

GOVT. OF NCT OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
 7th FLOOR, C WING, I.P. ESTATE,
 DELHI SECRETARIAT, NEW DELHI-110002
 email: arupdate@nic.in Fax: 23392621
 (F.19/12/2016/Rectt-AD/CD No.407336)

Sub: Recruitment to 03 vacant posts of Assistant Director in the pay level 7 Rs.44900-142400/- (pre revised pay band of Rs.9300-34800 + Rs.4600 (Grade pay) in Administrative Reforms Department, GNCTD on deputation basis - reg.

Applications are invited for filling up of 03 (three) posts of Assistant Directors in the pre-revised scale of Rs. 6500-200-10500/- (General Civil Services, Group 'B' Gazetted, Non-Ministerial) and as per pay Rules 2008 in the Pay Band of Rs.9300-34800 + Rs.4600 (Grade pay) and as per notification of 7th CPC 2016 in Pay Level 7 of Rs.44900-142400, in Administrative Reforms Department, GNCTD on deputation basis. The deputation shall be governed by the standard terms and conditions of the Govt. of India. The tenure of deputation will be initially for one year but the same is extendable upto 03 (three) years on year-to-year basis.

2. The eligibility conditions prescribed for the post, as per the existing Recruitment Rules are as under:-

- (a) Officers from the Central Govt./Govt. of NCT of Delhi who have:-
- (i) Holding analogous posts on regular basis;
 OR
- i. With 03 years regular service in posts in the pre-revised scale of pay of Rs.5,500-175-9,000/- (Pre-revised) or equivalent;
 OR
- ii. With 06 years regular service in posts in the pre-revised scale of pay of Rs.5,000-150-8000/- (Pre-revised) or equivalent;
 OR
- iii. With 08 years regular service in posts in the pre-revised scale of pay of Rs.4,500-125-7,000/- (Pre-revised) or equivalent.
 AND
- (b) Possessing the following educational and other qualifications:
- (i) Degree of a recognized University or equivalent.
- (ii) Having successfully completed the advanced management service course of the Institute of Secretariat Training & Management / Defence Institute of Work Study or equivalent training in any other recognized institute.
 OR
- Have at least two years' experience in the applications of Work Study / Organization Methods / Analytical / Statistical / Operations Research and other Management Research Techniques.
 OR

Have successfully completed the Basis Management Service Course of the Institute of Secretariat Training & Management or an equivalent training in any other recognized Institute and have one year experience in the application of Work Study/Organizations and Methods/Analytical/Statistical/Operations Research & other Management Research Techniques.

(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 Govt. shall ordinarily not exceed 03 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications).

3. It is requested that applications from willing and eligible officers having requisite qualification and experience may be sent to this office within 45 days of issue of the advertisement in Employment News Edition i.e. on or before **30.11.2026**. No application received after closure of last date shall be entertained.
4. The applications (in duplicate) of the eligible officers should be forwarded along-with the following documents:-
 - i. Bio-data (duly signed by concerned officer) in the prescribed form,
 - ii. Integrity Certificate,
 - iii. Vigilance Clearance Report,
 - iv. Work & Conduct Report,
 - v. Attested copies of ACRs/APARs for the last five years i.e. from 2021-22 to 2025-26,
 - vi. Statement of Major/Minor Penalties, if any, imposed during the last ten years.
 - vii. Attested copies of testimonials in respect of their educations qualifications.
5. The applications must be forwarded through proper channel. The applications which are received after closing date and those without the documents as mentioned above shall not be entertained at any cost and will be rejected.
6. The officers applying for the above posts will not be permitted to withdraw their candidature late on and if selected they have to be continued on deputation as per RRs.
7. Application form for the purpose is attached herewith.

Digitally signed by
Devendra Sharma
Date: 13-10-2026
14:14:15

(DEVENDRA SHARMA)
DY. SECRETARY (AR)

Bio-Data Proforma

Post applied for:-

1. Name & Address (In Block Letters) & Telephone No. :
2. Date of Birth (In Christian Era) :
3. Date of retirement under Central/State Govt Rules :
4. Educational Qualifications :
5. Whether educational & other qualifications required for the post are satisfied (If any qualifications have been treated as equivalent to the one prescribed in the rules, state the authority for the same).

Qualification	Qualifications/Experience required	Qualifications/Experience possessed by the officer
Essential		
Desired		

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

Office/Institution /Organization	Post Held	From	To	Scale of Pay and Basic Pay	Nature of Duties

7. Nature of present employment, i.e. ad-hoc or; Temporary or quasi permanent or permanent
8. 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 :
9. Please state clearly whether, in the light of entries made by you above, you meet the requirements of the post :
10. Additional Details about present employment. Please state whether working under
 - a) Central Government b) State Government c) Autonomous Bodies d) Government Undertaking e) University
11. Please State Whether you are working in the same department and are in the feeder grade Or in the feeder to the feeder grade
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 emoluments per month now drawn :
14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is not sufficient.

15. Whether belongs to SC/ST/OBC
16. Date of return from the last ex-cadre post;
17. Remarks

I undertake that I shall not seek repatriation after my selection, before completion of my tenure as Assistant Director in AR Department, if selected.

Signature of the Candidate

Certificate to be given by the Head of Office

Certified that the information given above by Sh./Ms. _____ is correct as per records.

It is certified that in case of selection, the official will be relieved immediately.

**Signature of Head of Office
Stamp**

Note: Please ensure that the following documents are sent along with the application failing which the application shall be treated as incomplete and the same shall not be considered:

- (i) Integrity Certificate
- (ii) Vigilance Clearance Report
- (iii) Work & Conduct Report
- (iv) Attested copies of ACRs/APARs for the last five years
- (v) Penalty Statement for the last five years.