

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF N.C.T. OF DELHI
(Administration Branch)

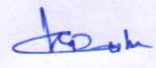
No. GA/1073/6/Admn/2013I/D-162

Date: 09/3/2022

Sub: Advertisement for the post of B &FO.

I am directed to enclose herewith an advertisement for appointment to the post of B &FO on deputation basis in DUSIB to be uploaded on the website of DUSIB.

Encl: As above


Director (Admn.)

Dy. Director (System)

Diary No. 9/3/22
Date
Computer Division (DUSIB)
Govt. of NCT of Delhi

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF N.C.T. OF DELHI

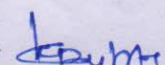
Delhi Urban Shelter Improvement Board (DUSIB), Govt. of NCT of Delhi functions under the purview of the DUSIB Act, 2010, and is primarily responsible for improving the quality of the life of Slum & JJ Dwellers in the capital city of Delhi. The Board is also engaged in construction of houses for resettlement of slum dwellers across Delhi, under Rehabilitation Schemes. The Board invites applications from suitable officers to fill up one post of Budget & Finance Officer (B&FO), on deputation basis:

S. No	Name of Post	Pay Matrix	No. of Post	Eligibility Criteria
1	Budget & Finance Officer (B&FO)	Pay Matrix Level-12	01	<p>The officers holding the analogous post on regular basis under the Central Govt./State. /UTs, having completed the probation period satisfactorily and possessing the following qualification:</p> <p>From such of the officers belonging to Indian Costs Accounts Service/Indian Civil Accounts Service/ Indian Audit & Accounts Service or other organized Accounts Service of Govt. of India holding analogous posts.</p>

How to apply :

Eligible applicants may apply with detailed bio-data, in the prescribed *pro forma* (attached), duly forwarded by their Cadre Controlling Authority, along with requisite documents by 04.04.2022.

2. The application in prescribed format complete in all respect, with cadre clearance Curriculum Vitae (CV) in triplicate, attested photocopies of ACRs/APARs for the last five years, Vigilance clearance, Integrity Certificate and statement giving details of major or minor penalties imposed on the officer during last ten years, must be sent through proper channel/ Cadre controlling Authority and should reach to Director (Admn), Delhi Urban Shelter Improvement Board, Room No. 10, Punerwas Bhawan, I.P. Estate, New Delhi-110002 by latest **04.04.2022**. Advance copy of the application and application received without proper channel or with incomplete documents or received after the last date, will not be entertained.
3. The Curriculum Vitae (CV) duly supported by documents will be assessed by the Selection Committee while selecting the candidates for appointment to post on deputation basis.
4. The format of the application and the details of the post are available on the **website www.delhi shelterboard.in**


(Kamal Deep)
Director (Admn)

ANNEXURE-A
CURRICULUM VITAE PROFORMA

APPLICATION FOR THE POST OF BUDGET & FINANCE OFFICER (B&FO)

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 thing 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

(Name of Candidate)_____

Address:.....

Phone No:_____

Countersigned
(Employer with Seal)