F. NO.19/116/AR/ADMIN/2024/C.No.250034

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI

ADMINISTRATIVE REFORMS DEPARTMENT

7TH LEVEL,'C'–WING, DELHI SECRETARIAT

I.P. ESTATE, NEW DELHI-110002

E-MAIL:ARUPDATE@NIC.IN

Sub: Recruitment to the post of Research Assistant in Pay Level 6; Rs.35400–112400/- (pre revised) PB: 2; Rs.9300-34800+ Rs.4200/- GP) in Administrative Reforms Department on deputation basis.

Administrative Reforms Department, GNCTD proposes to fill up 05 (Five) posts (01 clear cut + 04 anticipated) vacant posts of Research Assistant in the Pay Level 6; Rs.35400–112400/- (pre revised PB:2; Rs.9300-34800+ Rs.4200/- GP) on deputation basis.

As per Recruitment Rules, the post of Research Assistant is classified as Group 'C' Non-Gazetted, Non Ministerial. The deputation shall be governed by the standard terms and conditions of the Govt. of India.

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

Officials under the Central Govt./Delhi Administration who have:

i. A University Degree or its equivalent.
ii. A minimum of 5 years service in the case of officials holding posts under the Central Govt./Delhi Administration in the pay scale not below Grade Pay Rs.2800/- (Pre revised Rs.4500-125-7000/-).

OR

A minimum of 8 years service in the case of officials holding Class-III posts under the Central Govt./Govt.of NCT of Delhi (Delhi Admn.).

Computer Knowledge is must.

The period of deputation shall be initially for a period of one year, but extendable as per RRs or DoPT, GOI guidelines in force from time to time.

2. It is requested that applications from willing and eligible officials having requisite qualifications and experience may be sent, in prescribed proforma, to this office within 45 days of issue of the advertisement in Employment News Edition, i.e. on or before 04.01.2027 No application received after closure of last date shall be entertained.

3. The applications of the eligible officials should be forwarded along-with following documents:-

i. Bio-data 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 2021-2022 to 2025-2026.
vi. Penalty Statement for the last five years.

4. 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.

5. Application form for the purpose is attached herewith.

Digitally signed by
Devendra Sharma
Date: 09-11-2026
14:30:18

(DEVENDRA SHARMA)
DY. SECRETARY (AR)

Bio-Data Proforma

Post applied for :

1. Name & Address (In Block Letters) :
2. Date of Birth (In Christian Era) :
3. Date of retirement under Central/State :
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

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 Research Assistant 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
With 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.