

SPECIAL SECRETARY (UD)/COMPETENT AUTHORITY
URBAN DEVELOPMENT DEPARTMENT

Room No 1001, 10th Floor,

Delhi Secretariat, I.P. Estate,

New Delhi-110002

The Competent Authority, Archaeological Survey of India: Delhi Circle, requires the services of experienced officers for filling up the following posts on contract/deputation basis:

S.No.	Name of the Post	Scale of Pay and Grade Pay	Number of Posts
1	Revenue Officer/ Tehsildar/ Building Executive Officer	PB-3 Rs. 15600- 39100 + GP 5400/-	1
2	Circle Officer	PB-2 Rs. 9300- 34800 + GP 4600/-	1
3	Survey Officer	PB-2 Rs. 9300- 34800 + GP 4600/-	1
4	Works Assistant	PB-2 Rs. 9300- 34800 + GP 4200/-	1

- 1) The tenure of the officer selected for appointment shall be for one year from the date on which he/she joins his/her office.
- 2) The working knowledge of Internet and MS Office shall be essential for all the posts.
- 3) The age limit is 45 years.
- 4) The candidates must be self-motivated, dynamic and have ability to take initiatives.
- 5) Eligible Officers working in Ministries/Department of Government of India, State Government, Public Sector Undertaking and Autonomous Bodies are requested to send their applications in the prescribed form through proper channel with an advance copy through email by 15 June 2011.
- 6) Any condition can be relaxed by the Competent Authority in deserving cases.

The applicant must email a copy of his/her bio-data/resume in the forms given below as an attachment in the pdf format at competentauthority.asidelhi@gmail.com and post or deliver its hard copy along with attested photocopies of testimonials at the Office of SPECIAL SECRETAR(UD)/COMPETENT AUTHORITY, URBAN DEVELOPMENT DEPARTMENT, Room No 1001, 10th Floor, Delhi Secretariat, I.P. Estate, New Delhi-110002. **The application will not be considered in case its copy is not received via email as required above.**

TERMS AND CONDITIONS

REVENUE OFFICER/TEHSILDAR/BUILDING EXECUTIVE OFFICER: The qualification and experience required for the post of **Revenue Officer/Tehsildar/Building Executive Officer** are as follows:-

A person shall be qualified for appointment as a Revenue Officer / Tehsildar/Building Executive Officer

(a) on deputation basis if he/she is employed in the Central Government or a State Government or Public Sector Undertaking or an autonomous body established under law for the time being in force; has held the post for at least 5 years in the pay scale of Rs.8000-275-13500/- (pre-revised) PB-3 Rs. 15600- 39100 + GP 4600/-or equivalent or higher as Naib Tesildar/Asst. Revenue Officer/Asst. Engineer and is a Post-Graduate in any discipline and is conversant with Land Record System or National Building Code/Delhi Building Bye-Laws; or

(b) on contract basis if he/she is a graduate in Management with specialization in Revenue or Land Records/Graduate in Civil Engineering from a recognized university/ institution with a previous experience of at least two years in any local or public body and is conversant in National Building Code/Delhi Building Bye-Laws/Land Record System.

CIRCLE OFFICER: The qualification and experience required for the post of **Circle Officer** are as follows:-

A person shall be qualified for appointment as a Circle Officer

(a) on deputation basis if he is employed in the Central Government or State Government or Public Sector Undertaking or an autonomous body established under law for the time being in force; and has held the post of Administrative Asstt. for at least 5 years in the pay scale of Rs.5000-275-13500/- (pre-revised) / PB-2 Rs. 9300- 34800 + GP 4200/- or equivalent or higher and is a graduate in any discipline with knowledge of office management or

(b) on contract basis if he/she is a Post-Graduate in Management Studies from a recognized University with at least two years of experience in a public undertaking or a reputed agency as an Asstt. Manager or its equivalent.

SURVEY OFFICER: The qualification and experience required for the post of Survey Officer are as follows:-

A person shall be qualified for appointment as a Survey Officer

(a) on deputation basis if he/she has held a Degree/Diploma/Certificate in Surveying/Survey Engineering; and is employed in the Central Government or State Government or Public Sector Undertaking or an autonomous body established under law for the time being in force; and has held the post in the same field for at least 3 years in the pay scale of Rs. PB-2

Rs. 9300- 34800 + GP 4200/-or equivalent or higher and is conversant with latest surveying techniques; or

(b) on contract basis if he/she has a Degree/Diploma/Certificate in Surveying/Survey Engineering from a recognized university/institution with at least 3 years experience in the field/building survey and is conversant with latest surveying techniques.

WORKS ASSTT: The qualification and experience required for the post of Works Assistant are as follows:-

A person shall be qualified for appointment as a Work Asstt.

(a) on deputation basis if he/she has held a Degree /Diploma in any discipline; and is employed in the Central Government or State Government or Public Sector Undertaking or an autonomous body established under law for the time being in force; and held a post for at least 3 years in the pay scale of Rs. PB-2 Rs. 9300- 34800 + GP 4200/-or equivalent or higher and worked in similar capacity and is proficient in AUTO CAD and Adobe Illustrator;

(b) on contract basis if he/she has held a Degree/diploma in any discipline and is proficient in AUTO CAD and Adobe Illustrator with at least 2 years experience in a public office or a private agency.

(Vijay Singh)
Competent Authority

FORM NO 3

APPLICATION FORM FOR THE POSTS OF TEHSILDAR/BUILDING EXECUTIVE OFFICER;

CIRCLE OFFICER; SURVEY OFFICER

1	Name				
2	Father's name				
3	Address				
4	Date of Birth				
5	Contact Details	Mobile	email		
6	Educational Qualification	Degree	Institution		
7	Professional Qualification	Degree/Certificates	Institution		
8	Typing Speed				
9	Working knowledge of Internet	Yes/No			
10	Working Knowledge of Computer Applications	MS Word	Yes/No		
		MS Excel	Yes/No		
11	Present Post and Previous Experience				
	Organisation	Position	Pay scale	Period	Brief description of duties

Date

Signature of the Applicant

FORM NO 4

APPLICATION FORM FOR THE POST OF WORKS ASSTT./

1	Name	
2	Father's name	
3	Address	
4	Date of Birth	
5	Contact Details	Mobile email
6	Educational Qualification	Degree Institution
7	Professional Qualification	Degree/Certificates Institution
8	Typing Speed	
9	Working knowledge of Internet	Yes/No
10	Working Knowledge of Computer Applications	MS Word Yes/No MS Excel Yes/No
11	Proficiency in Computer Applications	AUTOCAD Yes/No Adobe Illustrator Yes/No Adobe Photoshop Yes/No 3D Max Yes/No

12	Present Post and Previous Experience				
	Organisation	Position	Pay scale	Period	Brief description of duties

Date

Signature of the Applicant