

**OFFICE OF THE SECRETARY-CUM-COMMISSIONER (DEV.)**  
**DEVELOPMENT DEPTT., GNCT OF DELHI, 5/9 UNDER HILL ROAD, DELHI - 54**  
**Tel.No. 23918817, 23955227, Fax No.23957289 E-mail: cdevelop@nic.in**

No.F.54(48)/02/ Dev.(HQ)/Pt.File-II/ 2353-2364

Dated: 24-9-2019

1. The Secretaries to the Govt. of India, All the Ministers.
2. The Chief Secretaries of all States/Union Territories Administrations.
3. All Central/State Universities.
4. The Autonomous Organization
5. The Recognized Research Institute
6. The Public Sector Undertaking/ Semi Government.
7. The Statutory Organization
8. Chairperson, N.D.M.C., New Delhi.
9. Commissioner, M.C.D., Delhi.
10. Chief Executive, Cantonment Board, Delhi.
11. Veterinary Council of India,  
A-Wing, 2<sup>nd</sup> Floor, August Kranti Bhawan,  
Bhikaji Cama Place, New Delhi-66.

Subject: - Filling up of 1 (one) post of Director(Animal Husbandry) in the Pay Band-3 Rs.15600-39100, Grade Pay of Rs. 7600/- + NPA (Pre-revised), revised to Pay Matrix Level -12 of Rs. 78800-209200 + Non Practicing Allowance (NPA) in Animal Husbandry Unit under Development Department Govt. of NCT of Delhi on deputation (Including Short -Term Contract).

Sir,

I am directed to state that it is proposed to fill up 1(one) post of Director in Animal Husbandry Unit under Development Department, Govt. of Delhi in the Pay Band-3 of Rs. 15600-39100, Grade Pay of Rs. 7600 + Non Practicing Allowance (Pre-revised), revised to Pay Matrix Level-12 of Rs. 78800-209200/- + Non Practicing Allowance (NPA) on deputation (ISTC). The field of selection and the educational qualifications for the post are as under:-

(I) Eligibility for Deputation (Including Short Term Contract)

Officers of the Central / State Govt. / Union Territories / Autonomous Organization / Universities / Recognized Research Institute / Public Sector undertaking or Semi-Government / Statutory Organization.

- (A) (1) Holding analogous post on regular basis in parent cadre/Department; or  
(2) With 5 years service in the grade rendered after appointment thereto on regular basis in the scale of Pay of Rs. 15,600-39,100 with Grade pay Rs. 6600 in PB-3 or equivalent; or  
(3) With 10 years service in the grade rendered after appointment thereto on regular basis in the scale of Pay of Rs. 15,600-39,100 with Grade pay Rs. 5400 in PB-3 or equivalent;

AND

(B) Possessing the following educational qualification and experience;

- (1) Recognized Veterinary qualification included in the first schedule or second schedule of the Indian Veterinary Council Act, 1982 (Number 52 of 1984)
- (2) Should be registered with the State Veterinary Councilor Indian Veterinary Council.
- (3) Post Graduate Degree in Veterinary Science/ Animal Husbandry from a recognized University.
- (4) Ten Years Experience in the field of Veterinary Science/Animal Husbandry, out of which 5 years experience, should be administrative capacity in the same field.

Contd....



**Note:-**

1. The departmental officers in the feeder Grade who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion.
2. Period of deputation (ISTC) including period of deputations (ISTC) 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 four years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years as on the closing date of receipt of applications.
3. For the purpose of appointment on deputation(ISTC) basis, the service rendered on a regular basis by an officer prior to 01-01-2006 (the date from which the revised pay structure based on the 6<sup>th</sup> Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding Grade Pay/Pay Scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with common Grade Pay/Pay Scale, and where this benefit will extend only for the post(s) for which that Grade Pay/Pay Scale is normal replacement Grade without any upgradation.

**(II) DUTIES OF DIRECTOR (ANIMAL HUSBANDRY):-**

*The Director will be Head of Unit of Animal Husbandry and to directly supervise the activities of the Veterinary Hospital/Dispensaries and officers working in the Animal Husbandry unit of Development Department of GNCT of Delhi.*

**(III)** The application of only such officers/candidates will be considered that are routed through proper channel and are accompanied with the following documents.

1.	Application in duplicate in Annexed Performa
2.	Cadre Clearance Certificate from the controlling authority
3.	Statement giving details of Major or Minor penalties imposed upon the officer, if any during the last Ten (10) years.
4.	Vigilance clearance /Integrity Certificate.
5.	Photo Copies of ACRs/APARs for the last five (5)years duly attested on each page by an officer not below the level of Under Secretary or equivalent.

**(IV)** While forwarding the applications it may also be verified and certified that the particulars furnished by the applicant are correct.

**(V)** It is therefore requested that applications in duplicate of suitable and eligible candidates enclosing the documents listed in para-III above may be forwarded to the Special Development Commissioner, Development Department, 5/9 Under Hill Road, Delhi-54 within a period of 45 days from the date of publication of notice in this regard in Rozgar Samachar / Employment News. While forwarding application, it may please be certified that there is no vigilance case pending/contemplated against the officers concerned.

**(VI)** Applications, which are incomplete or not forwarded through proper channel or are not accompanied by the requisite supporting documents along with complete ACRs dossiers and Vigilance Clearance Certificate, or received after the last date will not be considered.

**(VII)** It is further requested that the above mentioned vacancy may kindly be given wide publicity amongst Organizations under your control.

Yours faithfully,

  
(MANISH CHANDRA VERMA)  
DY. DIRECTOR (H.Q.)

Copy to:-

1. P.S. to Secretary-cum-Commissioner(Development), Development Department, Govt. of NCT of Delhi.



**BIO-DATA/ CURRICULUM VITAE PROFORMA**

1.Name and Address (in Block Letters)		
2.Date of Birth (in Christian era)		
3.i) Date of entry into service		
ii) Date of retirement under Central/State Government Rules		
4.Educational Qualifications		
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)		
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer	
<b>Essential</b>	<b>Essential</b>	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
<b>Desirable</b>	<b>Desirable</b>	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the <b>Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>		
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		
<p><b>6.1 Note:</b> Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>		



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

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned . Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay , Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

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/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p><b>9.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>			



<b>10.</b> any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
<b>11. Additional details about present employment:</b>  Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
<b>12.</b> Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
<b>13.</b> 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		
<b>14. Total emoluments per month now drawn</b>		
Basis Pay in the PB	Grade Pay	Total Emoluments
<b>15.</b> In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation 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
<b>16.A Additional information</b> , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii)		



professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)  <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>	
<b>16.B Achievements:</b> The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>	
<b>17.</b> Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
<b>#</b> (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
<b>18.</b> Whether belongs to SC/ST	

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.

**(Signature of the candidate)**

Address \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

**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 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)**