



Association of Municipalities & Development Authorities

7/6, Siri-fort Institutional Area, August Kranti Marg,
New Delhi - 110049

VACANCY NOTICE

Recruitment for the posts of (i) Administrative Officer and (ii) Accounts Officer at Association of Municipalities and Development Authorities, New Delhi

Association of Municipalities and Development Authorities (AMDA) founded in 1983 and registered under the Societies Registration Act 1860 with the objective to share matters of mutual interest of members comprising of Municipal Authorities and Development Authorities. It has been a flagship organization and focal point for exchange of ideas and information on Urban Planning & Development and Urban Governance. AMDA provides an impetus for the adoption of techniques and methods conducive to the improvement in the efficiency of Municipal Authorities and Development Authorities by conducting training programs.

Applications are invited from eligible candidates for filling up **one each post** of (i) **Administrative Officer** and (ii) **Accounts Officer** at Association of Municipalities and Development Authorities, New Delhi. The appointment will be on short term contract basis for upto 2 years which may be extendable upon the performance of the incumbent.

The details on eligibility / experience required for the posts are given below:-

Post Detail, Qualification, Experience, Pay and Applicability

S. No.	Name of Post	Age	Qualification (Recognized University / Institute / Government body)
1	Administrative Officer	45 Years	Essential: Bachelor Degree in Arts/Commerce/Science from a recognized University/Institution with minimum 5 years experience in administration in Central/State government/Urban Local Bodies/Autonomous Bodies Proficiency in MS Word, preparation of PPT, Excel Sheets, etc. Pay/Emoluments: Rs. 65,000/- per month (Consolidated)
2	Accounts Officer	45 Years	Essential: Bachelor Degree in Commerce from a recognized University/Institution with minimum 5 years experience in accounts in Central/State government/Urban Local Bodies/Autonomous Bodies. Proficiency in MS Word, preparation of PPT, Excel Sheets, etc. Pay/Emoluments: Rs. 65,000/- per month (Consolidated)

Conditions

- a. Suitable candidates will be shortlisted, based on their eligibility / experience in the relevant field and shall be called for Interview.
 - b. Interview detail shall be communicated to the Candidates in advance and Candidates from Outstation have to make their own arrangements for travel and stay.
 - c. The candidates selected for respective positions in AMDA may need to join on short period notice.
 - d. The candidate who will be appointed under contract shall deposit the security in the form of cash equivalent to the salary of notice period as mentioned in the appointment order, which shall be kept in AMDA on a refundable basis without interest. This is to avoid sudden exit, ensure adherence to contractual condition and to provide enough time to AMDA for arranging new replacement.
 - e. The candidate should be a resident/reside in Delhi.
- ❖ Eligible and interested candidates may apply as in the application format at '**Annexure-1**', attached. All relevant documents should be enclosed with the application.

General Instructions

1. **Complete filled-up application should reach this office latest by 05:00 PM 05th August, 2024**, in the envelope containing the duly filled-up application should be super scribed as –

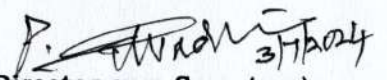
“APPLICATION FOR THE POST OF _____

and should be addressed to: -

**The Director cum Secretary,
Association of Municipalities and Development Authorities,
7/6, Siri-fort Institutional Area,
August Kranti Marg,
New Delhi – 110 049**

Incomplete applications received after due date shall not be accepted. AMDA will not be responsible for non-receipt / late receipt of the application / any communication due to postal delay or any other reason.

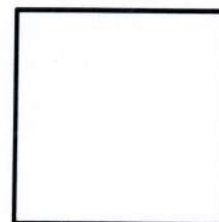
2. The application should be supported with the following documents, **duly self –attested**.
 - i. Copies of Educational Qualification Certificates (Matriculation onwards)
 - ii. Work experience Certificate issued by last employer and Letter / Office Order of appointment.
 - iii. 'NOC' from concerned Department / Employer. In case of non-availability, undertaking to submit the same at further stage of selection.
3. Application without supporting documents will be summarily rejected.
4. Shortlisted candidates will be informed on their email address and they shall appear for interview on the scheduled date and time with all original documents / testimonials.
5. 'Canvassing' in any form shall disqualify the candidate.


(Director cum Secretary)
AMDA



Annexure-1**APPLICATION FOR THE POST OF _____**

1. Name in full (in Block Letters) :
2. Father's / Husband Name :
3. Address for communication with
Pin Code, Telephone no. & email ID :
4. Permanent Address :
5. Date of Birth :
6. Nationality :
7. Marital Status :
8. Whether working / worked in Central/State/UT/Autonomous body/PSU/Port
organization/Semi-Govt. :
9. Educational / profession Qualification



(Photograph)

Sl. No.	Examination Passed	Year	Name of Board / University	Class / Division	% of Marks	Main Subjects

(Attach separate sheet, if required)

10. Experience

Sl. No.	Name of Employer	Designation of the Post held and nature of appointment	Pay Scale / Salary (CDA / IDA)	Date of Joining	Date of leaving and reasons for leaving	Nature of duties performed

(Attach separate sheet, if required)

- Total work experience - _____ Years
- Work experience in relevant field - _____ Years

11. Language Known :

12. Any other information such as experience, training, publication etc. in support of suitability for the post:

UNDERTAKING

I hereby solemnly declare that the information given above is true and correct to the best of my knowledge and belief.

Signature of the Applicant

Place:

Date:

Details of Enclosures:

Lama W.