DSIIDC

Delhi State Industrial and Infrastructure Development Corporation Ltd.

Delhi State Industrial & Infrastructure Development Corporation Ltd.
N-36, Bombay Life Building, Connaught Circus, New Delhi
URL: www.dsiidc.org

NOTICE FOR RECRUITMENT ON DEPUTATION BASIS

Applications are invited for the following posts **on deputation basis** from the eligible officers/ officials of Central Government/ State Government/ Public Sector Undertakings/ Autonomous Bodies:

S. No.	Name of the post	Number of Post	Pay Band plus Grade Pay	Recruitment Rules
1	Chief Manager	2	(PB-3): Rs. 15600-39100+ Rs. 7600/-(Grade Pay)	a) Holding analogous Post on regular basis in parent cadre or department **OR** Divisional Manager or equivalent with minimum 05 years of regular service in the pay band-3, Rs. 15600-39100+ Rs. 6600/-(Grade Pay) in the Central/State Government/ PSUs/Autonomous Organization possessing the educational qualifications given below/ DANICS or equivalent cadre of the Government of NCT of Delhi **OR** Sr. Manager or equivalent with minimum 10 years of regular service in the pay band –3, Rs. 15600+39100+Rs. 5400(Grade Pay) in the Central/State Government/PSUs/Autonomous Organization or equivalent cadre of the Government of NCT of Delhi. (b) Desirable qualification: (i) MBA/MA(Economics)/MCA from a recognized University/Institute.
2	Senior Manager	10	PB-3 Pay band Rs. 15600-39100+ Rs. 5400/-(Grade Pay)	(a) Holding analogous Post on regular basis in parent cadre or department **OR** Manager or equivalent with minimum 4 years of regular service in the pay band-2, Rs. 9300-34800+Rs. 4800/-(Grade Pay) in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi **OR** Assistant Grade-I or equivalent with minimum 8 years of regular service in the pay band–2, Rs. 9300+34800+Rs. 4200/-(Grade Pay) in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi. **Experience:** 10 years in managerial (above E-O level) capacity in Government/Corporation/reputed Commercial Company/Organization (b) Possessing the following qualifications: Bachelor's Degree with minimum 50% marks from a recognized University/Institute. (c) Desirable Qualification:- MBA/MA(Economics)/ MCA from a recognized

				University/Institute.
3	Manager	34	Pay Band-2 Rs. 9300-34800+ Rs.4800/-(Grade Pay)	(a) Holding analogous Post on regular basis in parent cadre or department **OR** Assistant Grade-I or equivalent with minimum 6 years of regular service in the pay band-2, Rs. 9300-34800+Rs. 4200/-(GradePay) in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi. (b) Possessing the following qualifications: Bachelor's Degree with minimum 50% marks from a recognized University/Institute. **Experience:** 3 years in supervisory capacity(above S-1 level) in Government/Corporation/reputed Commercial Company/Organization
4	Section Officer (A/cs.)	12	Pay Band-2 Rs. 9300-34800+ Rs.4800/-(Grade Pay)	a) Holding analogous Post on regular basis in parent cadre or department **OR** Assistant Commercial Accountant or equivalent post with regular service of 6 years in the pay band-2, Rs. 9300-34800+Rs. 4200/- (Grade Pay) in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi **OR** Accounts Assistant or equivalent post with regular service of 10 years in the Pay Scale of Rs. 5200-20200+2400 /-(Grade Pay) in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi. (b) Possessing the following qualifications: CA/CMA/ SAS Examination (passed) conducted by appropriate Government(Comptroller and Auditor General of India/Controller General of Accounts, Government of India, Government of NCT of Delhi. **OR** B.Com with 60% Marks having 6 years experience in the similar capacity in a Central/State Government Ministry/ Department or in a large manufacturing or trading company.
5	Accounts Assistant	70	Pay Band-1 Rs. 5200-20200+ Rs. 2400/-(Grade Pay)	(a) Holding analogous Post on regular basis in parent cadre or department. (b) Possessing the following qualifications: (i) Senior Secondary with minimum 60% marks and commerce as one of the subjects. (ii)SAS Examination (passed) conducted by Auditor General of India/Controller General of Accounts, Government of India, Government of NCT of Delhi. **Desirable:** (i) B.Com with minimum 60% marks (ii) 6 months certificates in computer
6	Assistant Grade-II	116	Pay band-1, Rs. 5200-20200+ Rs. 2400/-(Grade Pay)	(a) Holding analogous Post on regular basis in parent cadre or department. (b) Possessing the following qualifications: Senior Secondary(12th pass) from any recognized Board/Institute with 6 months Certificates course in Computer Application from a recognized Institutes. **Desirable:** (i) Bachelor's Degree from a recognized University/Institute. (ii) Proficiency in use of computer operation
7	Junior	25	Pay band-	(a) Holding analogous Post on regular basis in parent cadre or

	Stenographer (English)		1, Rs. 5200-20200+ Rs. 2400/- (Grade Pay)	department in Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi. (b) Possessing the following qualifications: Senior Secondary (12th pass) from any recognized Board/Institute with proficiency in English Shorthand and Typewriting. **Skill test norms:** (i) Dictation: 10 mts. @ 80w.p.m.(English). (ii) Transcription: 50mts.(on Computer). **Desirable:** Bachelor's Degree from a recognized University/ Institute.
8	Junior Stenographer (Hindi)	2	Pay band-1, Rs. 5200-20200+ Rs. 2400/- (Grade Pay)	(a) Holding analogous Post on regular basis in parent cadre or department in Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi. (b) Possessing the following qualifications: Senior Secondary (12th pass) from any recognized Board/Institute with proficiency in Hindi Shorthand and Typewriting. **Skill test norms:** (i) Dictation: 10 mts. @ 80w.p.m.(Hindi). (ii) Transcription: 65mts.(on Computer). (iii) Typewriting test in the Hindi language @ 30w.p.m.(on Computer) **Desirable:** Bachelor's Degree from a recognized University/ Institute.

The applications must be reached by **23.10.2015** on our Head Office **i.e. N-36, Bombay Life Building, Connaught Circus, New Delhi**. The deputation will be initially for the period of three year. The applicants may forward their application through proper channel with NOC along with last five years ACRs to the undersigned.

Dy. General Manager (Personnel)
011-23713346
Tel: 011-23314231 (Etxn. – 169)

Note:-

(1) Envelope containing application should be super-scribed with "APPLICTION FOR THE POST OF _____ (SL. NO. _____)."

(2) The pay of the officials selected will be regulated with Order No. 6/8/2009-Estt. (Pay II), New Delhi dated 17th June, 2010 (amended from time to time) and the maximum age limit for appointment on deputation shall be 56 years on the date of closing of the applications.

(3) In addition to pay, DA/ HRA and other allowance are payable as admissible to the employees of the Corporation. The deputationist will be governed by standard terms and conditions of deputation as applicable from time to time.

(4) Mere fulfillment of educational qualifications and experience does not entitle a candidate to be called for interview. The Screening Committee will adopt its own criteria for holding the interview.

(5) The number of posts is indicative only. The management may increase or decrease the number of posts in each category on its discretion, based on requirements.

(6) For the above posts interested candidates presently serving in Central Govt. / State Government / Public Sector Undertakings/ Autonomous Bodies etc. and keen to serve on deputation may please apply so that their application reaches us by 31st March, 2015, in the enclosed proforma (Annex.-A) along with, two passport size photographs, attested photo copies of educational certificates, experience, NOC and ACRs of the last five years etc. The candidate should bring the testimonials in original of all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, at the time of interview.

(7) It shall be necessary to furnish "No Objection Certificate"/ waiver of cooling off, as the case may be, from the parent department/ present employer at the time of interview.

(8) No TA/ DA shall be paid to the short-listed candidate for attending interview.

(9) Completed applications should be sent to Dy. General Manager (Personnel), Delhi State Industrial & Infrastructure Development Corporation Limited, N-36, Bombay Life Building, Connaught Circus, New Delhi-110001. Applications received after the closing date (i.e. 23rd October, 2015) are liable to be rejected.

Dy. General Manager (Personnel)

FORMAT OF APPLICATION

1. Advertisement dated : ……
2. Post applied for : ……
3. Name in full (Block Letters): ……
4. Father's/ Spouse Name : ……
5. (a) DOB: (dd/mm/yyyy) : ……
   (b) Age on closing date : ……
6. Belongs to category : ……
7. Educational / Technical Qualifications: (In chronological order from matriculation onwards).

S.No.	Name of Course/ Exams passed	University/ Institution/ Board	Duration of the Course	Year of Passing	Main subjects taken	Subject of specialisation	Div./ Class & % of Marks

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

8. Employment Record: (Details in chronological order, starting with the first job to current employment status).

S.No.	**Name & Address of Employer**	**Post/ Designation**	**Please specify whether the post was held on adhoc/ regular/ permanent/ current duty charge/ MACP basis**	**Period (from – To)**	**Total period of each employment in years, months & days for the said post/ designation**	**Scale of pay & grade pay**	**Nature of duties**

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

9. Total Experience in years…….

10. Total Experience in years as per eligibility criteria of DSIIDC

……..

11. Computer skills : …….

12. Course/ Certification: …….

12. (i) Address for correspondence: ……
(in BLOCK LETTERS): ……
……
Pin Code : ……

(ii) Office Address ……
(in BLOCK LETTERS) ……
……

Pin Code : ……
(ii) Telephone No: ……
(a)Office No. : ……
(b) Residence No: ……

(iii) Mobile No. : ……
(iv) E-mail ID ……

13.Permanent Address: ……
(In BLOCK LETTERS) : ……
Pin Code. ……
Telephone Number: ……

14.Any other information you may wish to add (like list of publications, Membership of earned societies, awards and recognition, etc. (in brief)) :
……

……

15. Vigilance Status:

Please indicate if : (please tick)	Yes	No
(a) Are you currently under suspension:	……	……
(b) A charge sheet and the disciplinary proceeding against you	……	……
(c) Prosecution for a criminal charge is pending against you	……	……

16. Details of Enclosures:
……

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17. DECLARATION:-

I Mr./ Mrs./ Ms. …… certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. If at any time I am found to have concealed/ distorted any material information, my appointment shall be liable to be summarily terminated without notice/ compensation.

Place:
Date:

Signature of the candidate

CERTIFICATE
(TO BE FORWARDED BY THE HEAD OF ORGANIZATION)
(Applicable for candidates already working in Central Govt./State Govt./Public Sector Undertakings/Autonomous Institutions)

(i) Certified that the particulars have been verified and found to be correct. It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against the officer integrity of the officer is also certified.

(ii) The application of Mr..Mrs./ Ms……is recommended. In case of his/her selection, the Department / organization will relive him/ her.

(iii) Copies of ACRs/ APARs for the last five years are also enclosed.

Place:
Date :

Signature of the Head of the Organization / Office with Office Seal