

1. Name, Designation and Address (In block letters):
2. Date of Birth (In Christian era) :
3. Date of retirement under Central Govt. rules :
4. Whether belong to SC/ST :
5. Educational Qualifications :
6. Whether educational and other required qualifications are satisfied. (If any qualification has been treated as equivalent to one prescribed in the rules, state the authority for the same):

	Qualification/Experience Required	Qualification/Experience possessed by the officer
Essential:		
Desirable:		

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post:

8. Details of employment, in chronological order.

Office	Post held	From	To	Pay Scale	Nature of duties (highlighting experience required for the post applied for)

9. Nature of present employment i.e. ad-hoc, temporary or permanent:

10. 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 basis:
- c) Name of the parent office to which you belong:
- d) Name of the post and Pay of the post held in the parent organization:

11. Additional details about present employment (Central Govt./State Govt./Autonomous organization/Govt. Undertaking/Universities/others)

12. Are you in revised scale of pay? If yes, give the date of revision and also pre-revised scale of pay:

13. Total emoluments drawn per month:

14. Additional information, if any, in support of your suitability for the post:

15. Remarks :

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 submitted by me will also be assessed by the Selection committee at the time of selection to 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.

Place :

Signature of the Candidate

Date :

Contact no.

**Department Endorsement:**

- i) Certified that the particulars furnished by the applicant are correct as per his/her service record.
- ii) Certified that no vigilance/disciplinary case is either pending or contemplated against the applicant.
- iii) It is certified that as per records no major/minor penalty has been imposed upon the applicant for the last ten years.
- iii) His/Her integrity is certified.
- iv) Authenticated copies of Annual Confidential Reports/ Annual Performance Appraisal Reports of the applicant for the last five years is enclosed.

Date:

Signature, Name & Designation  
of the Administrative Authority  
(with seal)