OFFICE OF THE DISTRICT & SESIONS JUDGE (HQs): DELHI

4366.

CIRCULAR

Applications are invited from suitable candidates for one post of Deputy Controller of Accounts to be filled on deputation basis for a period of 03 years (maximum), in the pay scale of Rs. 15600-39100/- with Grade Pay of Rs. 6600/- (pre-revised as per 6th pay commission) in the office of District & Sessions Judge (HQs), Delhi. The eligibility conditions for the post are as under:-

1) Officer of Delhi Administration Accounts Service (Grade-I) with 4 years regular service in the Pay Band-III with the grade pay of Rs. 5400/-(pre-revised as per 6th pay commission).

   Note:- The service, if any rendered in the Grade-I of the Delhi Administrative Accounts Service or a higher post prior to the notification of Delhi Administrative Accounts Service (Grade-I) Rules, 1983 on 20.04.1983 shall also be taken into account for the purpose of reckoning the above qualifying service of four years.

2) Officers from any of the organized Accounts Service holding posts in the Pay Band-II with the grade pay of Rs. 5400/- (pre-revised as per 6th pay commission).

3) Audit/Accounts Officers from any of the organized Central Accounts Department with 7 years service in the Pay Band-II with the grade pay of Rs. 5400/- (pre-revised as per 6th pay commission).

General Information, condition and instructions for the candidates-

1. The application must reach the office of District & Sessions Judge (HQs), Tis Hazari Courts, Delhi-110054 latest by 15.02.2018. No application will be entertained thereafter.
2. The pay of the officer selected on deputation will be governed as per prevalent rules.
3. The applicant must be a citizen of India.
4. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the circular. They are advised to satisfy themselves before applying qua possessing essential qualification and experience laid down for above posts.
5. No enquiry asking for advice as to eligibility will be entertained.
6. The prescribed essential criteria is minimum and merely possessing the same does not entitle candidates to be called for screening.
7. The District & Sessions Judge (HQs), Delhi reserves the right to shortlist candidates on the basis of higher qualifications/length of service rendered in related field etc. The decision of the District & Sessions Judge (HQs), Delhi shall be final and binding upon all.
8. The candidate having experience in related field may be preferred.
9. If any document/Certificate furnished is in a language other than Hindi or English, a transcript in Hindi/English of the same duly attested by a Gazetted Officer or Notary is to be submitted.
10. While forwarding the application the sponsoring authority/employers shall ensure that the particulars of the candidate are verified and he/she fulfills the eligibility conditions, alongwith a certificate that the officer is free/clear from vigilance angle and no disciplinary proceedings(s) is/are pending or contemplated against the applicant.
11. Complete ACR dossier/APARs of last five years of the applicant must be enclosed with the application duly attested by the officer not below the rank of Under Secretary or equivalent.
12. The candidate should apply only through proper channel and their duly forwarded application should reach the office of District & Sessions Judge (HQs), Tis Hazari Court, Delhi-110054 on or before the closing date.
13. Office of the District & Sessions Judge (HQs), Delhi reserves the right to make any amendment, cancellation and changes in this circular in whole or in part without assigning any reason thereof.
14. The decision taken by District & Sessions Judge (HQs), Delhi for scrutiny and selection of the candidate shall be final and discretionary.
15. The department while forwarding applications may please ensure that the officials who volunteer for the post shall not be allowed to withdraw their names later on.
16. Any corrigendum/order regarding this circular will be issued on the website of Delhi District Courts i.e. delhicourts.nic.in only. Candidates are advised to visit the website regularly for this purpose, as no separate communication or corrigendum etc. will be published in Newspaper or any other media.
17. Applicants will be fully responsible for the accuracy of the information they furnish. Any information furnished by the candidate if found wrong/false/fabricated at any stage will result in his/her disqualification and will amount to rejection of his/her candidate.

AO (J), Admn. for Circulation

District & Sessions Judge North-West
Tis Hazari Courts, Delhi

15.12.17

18. The interview/call letter, if shortlisted shall be sent by speed/registered post. The office of District & Sessions Judge (HQs), Delhi shall not be responsible for any postal delay lapse, whatsoever.
19. The candidate shall have to appear for interview or for any other purpose, if called for, at his/her own cost. No travelling allowance shall be admissible in any case.
20. The conditions of appointment shall be as per Delhi District Courts Establishment (Appointment & Conditions of Service) Rules, 2012.
21. No Correspondence or personal inquiries shall be entertained.

Check list of Document-

1. Duly filled in Curriculum Vitae proforma (As per Annexure-I)
2. Requisite certificates related to educational qualification (Self Attested)
3. 2 Photographs (one affixed on application form and one spare)
4. Copies of ACRs for last Five years (Duly Attested by the Employer)
5. Integrity Certificate (As per Annexure-II)
6. Vigilance clearance certificate (As per Annexure-III)
7. No penalty Certificate (As per Annexure-IV)
8. Cadre Clearance Certificate (As per Annexure-V)

Applications in the prescribed proforma alongwith above said annexures /documents must reach the office of Ld. District & Sessions Judge (HQs), Tis Hazari Court, Delhi 110054 latest by 15.02.2018. No application will be entertained thereafter.

(TALWANT SINGH)
DISTRICT & SESSIONS JUDGE (HQs):
DELHI

No. Rectt.Cell/DCA/2017/ 2740/86274-364. Dated, Delhi the 13 DEC 2017

Copy forwarded for information and necessary action to:-

1) The Secretary General, Supreme Court of India, Tilak Marg, New Delhi
2) The Registrar General, High Court of Delhi, Sher Shah Marg, New Delhi
3) The Principal Registrar, Central Administrative Tribunal, New Delhi.
4) The Ld. District & Sessions Judge North, North-West, West, South-West, South, South-East, New Delhi, East, Shahdara & North-East, Delhi / New Delhi.
5) The Secretary Services, Govt. of NCT of Delhi, Players Building, Delhi Secretariat, I.P. Estate, New Delhi with the request to forward the names of eligible officials alongwith prescribed proforma as per check list of document mentioned in the circular.
6) The Comptroller Audit & General of Accounts, Bahadur Shah Zafar Marg, New Delhi with the request to forward the names of eligible officials alongwith prescribed proforma as per check list of document mentioned in the circular.
7) Accountant General (Accounts & Audit) AGCR Building, I.P. Estate, New Delhi with the request to forward the names of eligible officials alongwith prescribed proforma as per check list of document mentioned in the circular.
8) All Ministries/Departments of the Government of India. It is requested that the circular may please be given wide publicity in their subordinate, attached offices, PSUs, Autonomous Bodies and other organizations under their Administrative control.
9) The Principal Secretary, General Administration Department, Government of NCT of Delhi. It is requested that the circular may please be given wide publicity in their subordinate, attached offices, PSUs, Autonomous Bodies and other organizations under their Administrative control.
10) The Personal Office of District & Sessions Judge (HQs), Delhi
11) The Dealing Official, Web Site Committee, Delhi with the direction to upload the same on the website of District Courts, Delhi.
12) The Notice Board of all the District Courts, Delhi/New Delhi.

DISTRICT & SESSIONS JUDGE (HQs):
DELHI

ANNEXURE I

CURRICULUM VITAE PROFORMA

1. Name of candidate
2. Father's/Husband's Name
3. Date of Birth (in Christian era)
4. Address
5. Date of retirement
6. Maximum Educational qualification

Affix recent passport size photograph

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 (Please state clearly whether the pay has been granted on account of ACP/MACP or regular promotion)	Nature of duties (in detail)

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or 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 Govt.
    b) State Govt.
    c) Autonomous Organization
    d) Government Undertaking
    e) Universities
    f) Others

11. 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).

Annexure-II

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Shri/Smt./Ms._____, who has applied for the post of Deputy Controller of Accounts on deputation basis, it is certified that his/her integrity is beyond doubt.

(Authorized signatory)

Name & Office Seal:_____

Date:_____

Annexure-III

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Shri/Smt./Ms._____, who has applied for the post of Deputy Controller of Accounts on deputation basis.

(Authorized signatory)

Name & Office Seal:_____

Date:_____

Annexure-IV

NO PENALTY CERTIFICATE

Certified that no major/minor penalty has been imposed on Shri./Smt./Ms._____, Who has applied for the post of Deputy Controller of Accounts on deputation basis.

(Authorized signatory)

Name & Office Seal:_____

Date:_____

Annexure-V

CADRE CLEARANCE CERTIFICATE

This office has no objection to Shri/Smt./Ms._____ applying for the post of Deputy Controller of Accounts on deputation basis. In the event of his/her selection, he/she will be immediately relieved to take charge of the assignment.

(Authorized signatory)

Name & Office Seal:_____

Date:_____

I have carefully gone through the vacancy circular and I am well aware that the information supported by documents submitted by me will also be assessed by the Recommendation Committee at the time of selection for the post and I am not concealing anything which may be shared with Delhi District Courts.

(Signature of the Candidate)

Address_____

_____

_____