



**MUNICIPAL CORPORATION OF DELHI**  
**CENTRAL ESTABLISHMENT DEPARTMENT**  
**DR. SHYAMA PRASAD MUKHERJEE CIVIC CENTRE**  
**JAWAHARLAL NEHRU MARG, NEW DELHI-110002**

No. AO (Estt.)-II/SO-I/CED/MCD/2023/1313

Dated: 15/06/2023

**CIRCULAR**

1. All Secretaries, Government of India.
2. All Chief Secretaries, States/UTs.
3. The Controller General of Defence Accounts, West Block-V, R.K.Puram, New Delhi.
4. The Assistant Comptroller and Auditor General, O/o the Comptroller & Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi.
5. The Controller General of Accounts, Ministry of Finance, 7<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
6. The Controller General of Accounts, Posts & Telegraphs Deptt., Patel Chowk, ND.
7. The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt-110010.
8. The Registrar, Delhi High Court, New Delhi.
9. The District Judge, Tis Hazari Courts, Delhi.
10. The Chairman, CBDT, Ministry of Finance, North Block, New Delhi
11. The Chairman, DDA, Vikas Sadan, INA, New Delhi.
12. The Director General (Works), CPWD, Nirman Bhawan, New Delhi-11.
13. The Spl. Secretary (Services), Services Deptt., Services-I Branch, Delhi Secretariat, 7<sup>th</sup> Floor, B-Wing, I. P. Estate, New Delhi.
14. The Chairman, Railway Board, Ministry of Railways, New Delhi.

**Sub:- Sponsoring names for appointment to the post of Chief Accountant-cum-Financial Advisor in Municipal Corporation of Delhi on deputation basis-further extension of date for submitting applications regarding.**

**Ref.:** No. AO (Estt.)-II/SO-I/CED/MCD/2023/ 4885 Dated:24.02.2023.  
**Ref.:** No. AO (Estt.)-II/SO-I/CED/MCD/2023/ 5568 Dated:28.03.2023.  
**Ref.:** No. AO (Estt.)-II/SO-I/CED/MCD/2023/346 Dated:28.04.2023  
**Ref.:** No. AO (Estt.)-II/SO-I/CED/MCD/2023/982 Dated:30.05.2023

Sir/Madam,

I am directed to communicate that the following post is required to be filled up urgently in Finance Department of Municipal Corporation of Delhi on deputation basis in term of guidelines and instructions issued from time to time by DOPT :-

**Chief Accountant-cum-Financial Advisor**

Pay Scale- Level-14 of pay matrix


2. **Eligibility conditions:** Officer under all Organized Accounts Services/ departments under the Central Government:-

- (i) Holding analogous posts on a regular basis in the parent cadre or department  
Or
- (ii) With 2 years regular service in the grade rendered after appointment thereto on regular basis in Level-13A of pay matrix or equivalent in the parent cadre/department.  
Or
- (iii) With 3 years regular service in the grade rendered after appointment thereto on regular basis in Level-13 of pay matrix or equivalent in the parent cadre/department.

3. Since the MCD follows the Rules/Regulations/Instructions of the Govt. Of India, the laid down terms and condition of deputation of the Govt. of India shall be applicable mutatis mutandis to the officer on deputation basis in Municipal Corporation of Delhi. Further, the maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

4. It is, therefore, requested that the names of suitable and willing officers fulfilling above conditions, alongwith (i) their Applications and Bio-data with certification that the entries in the application have been verified from the records and found correct.(ii) ACRs/APRs for the preceding five (5) years. (iii) Integrity Certificate. (iv) Vigilance Clearance including certification that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the officer concerned. (v) Cadre Clearance and (vi) List of major/minor penalties, if any, imposed on the officer during the last ten years/No Penalty Certificate may please be forwarded to the Director (Personnel), Municipal Corporation of Delhi, 22<sup>nd</sup> Floor, E-1 Block, Dr. S. P. Mukherjee Civic Centre, J.L. Nehru Marg, New Delhi-110002 till 30.06.2023, to enable us to consider selection for appointment to the above-said post on deputation basis. Application Proforma is attached.

5. This may please be given TOP PRIORITY.

  
(Manish Kumar) 15/6/23  
Administrative Officer (Estt.)

Copy to:- Dir. (IT), with the request to upload the Circular on MCD's website for wider publicity

APPLICATION FOR THE POST OF.....IN  
MUNICIPAL CORPORATION OF DELHI ON DEPUTATION BASIS.

1. Name and address in Block Letters :.....
2. Mobile No. & Email ID :.....
3. Date of Birth (in Christian era) :.....
4. Date of retirement under Central/  
State Government Rules :.....
5. Educational Qualifications :.....  
:.....
6. Whether education and other qualifications  
required for the post are satisfied :.....  
:.....  
(Details of given qualification)
7. Please state clearly whether in the light  
of entries made by you above, you meet  
the requirements of the post and you are  
eligible as per RRs. :.....
8. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by  
your signature, if the space below is insufficient.

Period		Post held	Pay Scale/Grade Pay	Office	Nature of Duties
From	to				

9. Nature of present employment i.e.  
Adhoc or temporary or quasi-  
permanent or permanent. :.....
10. In case the present employment is  
held on deputation/contract basis,  
please state :.....  
(a) The date of initial appointment  
(b) Period of appointment on deputation/contract  
(c) Name of the parent office/organization to which you belong
11. Additional details about present employment.  
Please state whether working under:  
(a) Central Government  
(b) State Govt.  
(c) Autonomous Organization  
(d) Government Undertaking  
(e) Universities  
(f) Others

12. Details of Pay Scale on Initial appointment and subsequent promotions.

Sl. No.	1st appointment/Promotions	Date	Pay Scale/Grade Pay	Whether held on Regular/ Adhoc/ ACP /MACP basis
1.	Initial appointment in service			
2.	1st Promotion			
3.	2 <sup>nd</sup> Promotion			
4.	3 <sup>rd</sup> Promotion			
5.	4 <sup>th</sup> Promotion			

\*If financial up-gradation on ACP/MACP basis, please give details of regular promotion also.

13. Additional information, if any, which you would like to mention in support of your suitability for the post, Enclose a separate sheet, if the space is insufficient.

14. Remarks

.....

Date:.....

Signature of the candidate:-  
Address:-

Countersigned  
(Employer)

**CERTIFICATE**

(To be given by Head of Office of the Applicant)

1. It is certified that the particulars furnished by the official are correct.
2. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
3. The record of service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
4. It is certified that the officer is eligible to hold this post as per the provisions of the Recruitment Rules mentioned in deputation vacancy circular.

NAME OF THE OFFICER/DESIGNATION  
WITH OFFICIAL SEAL OF HEAD OF OFFICE

DATE :.....

NOTE: - Application should be forwarded through proper channel with approval of Competent Authority.