

**OFFICE MEMORANDUM**

**Subject:- Filling up of two posts of Superintendent (A/cs.) in Directorate of Estates, M/o Housing and Urban Affairs on Deputation (Including Short Term Contract) Basis.**

Two (2) posts of Superintendent (A/cs.), General Central Service, Group-B (Gazetted), Non-Ministerial in Level 7 in Pay Matrix (pre-revised- Pay Band-2 of Rs. 9300-34800/- with Grade Pay Rs. 4600/-) in Directorate of Estates are required to be filled up on deputation (including short term contract) basis.

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

Officers presently employed under the Central Government or State Governments or Union territories or Universities or recognized research Institutions or public sector undertakings or semi-Government or autonomous or statutory organizations:

(b) (i) holding analogous posts on regular basis in the parent cadre or department ;or

(ii) with five years' service in the grade rendered after appointment thereto on regular basis in Level 6 in Pay Matrix (pre-revised- Pay Band-2 of Rs. 9300-34800/- with Grade Pay Rs. 4200/-) or equivalent in the parent cadre or department; or

(iii) with eleven years' service in the grade rendered after appointment thereto on a regular basis in Level 5 in Pay Matrix (pre-revised Pay Band-1 of Rs. 5200-20200/- + Grade Pay Rs. 2800/-) or equivalent in the parent cadre or department; and

(b) Possessing the following qualification and experience:-

(i) successful completion of training in the cash and accounts work in the Institute of Secretarial Training and Management or an equivalent training course in a recognized institution;

(ii) minimum three years' experience in cash, accounts and budget work.

3. The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

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 three years. The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding fifty-six years as on the closing date of receipt of applications.

5. Duties of Supdt.(A/cs.) in brief are as under :-

Supervision of work related to allotment and licence fee accounts of allottees of General Pool Accommodation, computation of arrears/enhancement of licence fee/damages accounts of GPRA/Genl. Pool Office Accommodation/ MP Pool Accommodation, Overhauling/Checking of accounts for issue of -

Clearance/NDC/Final Demand Certificate, Refund Order, Issue of first/revised/arrears/damages bill, checking and ensuring accuracy of calculations, Follow up action viz correspondence with the Deptt., PAO, individual occupant/ defaulter, police authorities, Filing of damages recovery cases under Public Premises Act, attending Court cases, preparation of Para-wise comments against Writ Petitions, Attending public for their queries etc. and any other duties as deemed fit by HOD for smooth functioning of the Directorate.

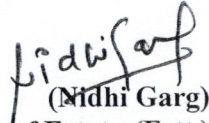
6. Officers who volunteer themselves for the above posts will not be permitted to withdraw their candidature later.

7. 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.

8. It is requested that the names of suitable officers who are eligible and can be spared, in case of selection, may be forwarded **within two months from the date of publication of this O.M. in the Employment News/ Rojgar Samachar in the attached proforma (Annexure) through the Administrative Authority.** The Administrative Authority must ensure himself of the suitability of the applicants in all respects before forwarding the applications.

9. The authenticated copy of up-to-date Character Rolls (APARs), Integrity Certificate, 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 applications. Photocopies of the ACRs/APARs should be attested on each page by an officer not below the rank of Under Secretary or equivalent. Applications not accompanied by the aforesaid documents or otherwise incomplete will not be considered at all. No action will be taken on advance copies of the applications or applications, which are not received through proper channel.

Encl: as above

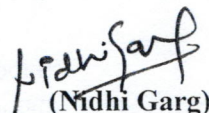
  
(Nidhi Garg)  
Dy. Director of Estates(Estt.)  
Te.No.23061372

To

1. All the Central/State Government Ministries/Department and their attached and subordinate offices as per standard list.
2. US(Admn.), Ministry of Housing and Urban Affairs
3. P.S. to DE-I/II – for information.
4. All DDE/ADE/Supdt.(A/cs.) of this Directorate of Estates.
5. Hindi Section for Hindi version.

Copy to:

1. Computer Cell, Directorate of Estates with the request to upload the advertisement on the website of the Directorate of Estates immediately.
2. IT Cell, Ministry of Housing and Urban Affairs to upload the advertisement of the website on Ministry of Housing and Urban Affairs.
3. Shri Amit Ghoshal, Under Secretary (CS-I), DoPT, Lok Nayak Bhawan (2<sup>nd</sup> Floor), New Delhi : Kindly upload the advertisement on the website of DoPT immediately.

  
(Nidhi Garg)  
Dy. Director of Estates(Estt.)

**BIO-DATA OF THE CANDIDATE FOR THE POST OF SUPERINTENDENT (A/cs.)  
IN DIRECTORATE OF ESTATES, M/o HOUSING & URBAN AFFAIRS**

1. Name, Designation & 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
i.	successful completion of training in Cash and Accounts work in the ISTM or an equivalent training course in a recognised institution	
ii.	minimum 3 yrs' experience in cash, accounts and budget work	

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:

- t) The date of initial appointment:
- u) Period of appointment on deputation/contract basis:
- v) 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 :

Date :

Signature of the Candidate

Contact no.

e-mail ID

**Department Endorsement:**

- j) 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 penalties have been imposed upon the applicant during the last ten years.
- iv) Integrity of the applicant is certified.
- v) Authenticated copies of Annual Confidential Reports/ Annual Performance Appraisal Reports of the applicant for the last five years are enclosed.

Date:

Signature  
Name, Designation & Tele no.  
of the Administrative Authority  
(with seal)