

MUNICIPAL CORPORATION OF DELHI  
CENTRAL ESTABLISHMENT DEPARTMENT  
22<sup>ND</sup> Floor Dr SPM Civic Centre,  
J.L. Nehru Marg, New Delhi – 110002

No./AO/CED/RR/MCD/2022/3060

Dated: 09-11-2022

Circular

**Subject:** Amendment/Revision of Recruitment Rules of Category "C" Centralized posts in MCD.

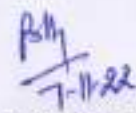
The drafts of Recruitment Rules (Amendment/Revision) of the following Centralized posts have been prepared:-

**Category/Group "A".**

- (i) Stenographer Grade 'D' (Amendment/Revision)
- (ii) Driver (Amendment/Revision)
- (iii) Multi Tasking Staff (General) (Framing)

As per extant instructions issued by the DoP&T vide OM No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015, the draft/proposed Amendment/Revision in the RRs for the above said posts are uploaded on the MCD website <https://mcdonline.nic.in> for 30 days for obtaining comments from the stake-holders/concerned officers/officials (if any).

This issues with the approval of Competent Authority.

  
(Pawan Kumar Jolly)  
Administrative Officer (Estt.)

**Copy to:-**

1. All Addl. Commissioner, MCD
2. Director (IT) to upload on MCD website.
3. AO (CED) to disseminate this to all concerned.
4. Guard File/Office Copy.

**Copy for kind information to:-**

1. Secretary to Commissioner for kind information to Commissioner, MCD

Annexure-III

**Amendment in Recruitment Rules for the post of Stenographer Grade 'D' in Delhi Municipal Corporation of Delhi**

1.(a)	Name of the Post	STENOGRAPHER GRADE 'D' Municipal Corporation of Delhi
1. (b)	Name of the Ministry/Deptt.	
2.	Reference No. in which Commission's advice on Recruitment Rules was conveyed	
3.	Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and reference	No. F.2(23)/71-LSG dated 11.01.1972

Column No. of the Schedule	Provision in the approved/existing rules (notification no. F.2(23)/71-LSG dated 11.01.1972) (basically it is Service Regulations called the Delhi Municipal Corporation (Stenographers Service) Regulations, 1971, therefore, the proforma 13 point required for amendment in Recruitment Rules will not match with the above said Regulations, therefore, copy of the above-said Regulations dated 11.01.1972 is attached herewith for ready reference).	Revised Provisions Proposed	REASON FOR REVISION PROPOSED
1.	Name of post	Steno-Typist	Stenographer Grade 'D'
			Change of Nomenclature vide Office Order No. HC(A)-II/AC/CED/NDMC/2016/3465 dated 05.12.2016

  
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2.	Number of post	Not Specified.	190(2022) *Subject to variation dependent on workload.	After unification of erstwhile Municipal Corporations i.e. North DMC, South DMC and East DMC with effect from 22.05.2022 vide notification dated 18.05.2022 of Central Government, the posts are proposed to be sanctioned as per Section 90 of the DMC Act.
3.	Classification	Class-III, Ministerial	Category 'C'	As per DOPT guidelines.
4.	Pay Band and grade pay/Scale of pay/Level in Pay Matrix	The pay and increments of officers of the grades shall be regulated in accordance with the Fundamental Rules or other similar rules relating to pay for the time being in force.	Pay Matrix Level -4 (Rs.25500 - 81100)  Note: Stenographer Grade 'D' shall be eligible for placement in Non Functional Selection Grade in Level 6 (Rs. 35400-112400) Pay Matrix on completion of 5 years of approved service as Stenographer Grade 'D' subject to the condition that the total number in the grade will be restricted to 30% of the sanctioned strength.	As per recommendation of 7 <sup>th</sup> Central Pay Commission.  Non-functional Selection Grade (NFSG) has been granted to Stenographer Grade 'D' (erstwhile Steno-typist) in PB-2 (Rs.9300-34800) + Grade Pay Rs.4200/- vide Office Order No.NDMC/CED/UDC(T)/2013/99 4 dated 10.04.2013 in pursuance of DOPT OM No.20/49/2009-CS.II(B) dated 22.06.2011.
5.	Whether Selection posts or non-selection post.	Not applicable	Not applicable	No Change
6.	Age limit for direct recruits.	Candidates must have attained the age of 18 years and must not have attained the age of 25 years on the 1 <sup>st</sup> January of the year during which the	Age 18 to 27 years.  (Relaxable for Government Servant and employees of MCD upto 40 years in accordance	As per DOPT guidelines.

  
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0		<p>examination is held.</p> <p>Provided that a candidates who is over the age of 25 years on that date may be admitted to the examination if the holds substantively a permanent or temporary post in any Municipal Office of the Corporation for a period of not less than 3 years, if his application is received through the head of his office Department and if he has not attained the age of 35 years on the 1<sup>st</sup> January of the year during which the examination is held.</p> <p><b>Note :</b> Upper age limit prescribed above will be relax able in case of candidates belonging to the Schedule Caste and Scheduled Tribes and other special categories in accordance with the general orders issue by the Govt. of India from time to time.</p>	<p>with the instructions or order issued by the Central Government).</p> <p><b>Note:-</b></p> <p>The Crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal, Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim , Ladakh division of J&amp;K state, Lahual &amp; Spiti district and Pangji Sub-division of Chamba district of Himachal Pradesh, Andaman &amp; Nicobar Islands or Lakshadweep).</p>	
7.	Educational and other qualifications required for direct recruits.	<p>(i) Matriculation Examination of any University incorporated by an act of the Central or a state Legislature in India or an Examination recognized by such Universities as equivalent to its Matriculation Examination.</p> <p>(ii) Candidates will give a dictation test at 80 words per minute for five minutes.</p>	<p><b>Essential:-</b></p> <p>(i) 12<sup>th</sup> Standard pass from a recognized Board/Institution.</p> <p>(ii) Skill Test Norms Dictation: 10 minutes @80 word per minutes. Transcription (On Computer): 50 Minutes (English), 65 Minutes (Hindi).</p>	Change as per Model RR of Stenographer Grade-II issued vide DOPT OM No. AB-14017/8/2010-Estt.(RR) dated 10.03.2010.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not Applicable	Not Applicable	Not Applicable
9.	Period of probation, if any.	2 years	2 years	No Change

10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By direct recruitment on the basis of competitive examination held for the purpose by the Board.	By direct recruitment through DSSSB or any agencies prescribed by the Government as per the DMC Act, 1957.	Change as per DOPT Guidelines.
11.	In case of recruitment by promotion/ deputation /absorption grades from which promotion/ deputation / absorption to be made.	Not Applicable	Not applicable	No Change
12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable	<b>Category 'C' Departmental Promotion Committee for considering promotion:</b> (i) Addl. Commissioner (Estt.) : Chairman (ii) Director (Personnel): Member (iii) Liaison Officer, MCD/ Representative of SC/ST : Member <b>Category 'C' Departmental Confirmation Committee (for Confirmation)</b> (i) Additional Commissioner (I/c Estt.)-Chairman (ii) Director (Personnel) : Member (iii) Liaison Officer, MCD/ Representative of SC/ST : Member	Change as per DOPT guidelines and present administrative set-up
13.	Circumstances in which Union Public Commission to be consulted in making Recruitment.	Consultation with the Commission is not necessary.	Consultation with the UPSC is not necessary	No Change

2. Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed if necessary, for clarification/ early decision.

Place: New Delhi  
Date

**Administrative Officer (Estt.)**  
 22<sup>nd</sup> Floor, Dr. S.P.M. Civic Centre, J.L. Nehru  
 Marg, New Delhi - 110002  
 Signature of the Officer sending the proposals  
 Telephone No: 011-23227212

P. K. Jolly  
 Admn. Officer / CEO  
 Municipal Corporation of Delhi

**Amendment in Recruitment Rules for the post of Driver in Municipal Corporation of Delhi**

1.(a)	Name of the Post	Driver
1.(b)	Name of the Ministry/Deptt.	Municipal Corporation of Delhi
2.	Reference No. in which Commission's advice on Recruitment Rules was conveyed	
3.	Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and reference	Notification No. F.9/13/82-LSG dated 31 August, 84

Column No. in the Schedule	Provisions in the approved/existing rules (Notification No. F.9/13/82-LSG dated 31 August, 84)	Revised provision proposed	Reason for revision proposed.
1	2	3	4
1	Name of the Post	Driver	
2	No of Posts	315	
		852* (2022) *Subject to variation dependent workload.	After unification of erstwhile Municipal Corporation i.e. North DMC, South DMC and East DMC with effect from 22.05.2022 vide notification dated 18.05.2022 of Central Government, the posts are proposed to be sanctioned as per Section 90 of the DMC Act.
3	Classification	III	
		Category 'C'	As per DoPT Guidelines
4	Scale of Pay/Level in Pay Matrix	Rs. 110-3-125-EB-3-131-4-155 (pre-revised) Rs. 320-400 (Revised Uniform scale)	
		Level-4 (Rs. 25500-81100)	Level as per corresponding scale in 7th CPC
5	Whether selection post or non selection post.	Selection	
		Selection	No Change

  
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 Admn. Officer / C E O  
 Municipal Corporation of Delhi


6	Age Limit for Direct Recruits.	Not exceeding 30 years (Relaxable for Govt. Servants and employees of the Municipal Corporation of Delhi)	<p>Between 18 and 25 years*</p> <p><i>"(Relaxable for Government Servants and employees of the Municipal Corporation of Delhi upto 40 in accordance with the instructions or order issued by the Central Government)"</i></p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Union Territory, Lahul &amp; Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Anadaman &amp; Nicobar Islands of Lakshdweep).</p> <p>* If the 'direct recruitment is to be made by 'direct open competitive Examination, the age limit would be 18-27 years.</p>	As per DoPT Guidelines
7	Education and other qualifications required for direct recruits.	<p>Essential :</p> <p>(i) Middle school pass in Hindi/English from a recognized Board or equivalent.</p> <p>(ii) Possession of a valid licence for driving heavy vehicles with knowledge of motor mechanics and experience of driving a heavy vehicle for at least five years.</p> <p>Desirable : Familiarity with surroundings of Delhi and New Delhi.</p> <p>Note :- Candidates shall have to pass a trade test held by Executive Engineer (Auto).</p>	<p>Essential :</p> <p>(i) Possession of valid driving license for motor cars;</p> <p>(ii) Knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle);</p> <p>(iii) Experience of driving a motor car for at least 3 years.; and</p> <p>(iv) Pass in 10<sup>th</sup> standard.</p> <p>Desirable : Familiarity with surroundings of Delhi and New Delhi.</p> <p>Note 1:- Candidates shall have to pass a trade test held by Executive Engineer (Auto).</p>	As per DoPT Guidelines

			Note 2: The qualification regarding experience is relaxable at the discretion of the Competent Authority. Note 3: In the case of candidates belonging the Scheduled Caste or Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates with requisite experience is not likely to be available to fill up the vacancy reserved for them.			
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Age Education Qualification	No To the extent indicated in Col. II	Age Education Qualification	No Yes with 12 <sup>th</sup> Passed from recognized Board/Institution.	Change As per DoPT Guidelines
9	Period of probation, if any.	2 years		Two years for direct recruits.		No Change
10	Method of recruitment whether by direct recruitment or by promotion or by deputation /Limited Departmental Competitive Examination/ absorption and % or the vacancies to be filled by various method.	75 % by promotion failing which by direct recruitment. 25% by direct recruitment.		75 % by promotion failing which by direct recruitment. 25% by direct recruitment.		No Change
11	In case of recruitment by promotion/ deputation/ Limited Departmental Competitive Examination/ absorption grades from which promotion/deputation/ absorption to be made.	Promotion: Class IV servants employed in the General Wing of the M.C.D. possessing a valid licence for driving heavy vehicle with knowledge of motor mechanic and experience of driving a heavy vehicle for at least 5 years and subject to passing a trade test held by E.E. (Auto) as in the case of direct recruits.		Promotion: MTS (General) servants employed in the General Wing of the M.C.D. possessing a valid licence for driving heavy vehicle with knowledge of motor mechanic and experience of driving a heavy vehicle for at least 3 years and subject to passing a trade test held by E.E. (Auto) as in the case of direct recruits.		No Change



12	If a DPC exists, what is its composition.	DPC shall be constituted as per rule.	<p><b>Group 'C' Departmental Promotion Committee (for consideration):</b></p> <ul style="list-style-type: none"> <li>(i) Additional Commissioner (Estt.) - Chairman</li> <li>(ii) Director Personnel (CED) - Member</li> <li>(iii) Liaison Officer,</li> </ul> <p style="text-align: center;">MCD/Representative of SC/ST - Member</p> <p><b>Group 'C' Departmental Confirmation Committee (for confirmation):</b></p> <ul style="list-style-type: none"> <li>(i) Additional Commissioner (Estt.) - Chairman</li> <li>(ii) Director Personnel (CED) - Member</li> <li>(iii) Liaison Officer,</li> </ul> <p style="text-align: center;">MCD/Representative of SC/ST - Member</p>	As per Circular No. SO(II)/AO(II)/CED/MCD/2022/564 dated 01.07.2022
13	Circumstances in which UPSC is to be consulted in making Recruitment.	Not necessary.	Not Applicable	Being Category 'C' Post

Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed if necessary, for clarification/ early decision.

  
**(Pawan Kumar Jolly)**  
**Administrative Officer**  
 22<sup>nd</sup> Floor, Dr. S.P.M. Civic Centre, J.L. Nehru Marg,  
 New Delhi - 110002  
 Mobile No.- 8130543421  
*P. K. Jolly*  
 Admn. Officer / CED  
 Municipal Corporation of Delhi

Signature of the Officer sending the proposals  
 Telephone No:

Place: New Delhi.

Date:

**ANNEXURE – II**

Form to be filled by the Ministry /Department while forwarding proposals to the Department of Personnel & Training and the Union Public Service Commission for framing Recruitment Rules for posts.

1.	(a) Name of the posts	Multi Tasking Staff (General)
	(b) Name of the Ministry / Department	Municipal Corporation of Delhi
	(c) Number of posts	4748* (2022) *Subject to variation dependent on workload.
	(d) Scale of pay	Level-1 (Rs. 18000-56900) in the Pay Matrix
	(e) Class and service to which the posts belong	Category 'C'
	(f) Ministerial or non – Ministerial of F.R. 9 (17)	Non-Ministerial
2.	Appointing Authority	Commissioner
3.	Duties of the post in detail	Attached
4.	Describe briefly the method (s) adopted for filling the posts hitherto.	By Direct Recruitment
5.	Methods of recruitment proposed -	By Direct Recruitment
6.	If promotion is proposed as a method of recruitment -	Not Applicable
	(a) Designation and number of the posts proposed to be included in the field of promotion.	Not Applicable
	(b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotions (As per extent GOI instructions)	Not Applicable
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	Not Applicable
	(d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required please attach a copy of rules framed. A copy of the rules should be sent DOPT along with the proposal.	Not Applicable
	(e) If Recruitment Rules were not framed for the posts in the field of promotion;	Not Applicable
	(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.	Not Applicable
	(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.	Not Applicable
	(iii) In case the feeder posts are filled by promotions, the Recruitment Rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished.	Not Applicable
	(f) (i) Is the promotion to be made on selection or non-selection basis?	Not Applicable
	(ii) Reasons for the proposal (i) above.	Not Applicable
	(g) If a DPC exists, what is its composition?	Not Applicable
	(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	Not Applicable
7.	If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.	Ministerial Post

8.	If direct recruitment is proposed as a method of recruitment please state	Not Applicable
	(a) The percentage of vacancies proposed to be filled by direct recruitment.	By Direct Recruitment
	(b) Indicate if there are any promotional avenues for the direct recruits?	Not Applicable
	(c) (i) Age for direct recruits (As per extant GOI instructions). (ii) Is age relaxation for Government servants?	Not Exceeding 25 Years  The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidate in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Union Territory, Lahaul & Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).
	(d) Educational and other qualification required for direct recruits. (It may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well-qualified Essential  Desirable (e) Whether essential qualifications to be prescribed are in accordance with any Act(s)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s) (f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	Essential: 10 <sup>th</sup> pass from recognized Board/Institutions.  Desirable: ITI or equivalent in any Trade.
9.	If direct recruitment is not proposed as method, please state why it is not considered desirable /possible /necessary.	Not Applicable
10.	(i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion?	Not Applicable
	(ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.	Not Applicable
11.	(a) Is deputation /absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	Not Applicable
	(b) The percentage of vacancies proposed to be filled by this method.	Not Applicable
	(c) The period to which deputation will be limited.	Not Applicable
	(d) The names of the posts of grades or services etc. from which deputation /absorption is proposed.	Not Applicable
12.	(a) If any of the methods proposed fails by what methods are such vacancies proposed to be filled.	-----
	(b) Whether the Recruitment Rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group? If so, whether the necessary	Not Applicable

	provisions for initial constitution has been proposed. (c) Whether the Recruitment Rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	
13.	(a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.	NO
	(b) Whether the Department of Personnel and Training have concurred in the proposal?	NO
14	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	NO
15.	Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed if necessary, for clarification/ early decision.	Sh. Pawan Kumar Jolly, Administrative Officer Ph. 8130543421 CED, 22 <sup>nd</sup> Floor, Dr. S.P.M. Civic Centre New Delhi-110002.

*P.K.J.*  
Signature of the Officers sending the proposals

Telephone No.: -

P. K. Jolly  
Admn. Officer / CED  
Municipal Corporation of Delhi

Place:

Date:

6: 011-23227212

## NOTIFICATION

No. F.2(23) 71-LSG dated 11-1-1972. The following regulations made by the Municipal Corporation of Delhi under Section 98 of the Delhi Municipal Corporation Act, 1957 (66 of 1957) vide their Resolution No. 52 dated 10-11-1970 in connection with the recruitment to the posts of Stenographers Grade-I & II and Stenotypists in the General Wing of the Municipal Corporation of Delhi, having been approved by the Lt. Governor, Delhi in pursuance of the provisions of Sub-Section (2) of Section 480 of the said Act, read with the Government of India, Ministry of Home Affairs Notification No. 3/6/66-Delhi dated 19-10-1966 are hereby published in the Schedule:—

## SCHEDULE

## 1. Short Title and Commencement:

- (i) These regulations may be called the Delhi Municipal Corporation (Stenographers Service) Regulations, 1971.
- (ii) They shall come into force at once.
- (iii) They shall apply to all Municipal Officers in the Stenographers Grade in the General Wing of the Corporation.

## 2. Definitions:

In these regulations, unless the context otherwise requires:

- (a) "appointed day" means the date on which these regulations come into force ;
- (b) "approved service in relation to any Grade" means the period or periods of service in that Grade rendered after selection according to prescribed procedure, for along term appointment to the Grade and includes any period or periods during which an officer would have held a duty post in that Grade but for this being on leave or otherwise not being available for holding such post ;
- (c) "authorised permanent strength" in relation to any Grade means the strength of permanent unspecified posts in that Grade against which substantive appointments may be made ;
- (d) "board" means the Delhi Municipal Corporation Service Board constituted under the regulations framed under Clause (c) & (e) of Sub-Section (1) of Section 98 of the D.M.C. Act, 1957 ;
- (e) "cadre" means the group of posts in the Stenographers Grades in any department of the Corporation to which these Regulations apply ;
- (f) "Commissioner" means the Commissioner of the Municipal Corporation of Delhi ;
- (g) "competent authority" means:
  - (i) in relation to officers, under the control of the Municipal Secretary and the Chief Auditor the Standing Committee ; and
  - (ii) in relation to all other officers in the service of the General Wing, the Commissioner ;
- (h) "Corporation" means the Municipal Corporation of Delhi ;
- (i) "direct recruit" means a person recruited to a Grade on the basis of a competitive examination other than a departmental competitive examination held by the board ;
- (j) "duty post" in relation to any Grade means a permanent or temporary post of that Grade ;
- (k) "Grade" means any of the grades, specified in regulation 3 ;
- (l) "limited departmental competitive examination" means an examination open to a particular category of Municipal employees to adjudge their suitability for promotion to the next higher category and designed to test their knowledge of grammar and composition and generally their ability to write and understand correct and idiomatic English including precis writing, shorthand, drafting etc. ;
- (m) "long term appointment" means appointment for an indefinite period as distinguished from a purely temporary or ad hoc appointment like appointments against a leave or other local vacancy of a specified duration ;
- (n) "permanent officer" in relation to a Grade means a person who has been substantively appointed to a substantive vacancy in that Grade ;
- (o) "probationer" means a direct recruit appointed to a Grade on probation in or against a substantive vacancy ;
- (p) "select list" means the Select List prepared under Clause (3) of Regulation 6 ;
- (q) "service" means the Delhi Municipal Corporation Stenographers service ;
- (r) "temporary Officer" in relation to any Grade means a person holding a temporary or officiating appointment in that Grade on the basis of his being regularly approved for such appointment ;

### 3. Composition of the Service:

- (i) There shall be three grades in the Service, namely:
- (1) Stenographers Grade-I;
  - (2) Stenographers Grade-II &
  - (3) Steno-typists Grade.
- (ii) These Grades shall be classified as Class-III Ministerial.

### 4. Exclusion of duty posts from the cadre:

Any duty in a Grade may be declared by the Commission to be excluded from the cadre;

- (i) if such post is required for the time being to be filled by the appointment of persons possessing special or technical qualifications or experience; or
- (ii) if it is necessary, for the time being, to fill such post by a person other than one from the cadre of the appropriate Grade and the post shall remain excluded from the cadre so long as such declaration remains in force;

### 5. Substantive appointment in the Service:

All substantive appointments shall be made to the appropriate Grade of the Service having regard to the total number of permanent posts available in that Grade and not against any specified duty post in that Grade.

### 6. Recruitment to Stenographers Grade-I of the service:

(1) 50% of the substantive vacancies in the Stenographers Grade-I shall be filled by direct recruitment on the result of competitive examinations held by the Board for the purpose from time to time. The remaining vacancies shall be filled by the substantive appointment of persons included in the *Select List* for the Stenographers Grade-I, in the order of Seniority in the *Select List* except, when for reasons to be recorded in writing, a person is not considered fit for such appointment his turn.

(2) Temporary vacancies in the Stenographer Grade-I shall be filled by the temporary promotion on the basis of seniority subject to the rejection of the unfit, of permanent officers of the Stenographers Grade-II who have rendered not less than 5 years approved service that grade. Such promotions shall be terminated when persons included in the *Select List* for Stenographers Grade-I become available to fill the vacancies.

(3) For purpose of clauses (1) and (2) a *Select List* for Stenographers Grade-I shall be prepared and may be revised from time to time. The procedure for preparing and revising the *Select List* shall be as set out in Appendix-I.

(4) The procedure for holding the competitive examination referred to in Clause-I shall be specified in Appendix-II.

(5) The length of approved Service for promotion to the Stenographers Grade-I prescribed in Clause (2) may be reviewed by the Corporation once every 3 years and revised if found necessary provided that such revision does not extend the period beyond 5 years.

### 7. Appointment to Stenographer Grade-II of the Service:

(1) Vacancies in Stenographers Grade-II of the service shall be filled by promotion of permanent officers from the Steno-typists' Grade, who have rendered not less than 5 years approved service in that Grade in order of seniority subject to the rejection of the unfit.

(2) Substantive appointments to substantive vacancies in the Grade shall be made in the order of seniority of temporary officers of the Grade except then for reasons to be recorded in writing, a person is not considered fit for such appointment in his turn.

(3) The length of approved service for promotion to Stenographers Grade-II prescribed in Clause (1) may be reviewed by the Commissioner once every three years and revised if found necessary, provided that such revision does not extend the period beyond 5 years.

### 8. Recruitment to the Steno-typists Grade of the Service:

(1) Vacancies in the steno-typists' Grade shall be filled by direct recruitment on the basis of competitive examinations held for the purpose by the Board.

(2) The Commissioner may on the basis of vacancies likely to be filled up during the next one year by order specify the number of vacancies in the Steno-typists Grade of the Service to be filled permanently or temporarily on the results of any examination referred to in Clause (1).

(3) Substantive appointments to substantive vacancies in the Grade other than those to be permanently filled in pursuance of any order made under clause (2) shall in the first instance, be made from among the temporary officers of the Grade who have either passed the test for this Grade held by the Board or have been specifically exempted therefrom by the competent authority. The appointment shall in either case be made in the order of seniority of the temporary officers except when, for reason to be recorded in writing, a person is not considered fit for substantive appointment in this turn.

(4) The procedure for holding the competitive examination referred to in Clause (1) shall be specified in Appendix-II.

#### e. Power to make temporary appointments against substantive vacancies:

A substantive vacancy may be filled temporarily in accordance with the provisions governing appointments to temporary vacancies in the relevant Grade until it is filled in accordance with the provisions governing substantive appointment.

#### 10. Probation:

(1) Every direct recruit to any Grade shall initially be appointed on probation, the period of probation being two years from the date of appointment.

(2) Every person other than a direct recruit shall, when first appointed to a Grade, be on 'trial' for a period of two years from the date of such appointment.

(3) The period of probation or trial specified in clauses (1) and (2) may, if the competent authority deems fit be extended or curtailed in any case, but the total period of extension of probation or trial shall not exceed where it is not curtailed by reason of any departmental or legal proceedings pending against the officer concerned, exceed six months.

(4) During probation or trial, a member of the service may be required to undergo such training and to pass such tests as the competent authority may from time to time prescribe.

#### Confirmation:

When a probationer or a person appointed on trial to any Grade has passed the prescribed test and has completed his probation or trial to the satisfaction of the competent authority he shall be eligible for confirmation in that Grade. Until a probationer or a person on trial is confirmed under this regulation or is discharged or reverted under Regulation 12 he shall continue to have the status of a probationer or as one on trial.

#### 12. Discharge or reversion:

(1) A probationer, who has no lien on any post under the Corporation shall be liable to be discharged from the Service at any time without notice, if:—

- (i) On the basis of his performance or conduct during probation he is considered unfit for further retention in service; or
- (ii) If on receipt of any information relating to his nationality, age, health, or antecedents, the competent authority is satisfied that he is ineligible or otherwise unfit for being a member of the service.

(2) A probationer who holds a lien on a post under the Corporation be reverted to such post at any time in any of the circumstances specified in Clause (1).

(3) A probationer, who is not considered suitable for confirmation at the end the period of probation prescribed in Clause (1) of regulation 10 or at the end of the extended period of such probation, if any, under Clause (3) of that regulation, he shall be discharged or reverted in accordance with Clause (1) or clause (2) as the case may be.

(4) A member of the service on "trial" in any Grade who is not considered suitable for continuance in that Grade during or at the end of the period of trial prescribed in clause(2)of regulation 10 or the extended period, if any, under clause (3) of that Regulation, shall be reverted to the next lower Grade.

(5) Seniority: (1) the relative seniority of member of the service appointed to any Grade before the appointed day shall be regulated by their relative seniority as determined before that day, provided that if the seniority of any such officer had not been specifically determined before the appointed day, it shall be as determined by the competent authority.

(2) All permanent officers of a Grade in the service of the Corporation on the appointed day shall rank senior to all persons substantively appointed to that Grade with effect from any date after the appointed day, and all temporary officers appointed to that Grade on the appointed day shall rank senior to all temporary officers appointed to that Grade after the appointed day.

(3) Except as provided in Clause (2) the seniority of persons appointed to any Grade after the appointed day shall be determined in the following manner namely.

#### Stenographers Grade-I

*Permanent Officers:* Direct Recruits shall be ranked inter-se in the order of merit in which they are placed at the competitive examination on the results of which they are recruited, the recruits of an earlier examination being ranked senior to those of a later examination.

(b) Persons appointed substantively to the Grade from the select list for the Grade shall be ranked inter-se according to the order in which they are so appointed.

(c) The relative seniority of direct recruits to the grade and persons substantively appointed to the Grade from the Select List for the Grade shall be regulated in accordance with the provisions made in this behalf in Appendix-I.

*Temporary or Officiating Officers:* Persons included in the Select List for the Grade shall rank inter-se in the order in which they are included in the Select List and shall rank senior to all other temporary officers in the grade who shall rank inter-se in the order in which they are approved for long term appointment to the Grade.

#### Stenographers Grade-II

(i) *Permanent Officers:* The seniority inter-se officers substantively appointed to the Grade after the appointed day shall be regulated by the order in which they are so appointed to the Grade.

(ii) *Temporary Officers:* The seniority inter-se of temporary officers appointed to the Grade after the appointed day shall be regulated by the order in which they are approved for long term appointment to the Grade.

#### Steno-typist Grade

*Permanent Officers:* The Seniority inter-se of Officers substantively appointed to the grade after the appointed day shall be regulated by the order in which they are so appointed to the Grade. Direct recruit appointed against substantive vacancies reserved for direct recruitment shall, however, rank inter-se according to the order of merit in which they are placed at the competitive examination on the results of which they are recruited the recruits of an earlier examination being ranked senior to those of a later examination.

(ii) *Temporary Officers:* Persons appointed temporarily to the Grade after the appointed day shall rank inter-se in the order of merit in which they are placed at the competitive examination on the results of which they are recruited the recruits of an earlier examination being ranked senior to those of a later examination.

(4) All officers substantively appointed to a Grade after the appointed day shall rank senior to those holding temporary or officiating appointments in that grade.

#### 14. Regulation of Pay:

(1) The pay and increments of officers of the grades shall be regulated in accordance with the Fundamental Rules or other similar rules relating to pay for the time being in force.

(2) The pay of a probationer may, on his completing each year of probation to the satisfaction of the competent authority and passing the prescribed periodical tests be raised by one stage in the time scale.

#### 15. Cadres:

With a view to ensuring better efficiency and smooth running of the administration, the Commissioner may constitute more than one cadre for each of the grades on functional departmental or other basis as he may consider expedient. On the formation of such cadres the following provisions shall also have effect:—

(i) The Commissioner shall be the 'Cadre Authority'.

(ii) The authorised permanent and temporary strength of the service.

(a) The authorised permanent and temporary strength of the grades of the service in each cadre and the allocation of officers to each cadre shall be determined by the cadre authority on the appointed day. Provided that the cadre authority may vary the same from time to time, if it so thinks necessary in the interest of administration;



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- (b) The cadre authority may also make temporary additions to a cadre as it may deem necessary from time to time ;
- (iii) *Inter-Cadre transfers:* The Cadre authority may transfer a cadre officer of any grade from one cadre to another, except that in the case of the cadre under the Municipal Secretary he will do so with the approval of the Standing Committee.
- (iv) *Constitution of new cadres:* New Cadres of the service may be constituted after the orders relating to different cadres come into force.

#### 16. Removal of difficulties:

- (1) The competent authority may from time to time issue such general or special directions as may be necessary to remove difficulties in the operation of any of the provisions of these regulations.
- (2) In case of any officers of any Grade is rendered surplus on account of reduction in establishment or on account of any scheme of administrative reform or re-organisation, the competent authority will make every possible effort to absorb such surplus officers and will give him priority over outsiders or new recruits.

#### 17. Interpretations:

Matters not specifically covered by these regulations and all matters in which doubt arises as to the interpretation of any of provisions of these regulations, shall be referred to the Corporation whose decision thereupon shall be final.

#### 18. Representations:

Any permanent or temporary officers in any grade aggrieved by the application of the provisions of any of these Regulations may represent his case to the competent authority. The orders of the competent authority on any such representation shall be final.

#### 19. Supersession of previous orders:

These regulations supersede all previous Rules, Regulations, resolutions, directions, orders or instructions on the subject covered by these Regulations.

### APPENDIX-I

(See Regulation 6 (4))

## Constitution and Maintenance of the Select list for the Stenographers Grade-I

#### 1. Constitution:

Officers working temporarily or officiating for more than a year against a long term appointment immediately before the appointed day shall from the Select List for the Grade on the said Date.

#### 2. Maintenance:

(1) Additions to the Select List for the Stenographers Grade-I after its constitution under paragraph-1 shall be made in such numbers as the competent authority may determine from time to time keeping in view the existing and anticipated vacancies, from the persons selected, from amongst the Stenographers Grade-II who have rendered not less than 5 years approved service in that grade, on the results of the limited departmental competitive examinations held by the Board for this purpose from time to time, in the order of their merit.

(2) The limited departmental competitive examination referred to in Clause (1) shall be regulated by Standing Orders that may be issued by the Commissioner in this behalf with the concurrence of the U.P.S.C.

#### 3. Seniority:

(1) Officers included in the Select List for the Grade constituted under Paragraph-1 shall be senior to those included therein after such constitution.

(2) Officers included in the Select list under paragraph 2 shall rank inter-se in the order in which they are included in the Selected list.

(3) Direct recruits to the Grade and person substantively appointed to the Grade from the Select list shall be assigned seniority inter-se according to the quotas of substantive vacancies reserved for direct recruitment and appointment of persons included in the Select List, respectively.

## Illustration

Where the quotas are 50 percent each every direct recruit shall be alternatively ranked below one person appointed from the Select List. If, however, for any reason a direct recruit or a person substantively appointed to the Grade from the Select List ceases to hold the appointment in the Grade or quits the service, the seniority list shall not be re-arranged merely for the purpose of ensuring the proportion referred to.

#### 4. Removal of names from the Select List:

Subject to the exceptions made under Clause (3) an officer included in the Select List for the Grade is continued to be included in such list till he is substantively appointed to that Grade.

(2) Officers included in the Select List for the Grade who cannot be appointed to that grade or are reverted there from for want of vacancies will continued to be included in such list and retain the seniority assigned to them, in the Select List.

(3) The names of persons of the following categories shall be removed from the Select list:—

- (a) Persons substantively appointed to the Grade ;
- (b) Persons transferred to another service or post ;
- (c) Persons who die or retire from service or whose service are otherwise terminated ; and
- (d) (i) persons officiating in the Stenographers Grade-I beyond the period of trial specified in regulation 10 who are reverted therefrom as a result of a departmental inquiry proceedings under the Delhi Municipal Corporation Service (Control & Appeal) Regulations, 1959 ;
- (ii) Persons who either during or at the end of the period of trial in the Stenographers Grade-I prescribed in Regulations 10 are reverted therefrom under Clause (4) of Regulation 10 on the ground of unfitness to continue in that Grade ; or
- (iii) Persons not yet promoted on trial to the Stenographers Grade-I who on an annual review of the Select List are found because of deterioration in their record and/or conduct since inclusion in the list, to have fallen below the required standard.

Provided that the removal of the name of a person in Category (III) mentioned above who has been included in the Select List on the result of the limited departmental competitive examination referred to in paragraph 2 shall be done in consultation with the Board.

#### APPENDIX—II

(See Regulations 6 (4))

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#### Procedure for holding Competitive Examination for Stenographers Grade I and Steno-Typists Grade

##### Notice of Examination:

1. A competitive examination for Stenographers Grade-I and Steno-typists Grade will be held between May and June each year as may be prescribed in the notice issued by the Board. Every such notice will, where possible, announce the number of vacancies to be filled on the result of the Examination. Provided that the first examination may be held in a month to be determined by the Board.

##### Application of admission:

2. A candidate must apply to be admitted to the examination before such date, in such manner and in such a form as the Board may prescribe.

Age:  
3. A candidate must have attained the age of 18 years and must not have attained the age of 25 years on the 1st January of the year during which the examination is held.

Provided that a candidate who is over the age of 25 years on that date may be admitted to the examination if he holds substantively a permanent or temporary post in any Municipal Office of the Corporation for a period of not less than 3 years, if his application is received through the head of his department and if he has not attained the age of 35 years on the 1st January of the year during which the examination is held.

**Note.** The upper age limit prescribed above will be relaxable in the case of candidates belonging to Scheduled Castes and Scheduled Tribes and other special categories in accordance with the general orders issued by the Government of India from time to time".

**Non-eligibility for appointment:**

4. (a) No person who has more than one wife living or who having a spouse living, married in any case in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment to service; and
- (b) No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment to service.

Provided that the Board, if satisfied that there are special grounds for so ordering, exempt any person from the operation of this clause.

**Character:**

5. A candidate must satisfy the Commissioner that his character is such as to make him suitable for appointment to the service.

**Qualifications:**

Candidates must have passed at least one of the following examinations or possess one of the following certificates:—

- (a) Matriculation Examination of any University incorporated by an Act of the Central or a State Legislature in India or an examination recognised by such University as equivalent to its matriculation examination;
- (b) The examination held by a State Education Board at the end of the Secondary School Course for the award of a School Leaving Secondary School, High School or any other certificate which is accepted equivalent to matriculation certificate for entry into service;
- (c) Cambridge school Certificate Examination (Senior Cambridge);
- (d) European High School Examination held by the State Government;
- (e) Tenth Class Certificate from the Technical Higher Secondary School of the Delhi Polytechnic and
- (f) Junior examination of the Jamia Millia Islamia, Delhi, in the case of bonafide resident student of the Jamia only."

**Medical Examination:**

7. A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his duties as an officer of the service. A candidate who after such medical examination, as may be prescribed by the Commissioner, is found not to satisfy these requirements, will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.

**Eligibility:**

8. The decision of the Board as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

**Certificate of admission:**

9. No candidate will be admitted to the examination unless he holds a certificate of admission from the Board.

**Debarring of candidates:**

10. A candidate found guilty of impersonation or of submitting fabricated documents, which have been tempered with, or of making statement which are incorrect or false, or suppressing material information, or of using or attempting to use unfair means in the examination hall or otherwise resorting to any other irregular or improper means for obtaining admission to the examination, may, in addition to rendering himself liable to a criminal prosecution, be debarred, either permanently or for a specified period, by the Board from admission to any examination or appearance in any interview held by the Corporation for selection of candidates. Clause 10 (a)—In no case shall a departmental candidate or an outsider be allowed more than 3 chances to appear in the competitive examination.

**Disqualification:**

11. No recommendation except those required in the application form will be taken into consideration. Any attempt on the part of a candidate to obtain support for his candidature by any means may qualify him for admission.

**Fee:**

12. Candidates must pay the fee prescribed in Schedule 'A'. No claim for refund of this fee will be entertained.

**Conduct of Examination:**

13. The examination for appointment under these Regulations shall be conducted by the Board in the manner prescribed in Schedule 'B'.

**Examination Paper:**

14. (i) The papers will be set by an accredited examiner of Central Secretariat Training School, Delhi or any authorised outside Agency. The valuation will similarly be done by outside examiners ;  
 (ii) The paper setters and examiners as also the supervisors and invigilators will be selected by the Commissioner.

**Authority of Board:**

15. The Board shall have the authority:—

- (i) To issue instructions for supervisors and invigilators ;  
 (ii) To hire premises and furniture as necessary for holding the written test ; and  
 (iii) To fix fee to be paid :  
 (a) for setting each paper and valuation each answer book ; and  
 (b) to supervisors and invigilators, and similar other matters.

16. After the examination, the Board shall prepare a list of candidates in order to their merit as disclosed by the aggregate marks awarded to each candidate, at the examination and in that order such candidates upto the number of vacancies available as are declared by the Board in their discretion to be suitable for appointment and also considered by the Commissioner to be suitable in all respects shall be appointed.

Provided that the candidates belonging to the Scheduled Castes and Scheduled Tribes declared by the Board to be suitable for appointment with due regard to the maintenance of efficiency of administration shall be entitled to be appointed to vacancies reserved for members of the Scheduled Castes and Scheduled Tribes as the case may be.

*Note 1:—*Success in the examination confers no right to appointment unless the Commissioner is satisfied, after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the Service.

*Note 2:—*The form and manner of communication of the result of the examination to individual candidates shall be decided by the Board in their discretion.

**SCHEDULE 'A'****Fees:**

Candidate seeking admission to the examination must pay the following fees:—

- (i) Re. 1/- (25 P. in the case of candidates belonging to Scheduled Castes and Scheduled Tribes) when asking for an application form and connected documents. The amount should be paid to the Corporation by Crossed Postal or Money Order. Local candidates, however, may pay in cash at the counter ;  
 (ii) Rs. 5/- (Rs. 2.50 in case of candidates belonging to Scheduled Castes and Scheduled Tribes) with the completed application form for the post of steno-typists Grade ;  
 (iii) Rs. 20/- (Rs. 5/- in the case of candidates belonging to Scheduled Castes and Scheduled Tribes) with the completed application form for the post of steno-typists Grade-I.

## SCHEDULE 'B'

1. The subjects of the examination, the time allowed and the maximum marks for each subject will be as follows:—

(a) In case of Stenographers Grade-I:

Subject	Marks	Time
(i) English Grammar (including Punctuation & spelling, Precis writing, simple drafting etc.	100	2-1/2 Hours.
(ii) Shorthand	200	

The paper on English will be designed to test the candidates' knowledge of grammar and composition and generally his ability to write and understand correct and Idiomatic English and will include precis-writing simple drafting etc.

Candidates will be given two dictation tests, one at 120 words per minute, for seven minutes and another at 100 words per minute for ten minutes which they will be required to transcribe in 45 and 50 minutes respectively.

Candidates who satisfy the minimum qualifying standards in the dictation at 120 words per minutes will rank above the candidates who obtain the same standard in the dictation at 100 words per minutes; persons in each group being arranged in order of their merit as disclosed by the aggregate marks awarded to each candidate.

"b" In case of Steno-typists Grade

Subject	Marks	Time
1. English Grammar (including punctuation and spelling, precis writing simple drafting etc.	100	2/1-2 Hours.
2. Shorthand	200	

The paper on English will be designed to test the candidates knowledge of Grammar and composition and generally his ability to write and understand correct English and will include drafting etc., of matriculation standard.

Candidates will be give a dictation test at 80 words per minute for five minutes.

- Candidates must write the papers in their own hands. In no circumstances will they be allowed the help of an amanuensis (Scribe) to write down answers for them.
- Candidates can take either of the two examinations referred to in Clause 1 (a) 1 (b) above, either in English or in Hindi, at their discretion.
- The standard of the examination referred to in Clause (a) shall be equal to B.A. while that of the examination referred to in Clause 1 (b) shall be equal to Matriculation.

By Order

Sd/-

(RAMESHWAR DAYAL)

Under Secretary (Local Self Govt.)

Delhi Administration Delhi.

## NOTIFICATION

No. F. 9/13/82-LSG dated 31 August, 84 The Regulations made by the Municipal Corporation of Delhi under Section 98 of the Delhi Municipal Corporation Act, 1957 (66 of 1957) vide their Resolution No. 800 dated 10-11-70 were notified in the official Gazette vide Notification No. F. 2(244)/71-LSG dated 30-6-71. These recruitment Regulations were amended vide Resolution No. 772 dated 9-9-74 and notified vide Notification No. F. 2(244)/70-LSG dated 1-4-75. The revised regulations have been framed by the Municipal Corporation of Delhi Resolution No. 497 dated 27-8-73 and concurred by the UPSC vide their letter No. F. 3/24(20)/76-RR dated 15-5-76 and No. F. 3(24)(20)/76-RR dated 25-4-77, were approved by the Commissioner vide Decision No. 296/GW/Corp. dated 23-7-80 in exercising the powers under Section 490(2)(b) of the D.M.C. Act, 1957 and again vide decision No. 1441/GW/Corp. dated 14-9-81. In connection with the Recruitment Regulations for the post of Driver (Uniform Grade) in the General Wing of the Corporation, having been approved by the Lt. Governor, Delhi in pursuance of the provision of sub-section (2) of section 480 of the said Act, read with the Govt. of India, Ministry of Home Affairs notification No. 3/6/66-Delhi dated 19-10-66 are hereby published in Scheduled below :—

## SCHEDULE

## Recruitment regulations for the post of Driver

1. Name of the post	Driver
2. No. of posts	315
3. Classification	Class III
4. Scale of Pay	Rs. 110-3-125-EB-3-131-4-155 (pre-revised) Rs. 320-400 (Revised Uniform scale)
5. Whether selection post or non selection post	Selection
6. Age limit for direct recruits	Not exceeding 30 years (Relaxable for Govt. servants and employees of the Municipal Corporation of Delhi)
7. Educational and other qualifications required for direct recruits.	Essential : (i) Middle school pass in Hindi/English from a recognised Board or equivalent. (ii) Possession of a valid licence for driving heavy vehicles with knowledge of motor mechanics and experience of driving a heavy vehicle for at least five years.  Desirable : Familiarity with surroundings of Delhi and New Delhi.
8. Whether age and educational qualifications prescribed for the direct recruitment will apply in the case of promotees.	Age No Educational To the extent Qualifications indicated in Col. II
9. Period of probation, if any	2 years.
10. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods.	75% by promotion failing which by direct recruitment. 25% by direct recruitment.

NOTE :—Candidates shall have to pass a trade test held by Executive Engineer (Auto).

11. In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.
- Promotion :  
Class IV servants employed in the General Wing of the M. C. D. possessing a valid licence for driving heavy vehicle with knowledge of motor mechanic and experience of driving a heavy vehicle for at least 5 years and subject to passing a trade test held by E.E. (Auto) as in the case of direct recruits.
12. If a DPC exists, what is its composition.
- DPC shall be constituted as per rules.
13. Circumstances in which UPSC is to be consulted in making recruitment regulations.
- No necessary.