

No. 3(02)/2024-DUAC
Delhi Urban Art Commission

VACANCY CIRCULAR

Applications are invited for filling up of one post of Architectural Assistant Level 6 in Pay Matrix (Group B) in the Delhi Urban Art Commission, a statutory body under Ministry of Housing and Urban Affairs on deputation basis as per following criteria:

1. Pay & Allowances : The selected person shall be entitled to his/her basic pay drawn in his/her parent organization and deputation (duty) allowance as determined by the Government of India from time to time or the basic pay attached to the post of Architectural Assistant in DUAC as per the option of the selected person in terms of instructions issued by the Department of Personnel and Training time to time.
2. Eligibility condition : **Deputation**– Persons holding analogous posts in the State/Central Government/ Govt of NCT of Delhi.
3. Period of deputation : Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central government/State Government shall ordinarily not exceed three years.
4. Age : Not exceeding 56 Years as on closing date of receipt of applications.

The post carries Dearness Allowance, HRA and other benefits like LTC, medical reimbursement etc as stipulated in the Delhi Urban Art Commission (Employees Terms and Conditions of Service) Regulations as amended from time to time. The person selected shall be entitled for CGHS facilities in case he/she is CGHS beneficiary in his/her parent organisation.

Applications of only such candidates will be considered which are routed through proper channel and are accompanied with (i) Bio-data (in quadruplicate) in the proforma as given in Annexure-I, (ii) Cadre Clearance, (iii) Vigilance Clearance & (iv) copies of APARs/ACRs of last five years attested by an officer not below the rank of Under Secretary or equivalent. Incomplete applications will be summarily rejected. The candidates applying will not be permitted to withdraw subsequently.

Applications (in quadruplicate) of suitable and eligible persons who can be spared immediately in the event of selection may be sent to the Secretary, Delhi Urban Art Commission, Core-6 A, UG Floor, India Habitat Centre, Lodhi Road, New Delhi-110003 within a period of 60 days from the date of publication of this circular in the Employment News.

The Commission reserves the right to cancel the selection process at any point of time without assigning any reasons thereof.

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Annexure-I

Affix recent
passport size
photograph

APPLICATION FOR THE POST OF **Architectural Assistant** IN THE DELHI URBAN ART COMMISSION.

1.	Name, Designation, Name of Organization with complete Address (In Block Letters)				
2.	Whether belong to SC/ST				
3.	Date of Birth				
4.	Date of Entry into Govt. Service				
5.	Date of Retirement under Central/State Govt. Rules.				
6.	Address for communication				
7.	Permanent Address				
8.	Phone No. /Mobile No.				
9.	Details of Educational and other Qualifications				
Exam. Passed	Board/University/Institution	Subjects	Marks obtained	% of Marks/Class/Division	Year of Passing

10. Details of Employment, in chronological order. (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

Ministry/ Department/ Office/ Institution/ Organisation	Post held on Regular basis	Duration of Service		*Level in the Pay Matrix/Pay Band/Grade Pay of the post held on regular basis	Nature of duties in details. Highlighting experience required for the post applied for.
		From	To		

*Level/Pay Band/Grade Pay granted in the MACPS/ACP are personal to the officers and therefore should not be mentioned.

11.	Nature of present employment i.e. Ad-hoc or temporary or Quasi-Permanent or Permanent.	
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12.	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.: In case of Officer already on deputation, the application of such officer should be forwarded by the parent cadre / department alongwith cadre clearance vigilance clearance and integrity certificate.

13.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
14.	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	
15.	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.	

16.	Total emoluments per month now drawn.	
	Basic Pay and the Level in Pay Matrix	Total Emoluments

17.	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

18. 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.

Place:.....

Date:.....

(Signature of Applicant)

Date.....

Address.....

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Email-ID.....

Contact Number

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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 APARs/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)