

Date = 19/11/2020

No.F.19/13/2012/AR/5400  
GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
**ADMINISTRATIVE REFORMS DEPARTMENT**  
7th LEVEL, 'C' – WING, DELHI SECRETARIAT,  
I.P.ESTATE, NEW DELHI-110002  
Email: [arupdate@nic.in](mailto:arupdate@nic.in).

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

Administrative Reforms Department, GNCTD proposes to fill up 04 (Four) posts (03 clear cut vacancies + 01 anticipated vacancy) of Research Assistants in the Pay Level 6; ₹ 35400 – 112400/- (pre revised PB:2; ₹ 9300-34800+ ₹ 4200/-G.P.) 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 ₹ 2800/- (Pre revised ₹ 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 enforce 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 on or before 05:30 P.M. on 14.12.2020. No application, receipt after closure of last date, shall be entertained.

3. Applications of the eligible officials should be forwarded alongwith 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 2015-2016 to 2019-2020,
- (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 is available on our website address: [ar.delhigovt.nic.in](http://ar.delhigovt.nic.in).

(L.R. SINGH)

Deputy DIRECTOR-I/HOO(AR)  
PHONE NO.23392620

Encl: as above

BIO-DATA PROFORMA

Post applied for :

1. Name and address (in block letters) :
2. Date of birth (in Christian era) :
3. Date of retirement under Central/State :
4. Educational qualifications :
5. Whether educational and other qualifications required for the posts are satisfied. (if any qualifications have been treated as equivalent to the one prescribed in the rules, state the authority for the same):

Qualification	Qualification/experience required	Qualifications /experience possessed by the official
Essential		
Desired		

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

Name of Department/office	Post held	From	To	Scale of pay and basic pay	Nature of duties

7. Nature of present employment (temporary/quasi-permanent/permanent) :
8. If the present employment is held on deputation /contract basis please state :-
  - (a). The date of initial appointment :
  - (b). Period of appointment on deputation :
  - (c). Name of parent Deptt/office 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, if any :

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 case of selection, the official will be relieved immediately.

**Signature of Head of Office**  
**Stamp**

Note: Please ensure that the following documents are sent alongwith 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.