



# MUNICIPAL CORPORATION OF DELHI

CENTRAL ESTABLISHMENT DEPARTMENT

22<sup>nd</sup> FLOOR, DR. S.P.MUKHERJEE CIVIC CENTRE

J.L.NEHRU MARG, NEW DELHI- 110002

No.F.11 (59)/CED/MCD/SO-1/2024/5985

Date: 12/01/2024,

## 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, New Delhi.
7. The Secretary (Services), GNCTD, New Sachivalya, I. P. Estate, N. Delhi-2.
8. The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt-110010.
9. The Registrar, Delhi High Court, New Delhi.
10. The District Judge, Tis Hazari Courts, Delhi.
11. The Chairman, CBDT, Ministry of Finance, North Block, New Delhi.
12. The Chairman, DDA, Vikas Sadan, INA, New Delhi.
13. The Director General (Works), CPWD, Nirman Bhawan, New Delhi-11.

### **Sub:-Sponsoring names for the post of Administrative Officer/Assistant Assessor & Collector in Municipal Corporation of Delhi on deputation basis**

Sir/Madam,

I am directed to refer to the subject mentioned above and to say that the following post is required to be filled up in Municipal Corporation of Delhi on deputation basis:-

### **Name of Post:- Administrative Officer/Assistant Assessor & Collector**

Pay Scale- Level-09 of pay matrix

### **Eligibility conditions:-**

The Officers under the Central Government/State Governments:-

- (a) (i) Holding analogous post on regular basis in the parent cadre or department; or  
(ii) With 2 years' service in the grade rendered after appointment thereto on regular basis in Level-08 of pay matrix or equivalent in the parent cadre/department; or  
(iii) With 3 years' service in the grade rendered after appointment thereto on regular basis in Level-07 of pay matrix or equivalent in the parent cadre/department; and
- (b) Essential:
  - (i) A degree from a recognized University.
  - (ii) 3 years experience of Assessment and valuation of properties or administrative experience in a responsible position.

Desirable: A degree in law from a recognized University.

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

3. It is, therefore, requested that the names of suitable/eligible and willing officers, fulfilling the prescribed conditions, may please be forwarded to this office alongwith following documents within 30 days, to enable us to consider selection for appointment to the above-said post on deputation basis:-

- i) Cadre Clearance (03 years)
- ii) Vigilance Clearance
- iii) Grading of APARs/ACRs for the preceding five (5) years
- iv) Application, Bio-data duly verified in attached proforma

4. This may please be given TOP PRIORITY.

Encl:- Bio-data proforma

  
12/01/2024  
(Administrative Officer (Estt.)-II

Copy to:- AO (IT), with the request to get it uploaded on MCD's website.

**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 qualification 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.

S.No.	1st appointment/Promotions	Date	Pay Scale/Grade Pay	Whether held on Regular/Adhoc/ACP/MACP basis
1				
2				
3				
4				
5				

\*if financial up-graduation 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 particular furnished by the official are correct.
- 2 It is certified that no disciplinary/vigilance case in 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.