

**A-11013/05/2019-DDII**  
**Government of India**  
**Ministry of Housing and Urban Affairs**  
**(Delhi Division)**

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Nirman Bhawan, New Delhi  
Dated the 29<sup>th</sup> October, 2019

Office Memorandum

**Subject: Filling up of one post of Architectural Assistant (Group 'B') in the Delhi Urban Art Commission on Deputation basis- reg.**

The undersigned is directed to forward a copy of letter no. 3(1)/2017-DUAC dated 04.10.2019 alongwith a vacancy circular for the post of Architectural Assistant (Group 'B') on deputation basis in Delhi Urban Art Commission (DUAC), for uploading the same on the official website of Ministry of Housing and Urban Affairs for wider publicity.

Encls. As above.

*Virendra*  
25.10.19  
(V. K. Kushwaha)

Under Secretary to the Government of India  
Tel. 011-23063401.

To

1. Senior Technical Director, NIC-MoHUA with the request to upload the vacancy circular on official website of the Ministry.
2. ✓ SO, IT Cell, MoHUA- for uploading the vacancy circular on e-office of MoHUA.

Copy to:

Secretary, DUAC, Core- 6A, UG & First Floor, India Habitat Centre, Lodhi Road, New Delhi- 110003.

# दिल्ली नगर कला आयोग

कोर-6ए, यूजी एवं प्रथम तल भारत पर्यावास केन्द्र,  
लोधी रोड, नई दिल्ली-110003  
(सांविधिक निकाय, आवासन और  
शहरी कार्य मंत्रालय, भारत सरकार)



# DELHI URBAN ART COMMISSION

CORE-6A, UG & FIRST FLOOR, INDIA HABITAT CENTRE  
Lodhi Road, New Delhi-110003  
(A Statutory Body of Ministry of  
Housing and Urban Affairs, Govt. of India)

F.No.3(1)/2017-DUAC

04<sup>th</sup> October, 2019

श्री वी.के. कुशवाहा  
अवर सचिव (डी.डी.॥) (दिल्ली प्रभाग)  
आवासन और शहरी कार्य मंत्रालय  
निर्माण भवन, नई दिल्ली-110011

**विषय: Filling up of one post of Architectural Assistant (Group 'B') in the Delhi Urban Art Commission on deputation basis.**


महोदय,

DUAC is inviting applications for filling up of one post of Architectural Assistant (Group 'B') in the Delhi Urban Art Commission (DUAC) on **deputation** basis in the Pay Matrix of ₹35400 (L-6, C-1) from persons holding analogous post in the similar or identical scale of pay in the State/Central Government/Delhi Administration/ PSUs/Autonomous Bodies.

A vacancy Circular containing complete detail is being attached herewith with a request to upload the same on your website for wider publicity.

भवदीय,

संलग्न: उपर्युक्त

  
(रुबी कौशल)  
सचिव





**DELHI URBAN ART COMMISSION**  
(A Statutory Body under Ministry of Housing and Urban Affairs, GOI)  
Core 6A, UG & First Floor, India Habitat Centre  
Lodhi Road, New Delhi-110 003

**VACANCY CIRCULAR**

Applications are invited for filling up **one post of Architectural Assistant (Group 'B')** in the Delhi Urban Art Commission, an autonomous body under Ministry of Housing and Urban Affairs, on **Deputation** in the Pay Matrix of Rs.35400 (L-6, C-1) from persons holding analogous post in the similar or identical pay in the Central/State Government/Delhi Administration/ PSUs/Autonomous Bodies. The eligible candidates should have the following qualifications:-

**Essential** : Diploma in Architectural Assistantship or Intermediate in Architecture.

**Desirable** : (1) Degree in Architecture of a recognized university or equivalent qualification.

(2) Post Graduation in Town-Planning, Urban Design or Landscape Architecture.

(3) Three Years' experience in an Architectural or Town Planning organization.

The post carries Dearness Allowance, HRA and other benefits like medical reimbursement, LTC etc. as stipulated in the Delhi Urban Art Commission (Employees Terms and Conditions of Service) Regulations amended from time to time.

Applications (in prescribed format) along with self-attested photocopies of all educational & experience certificates, along with duly attested dossiers of APARs/ACRs of last five years not below the rank of Under Secretary or equivalent, addressed to the Secretary, Delhi Urban Art Commission, Core-6A, UG & First Floor, India Habitat Centre, Lodhi Road, New Delhi-110 003, should be sent *through proper channel* along with 'No Objection Certificate' and 'Vigilance Clearance' from their present employer, so as to reach within 60 days of date of issue of this advertisement. The maximum age limit for appointment by deputation shall be not exceeding 56 years.

The applicant shall not be permitted to withdraw subsequently.

The Commission reserves the right to cancel the process of recruitment to the post at any point of time without assigning any reasons thereof. Last date/closing date of submission of application will be counted/considered for age & experience.

**Secretary**

## APPLICATION PROFORMA

Affix recent  
self-attested  
passport size  
photograph

**Post applied for: Architectural Assistant on deputation**

1.	Name, Designation, Name of Organization with complete Address (In block letters)	
2.	Father's Name	
3.	Date of Birth	
4.	Address for communication	
5.	Permanent Address	
6.	Phone/Mobile Number	
7.	Email ID	
8.	Category SC/ST/OBC/Gen/PH (attach certificate)	
9.	Date of entry into service	
10.	Date of Retirement under Central/State Government Rules	

11. Details of Educational, Professional & Technical Qualification:-

Exam Passed	Board/Institution/ University	Subject Studied	Year of Passing	% of Marks	Class/ Division

12. 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)*

13. 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.

**Contd...**

14. Details of Employment, in chronological order. Enclosed a separate sheet duly authenticated by your signature, if the space below is insufficient:-

Name of Office/ Organization	Post held on regular basis	Duration of service		Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of duties performed ( <i>in detail</i> ) highlighting experience required for the post applied for
		From	To		

15.	Nature of present employment i.e. Ad-hoc or temporary or Quasi-Permanent or Permanent	
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16.	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

**Note:** *the applications of officers should be forwarded by the Department/ parent cadre along with Cadre Clearance, Vigilance Clearance and Integrity certificate.*

17.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
18.	Please state whether working under (indicate the name of the employer against the relevant column) a) Central Government b) State Government c) Autonomous Organizations d) Government Undertaking e) Others	

**Contd...**

19.	Please state whether you are working in the same Department and are in the feeder grade or feeder grade.	
20.	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.	
21.	Total emoluments per month now drawn	
	Basic Pay in the PB	Grade Pay
	Total Emoluments	
22.	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	

**23. DECLARATION**

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished above 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 Applicant)**

Address \_\_\_\_\_

\_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

## **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.

2. **Also certified that;**

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_.
- ii) His/Her integrity is certified.
- iii) 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 Govt. of India or above are enclosed.
- iv) 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)