



GOVERNMENT OF INDIA  
DEPARTMENT OF PUBLICATION  
(Ministry of Urban Development)  
CIVIL LINES, DELHI - 110 054.

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No. A/31011/2/2014-15Estt.

Date:- 01/05/2014

**CIRCULAR**

Applications are invited from LDCs in the pay scale of PB-I, 5200-20200/- G.P.-1900/- who are desirous of being considered for the post of Caretaker in the pay scale of PB-I 5200-20200/- G.P.-1900/- on deputation basis. The post of caretaker is a security oriented responsible post in this department and the person deployed as caretaker will be responsible for security and watch and ward of the Deptt. His normal duty hours at present are from 7.00 A.M to 11.30 A.M. and in the afternoon from 3.00 P.M. to 7.00 P.M. He will arrange to deploy watch and ward Staff and to supervise their work to ensure safety of Govt. property in all, blocks including godowns and Administrative Block, he will be responsible for any loss or damage. He will also be responsible to ensure sanitation and keep the Office premises neat and clean. He will also arrange for opening and closing the Office rooms and godowns at appropriate hours and guard against any security hazard.

The caretaker will be directly responsible for his work and apprise the position to the Supervising officer, O&M section and A.C.(A) for his performance because of the duties to be performed at scattered/odd hours. The Caretaker will be allowed to draw caretaking allowance of 10% per month of the aggregate of pay in the pay band and Grade Pay thereon as admissible in accordance with O.M. No. 7 (21) /2008-Estt. dated 22.09.2008 issued by Ministry of Finance, New Delhi.

Interested persons should submit their applications to the undersigned within 60 days from the publication of this advertisement in the employment news. No application will be entertained after the expiry of the stipulated date and the persons who will apply for the post will not be allowed to withdraw their applications.

1. Educational and other qualifications required for direct recruits - 12<sup>th</sup> class pass or equivalent qualification from a recognized Board or University.

Note:1 The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisations or Department of shall ordinarily not exceed three years.

Note:2 The department officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note:3 For purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> day January, 2006 or the date from which the revised pay structure based on 6<sup>th</sup> CPC recommendation has been extended, shall be deemed to be

Contd.2/-

service rendered in the corresponding grade pay/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 grade with a common Grade Pay/Pay Scale, and where this benefit will extend only for the post(s) for which that Grade Pay/Pay Scale is the normal replacement grade without any upgradation.

  
(D. Chandra)  
Asstt. Controller (Admn)

**Copy to :-**

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6. Director, L&D.O. Nirman Bhawan, New Delhi.
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