

F.No.21/07/2019-CS-I(P)
Ministry of Personnel, Public Grievances Pension
Department of Personnel & Training
(C.S.I Division)

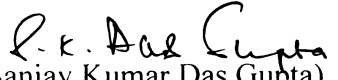
2nd Floor, 'A' wing,
Lok Nayak Bhawan,
Khan Market, New Delhi
Dated 3rd October, 2019

OFFICE MEMORANDUM

Subject:- Engagement of retired Under Secretary/Section Officer as Full Time Consultant (Administration) in Delhi Urban Art Commission (DUAC)-reg

The undersigned is directed to circulate Office Memorandum No.A-11013/05/2019-DD-II dated 25/09/2019 (along-with enclosures) received from Ministry of Housing and Urban Affairs regarding engagement of retired Under Secretary/Section Officer as Full Time Consultant (Administration) in Delhi Urban Art Commission (DUAC).

2. It may be noted that cadre clearance from C.S.I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation
3. In case of any further clarification, applicants are requested to contact the concerned Ministries/Departments.


(Sanjay Kumar Das Gupta)

Under Secretary to the Government of India
Tele:- 24629412

To,

All Ministries/Departments (through DOPT's website)

A-11013/05/2019-DDII
Government of India
Ministry of Housing and Urban Affairs
(Delhi Division)

Nirman Bhawan, New Delhi
Dated the 25th September, 2019

Office Memorandum

Subject: Engagement of retired Under Secretary/Section Officer as Full Time Consultant (Administration) in Delhi Urban Art Commission (DUAC)- reg.

The undersigned is directed to state that Delhi Urban Art Commission (DUAC), a statutory body under this Ministry, is interested to hire retired Under Secretary/Section Officer as Consultant in its Administration Division.

2. In this regard, DoPT is requested to upload the DUAC vacancy circular in its website for wide publicity among eligible retired CSS officers.

Encls. As above.

V. K. Kushwaha
(V. K. Kushwaha)

Under Secretary to the Government of India
Tel. 011-23063401

To:-

1. Department of Personnel & Training,
[The Under Secretary, CS-I Division]
2nd Floor, 'A' Wing, Lok Nayak Bhawan,
Khan Market, new Delhi.

2. SO, IT Cell, MoHUA- for uploading the circular on e- office of MoHUA.

3. NIC-MoHUA with the request to upload this circular on www.mohua.gov.in

Copy to:-

The Secretary, DUAC, Core-6A, UG & First Floor, India Habitat Centre, Lodhi Road, New Delhi- 110003.

SO (C)
[Signature]
30/9/19
US (C)

दिल्ली नगर कला आयोग

कोर-6ए, कूजी एंव प्रथम तल भारत पर्यावास केन्द्र,
लोधी रोड, नई दिल्ली - 110003
(सांविधिक निकाय, आवासन और
शहरी कार्य मंत्रालय, भारत सरकार)



DELHI URBAN ART COMMISSION

CORE-6A, UG & FIRST FLOOR, INDIA HABITAT CENTRE,
Lodhi Road, New Delhi - 110003
(A Statutory Body of Ministry of
Housing and Urban Affairs, Govt. of India)

212

No.3(3)/2012-DUAC

09th September, 2019

श्री वी.के. कुशवाहा

अवर सचिव (डी.डी.11) (दिल्ली प्रभाग)

आवासन और शहरी कार्य मंत्रालय

निर्माण भवन, नई दिल्ली-110011

विषय: Engagement of Full Time 'Consultant (Administration)' in DUAC.

महोदय,


It is to inform that DUAC is inviting applications for engaging one Full Time 'Consultant (Administration)' in the Commission purely on contract basis from retired (Govt.) Under Secretary/Section Officer or equivalent upto an age of 63 years for dealing with all the administrative, accounts and legal matters. Detailed advertisement is attached.

It is requested to upload the Circular on Ministry's website and forward the same to DoPT to upload on their website too for wider publicity.

संलग्न: उपर्युक्त

11.9.19
Sd/-
AJO

भवदीय,


(स्वी कौशल)
सचिव



दूरभाष PHONE : 24619593, 24618607, 24690821, 24636191, फैक्स FAX : 24648970

ई-मेल E-MAIL : duac74@gmail.com, duac@gov.in, secy-duac@gov.in वेबसाईट WEBSITE : www.duac.org



DELHI URBAN ART COMMISSION
(A Statutory Body under Ministry of Housing & Urban Affairs, GOI)
Core 6A, UG & First Floor, India Habitat Centre
Lodhi Road, New Delhi-110 003

CIRCULAR

Applications are invited for engaging one Full Time 'Consultant (Administration)' in the Commission purely on contract basis from **retired (Govt.) Under Secretary/Section Officer** or equivalent upto an age of **63 years** for dealing with all the administrative matters, accounts and legal matters including attending to Parliament Questions, preparation of Annual Reports, Audit, Budget formulations etc. The monthly remuneration payable shall be as follows:-

- (i) Retired (Govt.) Under Secretary or equivalent : ₹45,000/- consolidated per month.
- (ii) Retired (Govt.) Section Officer with 5 years experience or equivalent : ₹40,000/- consolidated per month.

Other terms & conditions for appointment:

- 1) The aforesaid purely contractual post does not carry Dearness Allowance, HRA, Gratuity and other benefits like medical reimbursement, LTC etc.
- 2) The Consultant shall maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of the contract and sign a non disclosure undertaking to this effect. Failing to maintain official secrecy will be liable for suitable action.
- 3) The Consultant will mark his/her attendance in the Aadhar Based Biometric Attendance Machines installed in the premises of the Commission.
- 4) During the contract with the Commission, no other assignment/consultancy of any type, will be accepted by the Consultant.
- 5) Consultant will work in the premises of the Commission or at such locations as may be decided from time to time.
- 6) Office timings will be 9.00 A.M. to 5.30 P.M. with half an hour lunch break in between (from 1.00 P.M. to 1.30 P.M.) for five days in a week (Monday to Friday). All Saturdays & Sundays and Gazetted holidays shall be deemed as holidays. However, depending on exigencies of work Consultant may be required to attend office on Saturdays/holidays as well. For the holidays spent in office Consultant may avail compensatory leave on any working day with the prior approval of the Secretary, DUAC.
- 7) Appropriate action shall be taken for unauthorized absence from duty. In the event of becoming unfit for performance of the duties assigned, due to such causes as ill-health, infirmity, accident etc., the Consultant will communicate the same to Secretary, DUAC for further decision in the matter.

Contd...

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- 8) The Consultant will be bound to abide by instructions given in writing or verbally by Administration/Secretary, DUAC from time to time and will not refuse to accept any communication delivered by the office.
- 9) Any loss of or willful damage made to the official equipments shall be recoverable from the remuneration to be paid to Consultant.
- 10) The Consultant during contract period cannot use designation or any official nomenclature.
- 11) Termination of the contract will require 30 days notice from the Consultant. However, the Commission reserves the right to terminate the contract at any time, without assigning any reason/notice.
- 12) Any dispute, if arises, will be within the jurisdiction of Delhi Court.

Application complete in all respect addressed to the Secretary, Delhi Urban Art Commission, Core-6A, UG & First Floor, India Habitat Centre, Lodhi Road, New Delhi-110 003, should be sent in prescribed proforma so as to reach within 21 days of date of issue of this advertisement.

The candidate selected will be required to join on immediate basis.

Secretary

2/5

APPLICATION PROFORMA

Full Time Consultant (Administration)

Affix recent
self-attested
passport size
photograph

1.	Name (in Capital letter)	
2.	Father/Husband Name	
3.	Date of Birth	
4.	Permanent Address	
5.	Address for communication	
6.	Contact/Mobile Number	
7.	Email ID	
8.	Nationality	
9.	Category SC/ST/OBC/Gen/PH (attach certificate)	

10. Details of academic/technical/professional qualification:-

S.No.	Qualifying Examination	Board/Institution/ University	Subject Studied	Duration of Study	Year of Passing	% of Marks

*attach self-attested copies of certificates.

11. Details of Experience (In Chronological Order):-

Name of Organization & Address	Designation	Salary Drawn	Duration of service		Whether regular/ contractual	Nature of duties performed
			From	To		

*attach self-attested copies of certificates.

12. Proficiency of working on Computer:

13. Date of retirement from Govt. Service/Department/Ministry:

14. Post from which retired:

15. Reference of two senior officers:

Particulars	Reference No.1	Reference No.2
Name		
Designation		
Ministry/Department		
Email ID		
Mobile/Contact No.		

16. **DECLARATION**

I have carefully gone through the advertisement and the terms and conditions of engagement. My application duly supported by documents submitted by me. I do hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief.

(Signature of Applicant)

Place:

Date: