

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVL. CORPN. LTD.
N-36, Bombay Life Building, Connaught Circus, New Delhi - 1
(PERSONNEL DIVISION)

No.DSIIDC/Estt./Recdt./2014/2015

Dated : 10th September, 2015

REVISED VACANCY CIRCULAR

In partial modification of vacancy circular dated 08/09/15, the revised vacancies in the Corporation may be read as follows :

 Delhi State Industrial & Infrastructure Development Corporation Ltd. N-36, Bombay Life Building, Connaught Circus, New Delhi-110001 Tel: +91-11-23713346, website: www.dsiidc.org			
<u>NOTICE FOR RECRUITMENT ON DEPUTATION BASIS</u>			
Applications are invited for the following posts on deputation basis from the eligible officers of Central Government/ State Government/ Public Sector Undertaking/ Autonomous Bodies:			
S.No.	Name of the Post	No. of Posts	Pay Band + Grade Pay
1.	Chief Manager	02	(PB-3): Rs. 15600-39100+ Rs. 7600/-(Grade Pay)
2.	Divisional Manager	02	(PB-3): Rs. 15600-39100+ Rs. 6600/-(Grade Pay)
3.	Senior Manager	10	PB-3 Pay band Rs. 15600-39100+ Rs. 5400/-(Grade Pay)
4.	Manager	34	Pay Band-2 Rs. 9300-34800+ Rs.4800/-(Grade Pay)
5.	Assistant Executive Engineer (Mechanical)	01	PB-3 Pay band Rs. 15600-39100+ Rs. 5400/-(Grade Pay)
6.	Section Officer A/cs	12	Pay Band-2 Rs. 9300-34800+ Rs.4800/-(Grade Pay)
7.	Accounts Assistant	70	Pay Band-1 Rs. 5200-20200+ Rs. 2400/- (Grade Pay)
8.	Assistant Grade - II	116	Pay Band-1 Rs. 5200-20200+ Rs. 2400/- (Grade Pay)
9.	Junior Stenographer (English)	25	Pay Band-1 Rs. 5200-20200+ Rs. 2400/- (Grade Pay)
10.	Junior Stenographer (Hindi)	02	Pay Band-1 Rs. 5200-20200+ Rs. 2400/- (Grade Pay)

Last date for submitting the application is 23rd October, 2015

The deputation will be initially for a period of one year extendable further at the discretion of the Competent Authority. The applicants may forward their application through proper Channel with NOC and ACRs for the last five years. For further details regarding eligibility classification, number of posts, mode of recruitment/ instructions to candidates etc. kindly refer to the detailed advertisement on our website www.dsiidc.org

Dy. General Manager (Personnel)

Delhi State Industrial & Infrastructure Development Corporation Ltd.
N-36, Bombay Life Building, Connaught Circus, New Delhi
URL: www.dsiidc.org

REVISED NOTICE FOR RECRUITMENT ON DEPUTATION BASIS

Applications are invited for the following posts on **deputation basis** from the eligible officers/ officials of Central Government/ State Government/ Public Sector Undertakings/ Autonomous Bodies:

S. No.	Name of the post	Number of Post	Pay Band plus Grade Pay	Recruitment Rules
1	Chief Manager	2	(PB-3): Rs. 15600-39100+ Rs. 7600/- (Grade Pay)	<p>a) Holding analogous Post on regular basis in parent cadre or department</p> <p style="text-align: center;">OR</p> <p>Divisional Manager or equivalent with minimum 05 years of regular service in the pay band-3, Rs. 15600-39100+ Rs. 6600/- (Grade Pay) in the Central/State Government/ PSUs/Autonomous Organization possessing the educational qualifications given below/ DANICS or equivalent cadre of the Government of NCT of Delhi</p> <p style="text-align: center;">OR</p> <p>Sr. Manager or equivalent with minimum 10 years of regular service in the pay band -3, Rs. 15600+39100+Rs. 5400(Grade Pay) in the Central/State Government/PSUs/Autonomous Organization or equivalent cadre of the Government of NCT of Delhi.</p> <p>(b) Desirable qualification: (i) MBA/MA(Economics)/MCA from a recognized University/Institute.</p>
2	Divisional Manager	2	(PB-3): Rs. 15600-39100+ Rs. 6600/- (Grade Pay)	<p>(a) Holding analogous Post on regular basis in parent cadre or department.</p> <p style="text-align: center;">OR</p> <p>(ii) Senior Manager or equivalent with minimum 05 years of regular service in the pay band-3, Rs. 15600-39100+Rs. 5400/- (Grade Pay) in any of the Central/State Government /PSUs/Autonomous Organization/ of the Government of NCT of Delhi.</p> <p style="text-align: center;">OR</p> <p>(iii) Manager or equivalent with minimum 6 years of regular service in the pay band-2, Rs. 9300+34800+Rs. 4800(Grade Pay) in any of the Central/State Government/PSU/Autonomous Organization or equivalent Cadre of Government of NCT of Delhi.</p> <p>(b) Desirable qualifications: MBA/MA(Economics)/ MCA from a recognized</p>

				University/Institute.
3	Senior Manager	10	PB-3 Pay band Rs. 15600-39100+ Rs. 5400/- (Grade Pay)	<p>(a) Holding analogous Post on regular basis in parent cadre or department</p> <p style="text-align: center;">OR</p> <p>Manager or equivalent with minimum 4 years of regular service in the pay band-2, Rs. 9300-34800+Rs. 4800/- (Grade Pay) in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi</p> <p style="text-align: center;">OR</p> <p>Assistant Grade-I or equivalent with minimum 8 years of regular service in the pay band-2, Rs. 9300+34800+Rs.4200/- (Grade Pay) in any of the Central/State Government/PSUs/Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>Experience: 10 years in managerial (above E-O level) capacity in Government/Corporation/reputed Commercial Company/Organization</p> <p>(b) Possessing the following qualifications: Bachelor's Degree with minimum 50% marks from a recognized University/Institute.</p> <p>(c) Desirable Qualification:- MBA/MA(Economics)/ MCA from a recognized University/Institute.</p>
4	Manager	34	Pay Band-2 Rs. 9300-34800+ Rs.4800/- (Grade Pay)	<p>(a) Holding analogous Post on regular basis in parent cadre or department OR Assistant Grade-I or equivalent with minimum 6 years of regular service in the pay band-2, Rs. 9300-34800+Rs. 4200/- (Grade Pay) in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(b) Possessing the following qualifications: Bachelor's Degree with minimum 50% marks from a recognized University/Institute.</p> <p>Experience: 3 years in supervisory capacity (above S-1 level) in Government/Corporation/reputed Commercial Company/Organization</p>
5	Assistant Executive Engineer (Mechanical)	01	PB-3 Pay band Rs. 15600-39100+ Rs. 5400/- (Grade Pay)	<p>(a) Holding analogous Post on regular basis in parent cadre or department. OR</p> <p>(ii) Assistant Engineer (Mechanical) with regular service of 4 years in the pay band-2, Rs. 9300-34800+Rs.4800/- (Grade Pay) in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi. OR</p> <p>(iii) Junior Engineer (Mechanical) with regular service of 8 years in the pay band-2, Rs. 9300-34800+Rs.4200/- (Grade Pay) in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(b) Possessing the following qualifications: Degree in Mechanical Engineering from a recognized University/Institute.</p> <p>Experience:</p>

				Worked for a minimum of 5 years in the relevant field in a Central/State Government/PSU/ Autonomous Organization.
6	Section Officer (A/cs.)	12	Pay Band-2 Rs. 9300-34800+ Rs.4800/- (Grade Pay)	<p>a) Holding analogous Post on regular basis in parent cadre or department OR Assistant Commercial Accountant or equivalent post with regular service of 6 years in the pay band-2, Rs. 9300-34800+Rs. 4200/- (Grade Pay) in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi OR Accounts Assistant or equivalent post with regular service of 10 years in the Pay Scale of Rs. 5200-20200+2400 /-(Grade Pay) in any of the Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(b) Possessing the following qualifications: CA/CMA/ SAS Examination (passed) conducted by appropriate Government(Comptroller and Auditor General of India/Controller General of Accounts, Government of India, Government of NCT of Delhi.</p> <p style="text-align: center;">OR</p> <p>B.Com with 60% Marks having 6 years experience in the similar capacity in a Central/State Government Ministry/ Department.</p>
7	Accounts Assistant	70	Pay Band-1 Rs. 5200-20200+ Rs. 2400/- (Grade Pay)	<p>(a) Holding analogous Post on regular basis in parent cadre or department.</p> <p>(b) Possessing the following qualifications: (i) Senior Secondary with minimum 60% marks and commerce as one of the subjects. Desirable: (i) B.Com with minimum 60% marks (ii) 6 months certificates in computer</p>
8	Assistant Grade-II	116	Pay band-1, Rs. 5200-20200+ Rs. 2400/- (Grade Pay)	<p>(a) Holding analogous Post on regular basis in parent cadre or department.</p> <p>(b) Possessing the following qualifications: Senior Secondary(12th pass) from any recognized Board/Institute with 6 months Certificates course in Computer Application from a recognized Institutes. Desirable: Bachelor's Degree from a recognized University/Institute.</p>
9	Junior Stenographer (English)	25	Pay band-1, Rs. 5200-20200+ Rs. 2400/- (Grade Pay)	<p>(a) Holding analogous Post on regular basis in parent cadre or department in Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(b) Possessing the following qualifications: Senior Secondary (12th pass) from any recognized Board/Institute with proficiency. Skill test norms: (i) Dictation: 10 mts. @ 80w.p.m.(English). (ii) Transcription: 50mts.(on Computer). Desirable: Bachelor's Degree from a recognized University/ Institute.</p>
10	Junior Stenographer (Hindi)	2	Pay band-1, Rs. 5200-20200+ Rs.	<p>(a) Holding analogous Post on regular basis in parent cadre or department in Central/State Government/PSUs/ Autonomous Organization/Equivalent cadre of the Government of NCT of Delhi.</p> <p>(b) Possessing the following qualifications:</p>

			2400/- (Grade Pay)	Senior Secondary (12 th pass) from any recognized Board/Institute with proficiency. Skill test norms: (i) Dictation: 10 mts. @ 80w.p.m.(Hindi). (ii) Transcription: 65mts.(on Computer). (iii) Typewriting test in the Hindi language @ 30w.p.m.(on Computer) Desirable: Bachelor's Degree from a recognized University/ Institute.
--	--	--	---------------------------	---

The applications should reach the undersigned by **23.10.2015** at the address:- **N-36, Bombay Life Building, Connaught Circus, New Delhi**. The deputation will be initially for a period of one year extendable further at the discretion of the Competent Authority. Applicants may forward their application through proper channel with NOC along with ACRs for the last five years to the undersigned by the stipulated date.

Dy. General Manager (Personnel)
011-23713346
Tel: 011-23314231 (Etxn. - 169)

Note:-

- (1) Envelope containing application should be super-scribed with "APPLICATION FOR THE POST OF _____ (SL. NO. _____)."
- (2) The pay of the officials selected will be regulated with Order No. 6/8/2009-Estt. (Pay II), New Delhi dated 17th June, 2010 (amended from time to time) and the maximum age limit for appointment on deputation shall be 56 years on the date of closing of the applications.
- (3) In addition to pay, DA/ HRA and other allowance are payable as admissible to the employees of the Corporation. The deputationist will be governed by standard terms and conditions of deputation as applicable from time to time.
- (4) Mere fulfillment of educational qualifications and experience does not entitle a candidate to be called for interview. The Screening Committee will adopt its own criteria for holding the interview.
- (5) The number of posts is indicative only. The management may increase or decrease the number of posts in each category on its discretion, based on requirements.
- (6) For the above posts interested candidates presently serving in Central Govt. / State Government / Public Sector Undertakings/ Autonomous Bodies etc. and keen to serve on deputation may please apply so that their application reaches us by 31st March, 2015, in the enclosed proforma (Annex.-A) along with, two passport size photographs, attested photo copies of educational certificates, experience, NOC and ACRs of the last five years etc. The candidate should bring the testimonials in original of all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, at the time of interview.
- (7) It shall be necessary to furnish "No Objection Certificate"/ waiver of cooling off, as the case may be, from the parent department/ present employer at the time of interview.
- (8) No TA/ DA shall be paid to the short-listed candidate for attending interview.
- (9) Completed applications should be sent to Dy. General Manager (Personnel), Delhi State Industrial & Infrastructure Development Corporation Limited, N-36, Bombay Life Building, Connaught Circus, New Delhi-110001. Applications received after the closing date (i.e. 23rd October, 2015) are liable to be rejected.

Dy. General Manager (Personnel)

FORMAT OF APPLICATION

1. Advertisement dated :
2. Post applied for :
3. Name in full (Block Letters):
4. Father's/ Spouse Name :
5. (a) DOB: (dd/mm/yyyy) :
(b) Age on closing date :
6. Belongs to category :
7. Educational / Technical Qualifications: (In chronological order from matriculation onwards).

Affix Colored Passport size photograph
(not more than three month old)

S.No.	Name of Course/ Exams passed	University/ Institution/ Board	Duration of the Course	Year of Passing	Main subjects taken	Subject of specialisation	Div./ Class & % of Marks

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

8. Employment Record: (Details in chronological order, starting with the first job to current employment status).

S.No.	Name & Address of Employer	Post/ Designation	Please specify whether the post was held on adhoc/ regular/ permanent/ current duty charge/ MACP basis	Period (from - To)	Total period of each employment in years, months & days for the said post/ designation	Scale of pay & grade pay	Nature of duties

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

9. Total Experience in years.....

10. Total Experience in years as per eligibility criteria of DSIIDC
.....

11. Computer skills :

12. Course/ Certification:

12. (i) Address for correspondence:
(in BLOCK LETTERS):
Pin Code :

(ii) Office Address
(in BLOCK LETTERS)
Pin Code :

(ii) Telephone No:
(a) Office No. :
(b) Residence No:

(iii) Mobile No. :
(iv) E-mail ID

13. Permanent Address:
(In BLOCK LETTERS) :
Pin Code.
Telephone Number:

14. Any other information you may wish to add (like list of publications, Membership of learned societies, awards and recognition, etc. (in brief)) :
.....

15. Vigilance Status:

Please indicate if : (please tick)	Yes	No
(a) Are you currently under suspension:
(b) A charge sheet and the disciplinary proceeding against you
(c) Prosecution for a criminal charge is pending against you

16. Details of Enclosures:
.....
.....

17. DECLARATION:-

I Mr./ Mrs./ Ms. certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. If at any time I am found to have concealed/ distorted any material information, my appointment shall be liable to be summarily terminated without notice/ compensation.

Place:
Date:

Signature of the candidate

CERTIFICATE
(TO BE FORWARDED BY THE HEAD OF ORGANIZATION)
(Applicable for candidates already working in Central Govt./State Govt./Public Sector
Undertakings/Autonomous Institutions)

(i) Certified that the particulars have been verified and found to be correct. It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against the officer integrity of the officer is also certified.

(ii) The application of Mr..Mrs./ Ms.....is recommended. In case of his/her selection, the Department / organization will relive him/ her.

(iii) Copies of ACRs/ APARs for the last five years are also enclosed.

Place:

Date :

Signature of the Head of the
Organization / Office with Office Seal