

**A-12012/4/2010-Genl/Admn(HUPA)**  
**Government of India**  
**Ministry of Housing & Urban Poverty Alleviation**  
**Room No.201-C, Nirman Bhawan, New Delhi-110011**  
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**OFFICE MEMORANDUM**

**Sub: Filling up the post of Deputy Director (BSUP) in the J.N.N.U.R.M. in the Ministry of Housing and Urban Poverty Alleviation on deputation basis.**

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:-

<b>S.No</b>	<b>Name of post</b>	<b>Pay Band/Scale of pay(in Rs)</b>	<b>No. of posts</b>
1.	Deputy Director (BSUP)	PB-3. Rs.15600-39100 +Rs.6600(Grade Pay) [Rs.10,000-325-15,200(Pre-revised)]	One

**Eligibility for the post of Deputy Director :-**

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

**A.**

- i)** Holding analogous posts on regular basis in the parent cadre or Department; or
- ii)** With 5 years service in the grade rendered after appointment thereto on a regular basis in the Pay Band-3 Rs.15600-39100 with Grade Pay of Rs.5400 or equivalent in the parent cadre/Department; or
- iii)** With 6 (six) years service in the grade rendered after appointment thereto on a regular basis in Pay Band-2, Rs.9300-34800 with Grade Pay Rs.4800/- or equivalent in the parent cadre / Department; and

**B. Possessing the following educational qualifications and experience:-**

- (i)** A degree in any discipline from a recognized University.
- (ii)** Five years' experience of handling/processing and sanctioning of proposals in social sector projects relating to poor people or people living below poverty line or slum dwellers or five years experience of handling/processing and sanctioning of project proposals for the welfare and upliftment of women, children, people belonging to SC/ST categories etc.

**2. Period of deputation & Age Limit:** 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 4(four) years. **The maximum age limit for appointment**

**on deputation shall not be exceeding 56 years as on the closing date of receipt of application.**

*[Note: For the purpose of appointment on deputation basis, the service rendered on a regular basis by any officer prior to 01.01.2006/the date from which the revised pay structure based on the 6<sup>th</sup> C.P.C. recommendation has been extended, shall be deemed to be service rendered in the corresponding grade pay/ pay-scale extended based on the recommendation of the pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay / pay scale, and where this benefit will extend only for the post(s) for which that grade pay / pay scale is the normal replacement grade without any up-gradation]*

**3. Power to Relax:** Where the Central Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

**4.** The eligible and willing 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-110011** within 45 days from the date of publication of this advertisement in the *Employment News* dated 24-30 December, 2011. The forwarding authorities may also send the upto date Character Rolls of the Officer concerned for last five years along with the application. It may also be confirmed that the particulars furnished by the officer concerned are correct and that he/she is free from vigilance/disciplinary angle. Integrity certificate in respect of the applicant may also be furnished. A Certificate to the effect that no major/minor penalty has been imposed on the applicant during the last 10 years may also be furnished.

**5.** 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. The Chief Secretaries of all State Government and Union Territories Administration.
3. Director (Admn) H.U.D.C.O, C.G.E.W.H.O, B.M.T.P.C., N.C.H.F, H.P.L
4. The Assistant Media Executive, DAVP, M/o Information & Broadcasting, Sochana Bhawan, CGO Complex, Phase IV, Lodhi Road, New Delhi-110003.
5. Ms Nalini Rani, Editor, Employment News, East Block, Level-III, R.K. Puram, New Delhi
6. 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)).
7. 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 Blockletters: \_\_\_\_\_
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 qualification and Experience</b>	(i)A Degree in any discipline from a recognized University	
	(ii)Five years' experience of handling/processing and sanctioning of proposals in social sector projects relating to poor people or people living below poverty line or slum dwellers or five years experience of handling/processing and sanctioning of project proposals for the welfare and upliftment of women, children, people belonging to SC/ST categories etc.	

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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Certificate to be given by the Head of Office of the Applicant**

1. It is certified that the particulars furnished by the Officer are correct.
2. It is certified that no vigilance/disciplinary case is either pending or being contemplated against the applicant and he is clear from vigilance angle. That he has not been imposed any major/minor penalty during the last 10(ten) years.
3. His integrity is certified.

**Head of Office**

**Note: Annual confidential reports in original or their attested copies of each page for preceding five years along with vigilance Certificate should be enclosed.**