



# 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-I/2022/ 2860

Date: 27.10.2022

## 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-extension of date for submitting application upto 31.10.2022 regarding.**

Ref. No.F.11 (59)/CED/MCD/SO-I/2022/729 dated 14.07.2022

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:-

- (i) Holding analogous posts 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
  - (ii) 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 upto 31.10.2022, to enable us to consider selection for appointment to the above-said post on deputation basis:-

- e) Cadre Clearance
- f) Vigilance Clearance
- g) Grading of APARs/ACRs for the preceding five (5) years
- h) Application, Bio-data duly verified in attached proforma

4. This may please be given TOP PRIORITY.

Encl:- Bio-data proforma

(Administrative Officer (Estt.)-II

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

GP/100

27/10/2022