

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

OFFICE MEMORANDUM

05 DEC 2019

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 Ad-hoc basis.

One Group A post belonging to the General Central Services is required to be filled in this Ministry on **Ad-hoc basis for a period of six months or earlier till a regular incumbent becomes available. However, the period could be extended or curtailed subject to approval by the competent authority.** 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 (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 Governments

A.

- i)** Holding analogous posts 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

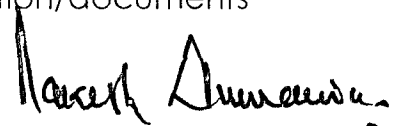
- iii) With 6 (six) years service in the grade rendered after appointment thereto on a regular basis in Pay Band-2, Rs.9300-34800 with Grade Pay Rs.4800/- or equivalent in the parent cadre / Department; and

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.

4. The eligible and willing officer may submit his/her application 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** at the earliest and in any case not later than 15 days from the date of issue of this O.M. The forwarding authorities may also send the photocopies of the upto date ACRs/APARs, duly attested by an officer not below the rank of Under Secretary, 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.

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. NIC (Director).....with a soft copy for displaying the O.M in the Website of the Ministry (www.mhupa.gov.in).
3. 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.

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(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) : _____

	Qualifications/experience required	Qualifications/experience possessed by the officer
Essential qualification 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.	

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, i.e. 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. 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: _____

12. Total emolument for one month now drawn: _____

13. 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.)

14. Whether belongs to SC/ST: _____

15. 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.
3. His/Her integrity is certified.

Head of Office