

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

Sankalp Bhawan, New Delhi
Dated: 29th April, 2026

VACANCY CIRCULAR

Subject: Filling up of the post of Officer on Special Duty (Urban Transport) [OSD (UT)] (Joint Secretary level) General Central Service, Group 'A' Gazetted, (Non-Ministerial) in the Ministry of Housing and Urban Affairs on deputation (including short-term contract) basis – reg.

One post of Officer on Special Duty (Urban Transport) [OSD (UT)] in Level-14 (₹1,44,200– 2,18,200/-) in the Ministry of Housing and Urban Affairs is proposed to be filled on deputation (including short-term contract) basis.

2. Eligibility Conditions:

Deputation(including short-term contract)-

Officers of the Central Government/State Governments/Union Territories/Recognized Research Institutions or Universities/Public Sector Undertakings/Autonomous or Statutory Organizations:

(a) I. holding analogous posts on 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-13A (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/Electrical/Mechanical Engineering from a recognized university; and
- II. 15 years' experience in areas of appraisal of feasibility or detailed project report, project financing, project monitoring or quality control of project, including 5 years' experience in large projects of Mass Transport System.

Note:- The 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.

3. The applications of willing and eligible officers may be forwarded through proper channel in the prescribed proforma (Annexure-I), together with the certificate from the forwarding authority (Annexure-II), along with:

- Cadre clearance
- Vigilance clearance
- Integrity certificate
- Statement of major/minor penalties imposed, if any, during last 10 years
- Copies of APARs for last five years duly attested by competent authority

4. Applications complete in all respects should reach this Ministry at Sankalp Bhawan, GPOA-2, Pt. Ravi Shankar Shukla Lane, KG Marg, New Delhi within **six weeks** from the date of publication of this vacancy in the Employment News. Applications received after the due date or without the requisite documents will not be considered.

5. This vacancy circular is also available on the website of the Ministry of Housing and Urban Affairs. (<https://mohua.gov.in/> → What's New)



(Anubhooiti Gupta)

Under Secretary to the Govt. of India

Tel.No. 23783496

To

1. All Ministries / Departments / State Governments / Union Territories / Public Sector Undertakings / Semi Governments / Autonomous & Statutory Organizations 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. Assistant Director, Advertisement Section, Employment News, Ministry of Information & Broadcasting, Room No.764, 7th Floor, Sookhana Bhawan, C.G.O Complex, Lodhi Road, New Delhi-110003 - with the request to publish the indicative version of this Vacancy Circular in the ensuing issue of Employment News. 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 on the website of the Ministry.
7. IT cell for uploading on e-office

BIO-DATA PROFORMA (Annexure-I)

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

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 / Organization	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 :

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.

Name of the candidate:
 Signature of the candidate:
 Full office address:
 Tel./Mobile No.:
 Email ID:

Annexure-II

Certificate to be furnished by the Employer/Head of Office/Forwarding Authority

Certified that the information/details provided in the above application by the applicant namely_____ are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy circular.

Also certified that:-

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt._____.
- ii. His/Her integrity is certified.
- iii. Photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years.*
- v. A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.*

(*Strike out which is not applicable)

Signature :
Name & Designation :
Telephone No. :
Fax No. :
Office Seal :

Place:

Date:

List of enclosures:

- 1.
- 2.
- 3.
- 4.