

**A-12012/02/2010-Admn(HUPA).**  
**Government of India**  
**Ministry of Housing & Urban Poverty Alleviation**

Room No 201-C,  
Nirman Bhawan, New Delhi-110011

Dated the 28<sup>th</sup> December, 2011

**OFFICE MEMORANDUM**

**Subject: Filling up the post of Deputy Director (Technical) (Social Survey) in the Ministry of Housing and Urban Poverty Alleviation.**

One Group A post belonging to the General Central Services is required to be filled in this Ministry on deputation basis. The pay of the officer selected will be regulated in accordance with the Government of India orders on the subject. The details of the post, scale of pay, eligibility conditions etc. are given as under:-

S.No	Name of post	Pay Band/Scale of pay(in Rs)	No. of posts
1	Deputy Director (Technical) (Social Survey)	PB-3.15600-39100 +6600(Grade Pay)  10,000-325-15,200(Pre-revised)	One

Eligibility for the post of Deputy Director (Technical) (Social Survey):-

Officers under the Central/State Governments/Union Territories Governments:-

- a) i) Holding analogous posts on regular basis; or  
ii) With 5 years regular service in posts in the pay band/scale of PB-2, Rs 9300-34800 + 5400 (Grade Pay)/PB-3, Rs 15600-39100 + 5400(Grade Pay/equivalent/ Rs 8,000-13,500 (pre-revised scale) or  
iii) With 7 years regular service in posts in the scale/pay band of PB-2, Rs 9300-34800+ 4600(Grade Pay) or equivalent; and  
b) Possessing the following educational qualifications and experience:-

**Essential**

Master's degree in Social Work or Psychology or Sociology or Anthropology with specialization in Social Anthropology from a recognized University or equivalent.

**Desirable**

Research experience in Urban Social problems/non-formal education/community development/community health service in urban area.

2. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

3. Interested officers may submit their applications through proper channel furnishing the information as in Annexure-I in duplicate so as to reach the Under Secretary(Admn), Ministry of Housing and Urban Poverty Alleviation, Nirman Bhawan, Room No 201 "C" Wing, New Delhi within 45 days from the publication of this advertisement in the issue dated the **10-16 December, 2011** of the Employment News. The forwarding authorities may also send the upto date Character Rolls of the Officers concerned along with the applications. It may also be confirmed that the particulars furnished by the officers concerned are correct and that they are free from vigilance/disciplinary angle. Integrity certificate in respect of all the applicants may also be furnished. A Certificate to the effect that no major/minor penalty has been imposed on any of the applicants during the last 10 years may also be furnished.

4. The applications received after the due date or not accompanied by copies of up to date CR dossiers of last 5 years, Vigilance clearance and other requisite information/documents will not be considered.

**(R.K.Kumania)**

**Under Secretary to the Government of India**

**Ph. 23062127**

To,

1. All Ministries / Departments of the Government of India.
2. Chief Secretaries of all State Government and Union Territories Administration.
3. NIC(Director)..... with a soft copy for displaying the O.M in the Website of the Ministry([www.mhupa.gov.in](http://www.mhupa.gov.in)).
4. Notice Board.

**Copy to:-**

1. All Sections/Desks/Units in the Secretariat of the Ministry of HUPA and the Ministry of UD. The applications of the willing and eligible officers may be sent through proper channel to Administration Section within the stipulated time.

**(N.K.Saha)**

Section Officer

Ph. 2306 3631

**BIO DATA PROFORMA**

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 Qualifications: \_\_\_\_\_
5. Whether Educational and other  
qualifications required for the post  
are satisfied : \_\_\_\_\_
6. If any qualification has been  
treated as equivalent to the  
one prescribed in the rules,  
state the authority for the same) : \_\_\_\_\_

	<b>Qualifications/experience required</b>	<b>Qualifications/experience possessed by the officer</b>
<b>Essential</b>	<sup>1</sup> Master's degree in Social Work or Psychology or Sociology or Anthropology with specialization in Social Anthropology from a recognized University or equivalent	
<b>Desired</b>	Research experience in Urban Social problems/non-formal education/community development/community health service in urban area.	

7. Please state clearly whether in the light of the entries made by you above, you meet the requirement of the post: \_\_\_\_\_
8. Details of Employment, in chronological order. (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient).

Office/ Instt./ Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties

9. Nature of present employment, ie. ad-hoc or temporary or quasi permanent 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 \_\_\_\_\_
- c. Name of the parent office/organization to which you belong: \_\_\_\_\_
11. Additional details about present employment. Please state whether working under
- a) Central Government  
b) State Government  
c) Autonomous Organisation  
d) Govt. Undertaking  
e) University
12. 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: \_\_\_\_\_
13. Total emolument for one month now drawn:
14. Additional information, if any, which you would like to mention in support of your suitability for the post.  
(Enclose separate sheets, duly authenticated if the space is insufficient.)
15. Whether belongs to SC/ST.: \_\_\_\_\_
16. Remarks :

(Signature of the candidate)

Date \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Countersigned by the Employer \_\_\_\_\_