

**DELHI URBAN SHELTER IMPROVEMENT BOARD**

GOVT. OF N.C.T. OF DELHI

2<sup>nd</sup> Floor, A- wing, Vikas Bhawan-II

Civil Lines, Delhi-110054.

Delhi Urban Shelter Improvement Board (DUSIB), Govt. of NCT of Delhi functions under the purview of the DUSIB Act, 2010 and is primarily responsible for improving the quality of the life of Slum & JJ Dwellers in the Capital city of Delhi. The Board is also engaged in construction of houses for resettlement of Slum Dwellers across the Delhi under Rehabilitation Schemes. The Board invites applications from the suitable officers to fill up the following posts on deputation/Contract basis :

S. No.	Name of Post	Pay Scale & Grade Pay	No. of Post	Eligibility Criteria
1	Chief Engineer (Deputation)	PB - 4 : Rs. 37,400/- 67,000/- with G.P. of Rs. 10,000/-	01	Officers working under Organized services like CPWD, Indian Railways, Engineering Service, DDA, Corporations, Defense Services, Public Sector Undertakings, Urban Development Authorities, Housing Boards and other department engaged in construction activities holding analogous post  OR Holding the post of Superintending Engineer or equivalent with 7 years of service in the grade with degree in Civil Engineering.  <b>Experience:</b> Minimum 12 years experience in a supervisory capacity of design and execution of work including construction of roads/building designs, laying of water supply, drainage and sewerage works.
2	Director (On Deputation)	PB - 3 : Rs 15600/- 39,100/- with G.P. of Rs 7600/-	03	(a) Officers belonging to Central/State Govts./Public Sector Undertaking/Autonomous Bodies holding analogous post and having experience in dealing with Land, Estate, Revenue, Vigilance, General Administration and Personnel matters (b) Officers with five years of regular service in the Pay Scale of Rs 15600 - 39100 with Grade Pay of Rs 6600/- and having experience on above matters.
3	Chief Legal Advisor (Deputation/Contract)	PB - 4 : Rs 37,400/- 67,000/- with G.P. of Rs 8700/-	01	Officers dealing with Legal Affairs/matters under the Central/State Govt./Public Sector Undertaking/Semi Govt./Autonomous or Statutory Bodies.  (a) (i) Holding analogous post on regular basis in cadre/Parent Deptt.; OR (ii) With 5 years service in posts in the Pay Band - 3, Rs. 15600 - 39100 with Grade Pay of Rs. 7600 or equivalent; and

				<p>(b) Possessing Regular Degree in Law (entitling the incumbent for Registration at Bar and appearing before the Courts) from a recognized University or equivalent &amp; preferably having experience of dealing with land acquisition, transfer of property, revenue and service matter etc.</p> <p style="text-align: center;"><b>OR</b></p> <p>(b) Officers of the Higher Judicial Services.</p> <p>In the event of non-availability of suitable serving officers, the recently retired officers or officers taken voluntary retirement and had dealt with legal affairs under the Central/State Govt./Public Sector Undertaking/Semi Govt./ Autonomous or Statutory Bodies With 5 years experience in legal matters in the pay scale of Rs. 15600 - 39100 with Grade Pay of Rs. 7600 or equivalent and possessing a degree in Law from recognized University or equivalent preferably having experience of dealing with land acquisition, transfer of property, revenue and service matter etc. shall be considered</p> <p>The retired officer will be engaged on contract basis and will be paid monthly remuneration as per Govt. guidelines.</p>
4	Financial Advisor (Deputation/ Contract)	PB - 4 : 01 Rs. 37,400/- -67,000/- with G.P. Rs. 8700/-		<p>Officers of Organized services like Indian Audit &amp; Accounts Service, Indian Revenue Service, Indian Civil Accounts Service, Indian Defence Accounts Service, Indian P &amp; T Accounts and Finance Service, Indian Railway Accounts Services, State Accounts Cadre/Services/PSUs etc holding analogous posts on regular basis OR with 05 years of regular service in the Pay Scale of Rs. 15600 - 39100 with Grade Pay of Rs. 7600/- are eligible.</p> <p>In the event of non-availability of suitable serving officers, the recently retired officers or who have sought voluntary retirement and had dealt with financial matter under the Central/State Govt./Public Sector Undertaking/Semi Govt./ Autonomous or Statutory Bodies With 5 years experience in finance matters in the pay scale of Rs. 15600 - 39100 with Grade Pay of Rs. 7600.</p> <p>The retired officer will be engaged on contract basis and will be paid monthly remuneration as per Govt. guidelines.</p>

5	Legal Assistants (Contract)		01	Legal Assistants are required on a consolidated amount of Rs. 35000/- per month initially for a period of One Year which may be extendable on satisfactory performance up to three years. The persons having degree of Law from a recognized university with 5 years experience in dealing various legal matters and other allied judicial matters are eligible
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**How to apply :**

Eligible candidates may apply with detailed Bio-data in prescribed Proforma (attached) duly forwarded by their Controlling Office along with requisite documents by 25th January, 2016 to Director (Administration), Delhi Urban Shelter Improvement Board, 2<sup>nd</sup> Floor, 'A' Wing, Upper Bela Road, Vikas Bhawan-II, Civil Lines, Delhi-110054.

**General Conditions:**

- i) The candidates applying on deputation basis must apply through proper channel along-with attested photocopies of certificates.
- ii) The applications must be accompanied with Vigilance Clearance, Integrity Certificate and attested copies of ACRs for the last five years. The advance copy of application will also be accepted pending formal nomination by the concerned cadre controlling authorities.
- iii) The Board reserves the right not to fill up post advertised.
- iv) No TA/DA will be paid to candidate for appearing the interview.
- v) The board shall verify the antecedents or documents submitted by the candidates.
- vi) The board shall not be responsible for any delay/loss due to postal or technical reasons.
- vii) Applications other than in the prescribed form incomplete application, unsigned application, without required documents/testimonials or application received after the last date by posts/courier will be rejected without further communication.
- viii) Application in the prescribed Proforma should reach to the Director (Admn) on the above address on or before 20th January, 2016.

(P.K. Raghav)  
Director (Admn)

**ANNEXURE-A**  
**CURRICULUM VITAE PROFORMA**

1. Name & Address (in Block letters) - .....
2. Date of Birth (in Christian era) - .....
3. Date of retirement under Central/State Government rules- .....
4. Educational Qualifications- .....
5. Whether Educational Qualification & other qualifications required for the post are satisfied. (if any qualifications has been treated as equivalent to the one prescribed in the rules, state the authority for the same.- .....

	Qualifications/ Experience required	Qualifications/ Experience possessed by the officer
Essential (1)		
(2)		
(3)		
Desired (1)		
(2)		

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post- .....
7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient - .....

Office/ Institution	Post held	From	To	Scale of Pay and basic pay	Nature of duties (in detail)

8. Nature of present employment, i.e. ad hoc or temporary or Quasi-Permanent-.....
9. 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- .....
10. Additional details about present employment: ... Please state whether working under (indicate the name of your employer against the relevant column)---
  - (a) Central Government- .....
  - (b) State Government .....
  - (c) Autonomous Organization .....
  - (d) Govt. Undertaking .....
  - (e) Universities .....
  - (f) Others .....

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to 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.....

(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement).

(Note—enclose a separate sheet, if the space is insufficient).

15. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis. (Officers under Central/ State Governments are only eligible for "Absorption". Candidates of non-Government organization are eligible only for Short Term Contract.) .....

16. Whether belongs to SC/ST.....

17. Remarks .....

(The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/ Scholarship/ Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and (iv) any other information.

(Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Date:

Address:.....

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Countersigned  
(Employer with Seal)