

VACANCY NOTICE

Applications are invited through proper channel from eligible officials working under the A&N Administration/Central Govt/Autonomous body for filling up one(01) post of Revenue officer in the scale of Pay PB-2 Rs.9300-34800 +GP Rs 4600 in the Establishment of Sri Vijaya Puram Municipal Council on deputation basis.

- i. Officers of the A&N Administration including any Officer appointed to serve under A&N Administration from amongst persons employed by the existing local authority

(AND)

- ii. Officers of the Central/State Govt./UTs:

1. Holding of the analogous post on regular basis **(OR)**

2. With 5 (five) years service in the grade in the Scale of Pay of Rs. 9300-34800 with Grade Pay of Rs.4200 in PB-2 in the parent cadre/department.

(OR)

3. With 11 years service in the grade in the Scale of Pay of Rs.5200-20200 with Grade Pay of Rs.2800 in PB-1

(AND)

- a. Possessing Graduation in Commerce from a recognized University.

The Assistant Revenue Officer of the Municipal Council in the Pay Scale in PB-2 Rs.9300-34800 with Grade Pay of Rs.4200 who is in the direct line of promotion will also be considered along with outsider and in case he is selected for appointment to the post the same shall be deemed to have been filled by promotion.

The Departmental Officer in the feeder category who is in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.

(The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt. shall ordinarily not to exceed three years.)

The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

Eligible officers may submit the application in the prescribed format appended below through proper channel along with last five (05) years ACR Dossier, Vigilance clearance Certificate and Integrity Certificate to the Secretary, Municipal Council, Sri Vijaya Puram. The application complete in all respects shall be submitted duly countersigned to the Secretary, Municipal

Council, **latest by 30/11/2025.**

The Head of the department/Office may ensure that the applications of officials against whom disciplinary proceedings are pending or being contemplated are not forwarded/recommended.

Application received after the due date and incomplete in any aspect shall not be entertained.

**Administrative Officer (i/c)
Municipal Council**

PROFORMA**PROFORMA FORM OF APPLICATION FOR THE POST OF
REVENUE OFFICER**

1. Name of the Applicant (in Block letters)
2. Father/Husband Name
3. Date of Birth (in Christian era)
4. Address for Communication with Telephone/Cell No.
5. Education Qualifications
6. Date of Entry in Govt. Service
7. Experience as per details of Service

Dept.	Post held	From	To	Scale of pay	Nature of duty

8. Scale of pay and Present Basic Pay + Grade pay
9. Please state whether working under
 - a. Central Government
 - b. State Government
 - c. A & N Administration
 - d. Other(specify)
10. Additional information if any, which you would like to mention in support of your suitability for the post (add separate sheet if necessary)
11. Remarks.

Signature of the Candidate

Place:

Date:

“The information given by the applicant as above has been verified from the official’s record and it is found correct. It is also certified that neither any vigilance case/departmental inquiry is pending against the applicant nor the same is contemplated. Photocopies for the last five years ACR are also enclosed. In the event of the selection of above applicant this Organization shall have no objection to relieve him for appointment on transfer on deputation basis to the SVPMC”.

Signature of HOD/HOI

(Office Seal)

Place:

Date:

Encl: