



# Association of Municipalities & Development Authorities

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

## VACANCY NOTICE

### **Recruitment for the post of Administrative 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 post** of **Administrative Officer** at Association of Municipalities and Development Authorities, New Delhi. The appointment will be on short term contract basis for upto 03 years which may be extendable upon the performance of the incumbent.

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

#### **Post Detail, Qualification, Experience, Pay and Applicability**

| <b>S. No.</b> | <b>Name of Post</b>    | <b>Age Limit</b> | <b>Qualification</b><br><i>(Recognized University / Institute / Government body)</i>  |
|---------------|------------------------|------------------|---|
| 1             | Administrative Officer | 45 Years         | <b>Essential:</b><br>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<br><br>Proficiency in MS Word, preparation of PPT, Excel Sheets, etc.<br><br><b>Pay/Emoluments:</b> Rs. 65,000/- per month (Consolidated) |

#### **Conditions**

- Suitable candidates will be shortlisted, based on their eligibility /experience in the relevant field and shall be called for Interview.
- Interview detail shall be communicated to the Candidates in advance and Candidates from Outstation have to make their own arrangements for travel and stay.
- The candidate selected for the position in AMDA may need to join on short notice period.

- 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 selected Candidate will be required to reside in Delhi during the tenure with AMDA.
- ❖ 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 15<sup>th</sup> May, 2025** in the envelope containing the duly filled-up application or through email ([amda@amdaindia.org](mailto:amda@amdaindia.org) / [amdadelhi@gmail.com](mailto:amdadelhi@gmail.com)) should be super scribed as –

**“APPLICATION FOR THE POST OF \_\_\_\_\_**  
and should be addressed to:-

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

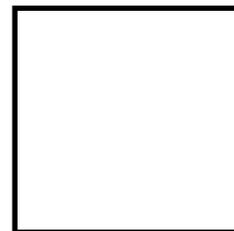
Incomplete applications received after due date shall not be accepted. AMDA will not be responsible for non-receipt / late receipt of the application / any communication due to postal delay or any other reason.

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**

**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 : (Photograph)
6. Nationality :
7. Marital Status :
8. Whether working / worked in Central/State/UT/Autonomous body/PSU/Port  
organization/Semi-Govt. :
9. Educational / profession Qualification



| 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:**