

**VACANCY CIRCULAR**

Subject: Filling up of **35 posts** of Asstt. Accounts Officer (AAO) in the pay scale of ₹9300-34800 + Grade Pay ₹4,800/- (6th CPC/DTL).

New Delhi Municipal Council proposes to fill up **35 posts** of Assistant Account Officer on deputation. The pay scale, education qualification, eligibility criteria etc of the post as the extant Recruitment Rules is as follows:

Eligibility:

Officers of the Central/State Govt./UTs holding analogous post on regular basis in the parent cadre/department; or with three years service in the grade rendered after appointment thereto on a regular basis in the Pay of ₹5500-9000 (5th CPC) or equivalent in the parent cadre/department:

Educational & Other Qualification:

- (i) Having passed S.O. Grade Examination conducted by Municipal Chief Auditor, MCD or equivalent; OR Pass in the SAS or equivalent examination conducted by any organized Accounts Deptt: of Central/State Government/UTs; OR Successful completion of training in Cash, Accounts and Budget work in ISTM or equivalent; and
- (ii) Possessing **04 years** experience in Cash, Accounts, Audit & Budget Work.

Tenure: For a period of **three years** extendable as per the policy of the govt in vogue.

Application in the prescribed format along with the above said documents should reach this office latest by **10.10.2016**. Application not sent through proper channel and or without the above said documents are liable to be rejected.

1. Name in Block letter:
2. Father's name:
3. Date of Birth (in Christian era):
4. Designation:
5. Date of appointment:
6. Cadre/Service:
7. Organization:
8. Office Address:
9. Residential Address:
10. Telephone No./E-mail :
11. Educational Qualification:
12. Details of Employment:

Organisation	Post held	From	To	Scale of pay with grade pay	Nature of duty

(Signature of the applicant)

The particulars of the official as filled above are true as per the office record. It is certified that official is clear from vigilance angle and that no vigilance case is either pending or being contemplated against him/her. The competent authority has approved forwarding of his/her application for the post of AAO.

Signature / Seal of forwarding Officer