



# SOUTH DELHI MUNICIPAL CORPORATION

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

No: F.11(9)Pt-VII/CED/DA-I/SDMC/2020/457

Dated: 22.07.2020

## CIRCULAR

1. All Secretaries, Government of India
2. All Chief Secretaries, States/ UTs.
3. Delhi Metro Rail Corporation.
4. The Controller General of Accounts, M/o Finance, 7<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
5. The Assistant Controller and Auditor General, Office of the Controller and Auditor General of India, 10, Bahadur Shah Jafar Marg, New Delhi.
6. The Secretary (Services), GNCTD, New Sachivalya, Players Building, N. Delhi-2
7. The Director (Local Bodies), 9<sup>th</sup> Level, A Wing Delhi Secretariat, IPS Estate, New Delhi.
8. The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt-110010.
9. The Chairman, Central Board of Direct Taxes, M/o Finance, North Block, New Delhi.
10. The Chairperson, Central Board of Excise & Customs, M/o Finance, North Block, N.D.
11. The Chairman, DDA, Vikas Sadan, INA, New Delhi.
12. The Director General (Works), CPWD, Nirman Bhawan, New Delhi-11.
13. The Secretary, New Delhi Municipal Council, New Delhi.

**Sub :** Sponsoring names for the post of Deputy Commissioner in South Delhi Municipal Corporation on deputation basis- **extension of date for submitting application-regarding.**

**Reference No.** F. 11(9)Pt-VII/CED/DA-I/SDMC/2019/1125 Date: 18.10.2019, 27.11.2019, 01.01.2020, 28.01.2020, 14.02.2020, 11.03.2020 and 04.05.2020

Sir/Madam,

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

### **Post- Deputy Commissioner**

Pay Scale- Level-13 of pay matrix.

### **Eligibility conditions/Qualifications:**

Officers of the IAS /Central Civil Service/State Service/Union Territories Civil Services:-

- (i) Holding analogous post on a regular basis in the parent cadre/department; **or**
- (ii) Officers of the IAS with 11 years of regular service; **or**
- (iii) Officers of Central Services Group-'A' with 5 years regular service in pay Level-12 of pay matrix.

2. Since SDMC 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 South Delhi Municipal Corporation. Further, the maximum age limit for appointment by deputation shall not be 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 upto **20.08.2020**, to enable us to consider selection for appointment to the above-said post on deputation basis:-

- a) Cadre Clearance
- b) Vigilance Clearance
- c) Copy of APARs/ACRs for the preceding five (5) years
- d) Application, Bio-data duly verified in attached proforma

4. This may please be given TOP PRIORITY.

Encl:- Bio-data proforma

  
(Administrative Officer)

Copy to:- Director (IT), with the request to get it uploaded on SDMC's

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

- 1. Name and address in Block Letters :-.....
- 2. Date of Birth (in Christian era) :-.....
- 3. Date of retirement under Central/ State Government Rules :-.....
- 4. Educational Qualifications :-.....  
:-.....  
:-.....
- 5. Whether education and other qualifications required for the post are satisfied (Details of given qualification) :- .....  
:-.....
- 6. 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. :-.....
- 7. 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				

- 8. Nature of present employment i.e. Adhoc or temporary or quasi-permanent or permanent. :-.....
- 9. 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
- 10. Additional details about present employment. Please state whether working under:  
(a) Central Government  
(b) State Govt.  
(c) Autonomous Organisation  
(d) Government Undertaking  
(e) Universities  
(f) Others

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11. 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			
6.	5 <sup>th</sup> Promotion			
7.	6 <sup>th</sup> Promotion			

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

12. 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.

13. 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.