

IMMEDIATE

A-12022/01/13-Admn. (L&DO)/341
Government of India
Ministry of Urban Development
Land and Development Office

Nirman Bhawan, New Delhi.
Dated: 3/4/2013

OFFICE MEMORANDUM

Sub: Filling up the post of Vigilance-cum-Legal Officer (Junior) in the Land and Development Office, Nirman Bhawan, New Delhi on deputation including short term contract basis.

The undersigned is directed to say that the post of Vigilance-cum-Legal Officer (Junior) in the Land and Development Office, New Delhi, a Group 'A' (Gazetted) post in the Pay scale PB-3 Rs.15600-39100 Grade Pay Rs.5400/- is required to be filled up on deputation including short term contract basis.

2. The applications are invited in the prescribed format (Annexure-I) from eligible Officers of the Central Government. Details of qualification and experience required for the post are given in Annexure-II. Job requirements of the post are given in the Annexure-III. The period of deputation (Including the period of deputation spent in any other post immediately before appointment to this post) shall not ordinarily exceed three years. The maximum age limit for appointment by deputation including short term contract shall not be exceeding 56 years as on the closing date of receipt of applications. The terms of deputation will be governed by the instructions issued by the Government of India from time to time.

3. Duly verified application from eligible and willing officers who can be spared, accompanied by the following documents may be forwarded (in duplicate) through proper channel to the undersigned within 30 (thirty) days from date of publication of this O.M. in the Employment News/National News Paper.


- (1) Attested copies of Annual Confidential Reports of the applicant for the last five years.
- (2) Vigilance Clearance in respect of the applicant.
- (3) Integrity Certificate in respect of the applicant duly signed and stamped by the competent authority.
- (4) A certificate regarding imposition of major/minor penalties, if any, on the applicant during the last ten years duly signed and stamped by the competent authority.

4. The officers, who apply for the post, will not be allowed to withdraw their candidature at a later stage. Applications not received through proper channel or after due date or without any of the above documents will not be entertained.

(V. K. Rajan)
Dy. Land & Development Officer
Tel. No. 23063613

To

1. All Central Ministries/Departments/ State Government Ministries/Departments/UTs/ Recognized Research Institutions/Public Sector Undertakings/Universities/ Statutory or Autonomous Organizations.
2. The Controller & Auditor General of India.
3. The Accountant General, Central Revenue, New Delhi.
4. The Principal Director of Audit (I), Central Revenue, AGCR Building, New Delhi.
5. The Chief Controller of Accounts, Ministry of Urban Development, Nirman Bhawan, New Delhi.
6. The Under Secretary (Admn.), Min. of UD, New Delhi.
7. The Deputy Director (Admn.), Directorate General, CPWD, New Delhi.
8. The Deputy Director (Admn.), Directorate of Estates, Nirman Bhawan, New Delhi.
9. The Administrative Officer, TCPO, Nirman Bhawan, New Delhi.
10. The Director of NBO, Nirman Bhawan, New Delhi.
11. The National Informatics Centre, Land & Development Office, Ministry of Urban Development, Nirman Bhawan, New Delhi with the request to publish the same in the website of L&DO.
12. Notice Board/Office order folder.


Dy. Land & Development Officer

PROFORMA

Application for the post of Vigilance-cum-Legal Officer (Junior) in the Land and Development Office, Ministry of Urban Development.

1. Name :
(in block letters)
2. Date of birth and age :
3. Present Post :
4. Present pay :
5. Educational qualification :
6. Professional qualification, if any :
7. Experience :
8. Rank in the Select List of the cadre post and year to which it pertains :
8. Date of appointment to the grade. :
9. Date of return from the last ex-cadre post if any. :
10. Brief service particulars :
11. Whether SC/ST/OBC
12. Additional information, if any :

Signature of applicant
Name
Designation
Office

Place:
Date:

continued....

- i) Certified that the particular of the officer have been verified and found to be correct.
- ii) Certified that no disciplinary proceedings are pending or contemplated against the officer.
- iii) The integrity in respect of the officer is also certified.
- iv) Attested copies of each and every page of the C.R Dossiers of the officer for the last five years are sent herewith.

Signature of the head of office with stamp.

ANNEXURE-II

Post	:	Vigilance-cum-Legal Officer (Junior)
Ministry/department	:	Ministry of Urban Development (Land and Development Office, New Delhi)
Classification and Scale of pay	:	Group 'A' Gazetted PB-3; Rs.15600-39100, Grade Pay Rs.5400/-
Eligibility	:	<u>Deputation including short term contract</u>

Officers under the Central Government or State Governments or Union Territories or Recognized Research Institutions or Public Sector Undertakings or Universities or Statutory or Autonomous Organizations:-

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or
(ii) with two years regular service in the grade rendered after appointment thereto on regular basis in the Pay Band-2 (Rs. 9300—34800) with grade pay of Rs. 4800 or equivalent in the Department or parent cadre; or
(iii) with three years regular service in the grade rendered after appointment thereto on a regular basis in the Pay Band – 2 (Rs. 9300 – 34800) with grade pay of Rs. 4600 or equivalent in the Department or parent cadre; and
- (b) Possessing the following essential qualifications and experience:
- (i) A degree in Law from a recognized University.
(ii) Having Three years working experience in handling vigilance or legal matters in any Central or State Government or Union Territory Administration or Recognized Research Institute or Public Sector Undertaking or Statutory Organizations.

Note 1: The period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications.

Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1-1-2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations have been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre- revised scale of pay into one scale and where this benefit will extend only for post for which that grade pay or pay scale is the normal replacement grade without any upgradation.

JOB REQUIREMENTS

Officer will be required to perform inter-alia the following duties:-

- a) To function as Vigilance Officer and to deal with complaints, vigilance cases, appeals etc. including the institution of disciplinary proceeding under CCS (CCA) Rules.
- b) Examination of applications received regarding grant of permissions to acquire or disposal of movable or immovable properties under CCS (Conduct) Rules.
- c) Receipt and maintenance of annual property returns.
- d) To examine the legal documents including formats of Agreement for Lease, Perpetual Lease, Tripartite Agreements etc. referred to by other branch officers.
- e) Any other duty (ies) assigned by the Land and Development Officer from time to time.