



REMINDER
MUNICIPAL CORPORATION OF DELHI
CENTRAL ESTABLISHMENT DEPARTMENT

22nd Floor, Dr. S.P. Mukherjee Civic Centre,
J.L. Nehru Marg, New Delhi-110002.
Telephone No. 011.23227203

No. AO/CED)/MCD/2023/ 5392

Dated: 23/03/2023

CIRCULAR

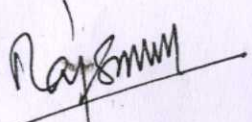
Subject : Preparation for fresh requisition to DSSSB in respect of vacant post of 'B' & 'C' Category - reg.

In continuation of this department letter no. AO/CED/MCD/2022/2222 dated 23.09.2022 and reminder letter No. AO/(CED)/MCD/2023/5250 dated 15.03.2023 on the above mentioned subject this department requested to prepare fresh requisition to DSSSB in respect of vacant post of 'B' & 'C' Categories by all departments for smooth functioning of the MCD as soon as possible. However, only few requisitions have been uploaded of DSSSB site by this department till date. Other Departments have forwarded their requisition without following the guidelines/relevant rules.

In this connection, the DSSSB had arranged a meeting on 28.02.2023, and provide check list before sending the requisition to DSSSB (copy enclosed)

It is once again requested to all the concerned Heads of Departments for preparing a fresh requisition in respect of vacant post of 'B' & 'C' Category as per check list of DSSSB and other relevant rules on the matter.

This may be treated as most urgent.


(Rajeev Kumar)
Director (Personnel)

Encl. (As Above)

Distribution:-

1. All Addl. Commissioners. / *Thought mail*
2. DHA/MHO/DC(L&E)/E-in-C/Chief Engineer (DEMS)/Chief Architect/CTP/Dir. (Hort.), CLO/Dir.(Edu.)/CLWO/Dir.(P&S)/Dir.(P&I). / *Thought mail*
3. PS to Commissioner for kind information to Commissioner please.



MUNICIPAL CORPORATION OF DELHI

____ Floor, Dr. S.P. Mukherjee Civic Centre,
J.L. Nehru Marg, New Delhi-110002

No. _____

Date: _____

To

Deputy Secretary (P&P)
Govt. of NCT of Delhi
Delhi Subordinates Service Selection Board
FC-18, Institutional Area,
Karkardooma, Delhi-110092

**Sub:- Regarding filing up the vacancies to the post of _____ in
Municipal Corporation of Delhi.**

Sir,

I am directed to forward a Hard Copy of afresh online requisition in ORAS module to the post of _____, along with the certified copies of the RRs, HoD Certificate and certificate with regard to RPwD Act, 2016 duly signed & stamped by the Competent Authority, for the recruitment in the Municipal Corporation of Delhi.

Encls. (As Above)

(_____)
Administrative Officer

Telephone No. _____



MUNICIPAL CORPORATION OF DELHI

Floor, Dr. S.P. Mukherjee Civic Centre,
J.L. Nehru Marg, New Delhi-110002.

No. _____

Date: _____

CERTIFICATE (HOD)

This is certified that the vacancy position for the post of "_____"
Against the Direct Recruitment Quota forwarded by the Department in requisition
includes all vacancies including those arising against a post. Such post has been duly
treated as "Vacant" and included in the vacancy position against the respective DR
quota. Further, it is also certified that this requisition also includes post vacant/created
due to resignation, death, promotion, creation of posts and anticipated retirement upto
the end of calendar year.

(_____)
HOD

Telephone No. _____



MUNICIPAL CORPORATION OF DELHI

_____ Floor, Dr. S.P. Mukherjee Civic Centre,
J.L. Nehru Marg, New Delhi-110002.

No. _____

Date: _____

CERTIFICATE (PWD)

It is certified that the requirements of "THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016" [regarding compliance with provisions of the PwD (Equal Opportunities, Protection of Rights and full participation) Act, 1995] which has become effective from 19th day of April, 2017 and the policy relating to reservation for persons with benchmark disabilities has been taken care of while sending this requisition. The vacancies reported in this requisition fall at point no. _____ of cycle no. _____ of 100 point reservation roster out of which number of vacancies are reserved for persons with disabilities.

It is also certified that post of _____ is identified suitable for the following sub categories of Person with Benchmark Disability (PwBD) as per notification of Ministry of Social Justice and Empowerment notification dated 04.01.2021.

(_____)
HOD

Telephone No. _____



MUNICIPAL CORPORATION OF DELHI

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J.L. Nehru Marg, New Delhi-110002.

No. _____

Date: _____

CERTIFICATE (CONTRACTUAL)

It is certified that the post of _____ (_____ vacancies) is/are vacant
and at present _____ Contractual employee(s)/guest teacher(s)is/are also working
against said post.

(_____)
HOD

Telephone No. _____

DOCUMENTS REQUIRED

S. No.	POINTS	REMARKS
1	PROVIDE/SUBMIT DULY SIGNED AND STAMPED EACH PAGE OF RRS (INCLUDING CORRIGENDUM/ADDENDUM, IF ANY ISSUED) OR ANY OTHER APPROVED NOTIFICATION PERTAINS TO THE POST. THE SAME SHOULD BE UPLOADED IN THE OARS WHILE SUBMITTING ONLINE REQUISITION.	1. PLEASE CHECK THE NOTIFICATION DATE OF RRS. (IF NOT MENTIONED IN THE RRS PLEASE CLARIFY THE SAME). 2. IF, THE DATE OF NOTIFICATION IS OLDER THAN 01.04.1999 ADD 2 YEARS IN THE MAXIMUM AGE IN OARS IN ACCORDANCE WITH DOPT NOTIFICATION NO. 15012/6/98-ESTT.(D) DATED 21.12.1998. 3. NAME OF THE DEPARTMENT CLEARLY MENTIONED IN THE RRS (IF USER DEPARTMENT ADOPTED THE RRS OF OTHER DEPARTMENT PLEASE CLARIFY THE SAME).
2	PROVIDE DULY SIGNED AND STAMPED EACH PAGE OF OFFLINE REQUISITION (PROFORMA 001 & 002)	
3	HOD CERTIFICATE	SPECIMEN ATTACHED FOR READY REFERENCE
4	PWD CERTIFICATE (RPWD ACT 2016) (4% OF THE TOTAL VACANCIES IN THE CADRE STRENGTH)	SPECIMEN ATTACHED FOR READY REFERENCE
5	CONTRACTUAL CERTIFICATE. (SERVICE DEPARTMENT OFFICE MEMO DATED 11.06.2019)	SPECIMEN ATTACHED FOR READY REFERENCE
POINTS FOR VERTICAL RESERVATION IN EWS VACANCY		
1	10% RESERVATION IN DIRECT RECRUITMENT IN CIVIL POSTS AND SERVICES IN THE GOI AS PER DOPT OFFICE MEMORANDUM NO. 36039/1/2019-ESTT(RES) DATED 31.01.2019	
POINTS FOR HORIZONTAL RESERVATION (PWD,EXSM,SP) VACANCY		
1	SUITABILITY OF THE POST(S) FOR PWD SHOULD BE CLEARLY INDICATED i.e. VH, OH, HH, or MD and others	
2	BREAKUP OF VACANCIES RESERVED FOR PWD MAY BE GIVEN AS PER DOPT NORMS FOR PWD CATEGORY (NOTIFICATION DT. 15.01.2018) (4% of the total vacancy)	NOTE: HORIZONTAL RESERVATION OF PWD VACANCY IS APPLICABLE FOR BOTH GROUP "B" & "C" POST
3	BREAKUP OF VACANCIES RESERVED FOR MERITORIOUS SPORTSPERSON CATEGORY (03.10.2013) (upto 5% of the total vacancy)	NOTE: HORIZONTAL RESERVATION OF MERITORIOUS SPORTSPERSON VACANCY IS APPLICABLE ONLY FOR GROUP "C" POST

BREAKUP OF VACANCIES RESERVED FOR ,
EXSM CATEGORY (04.10.2012) (10% of
the total vacancy)

NOTE: HORIZONTAL RESERVATION OF ExSM
VACACNY IS APPLICABLE ONLY FOR GROUP
"C" POST

INSTRUCTIONS FOR FILLING OARS

S. No.	POINTS	REMARKS
1	NAME OF THE DEPARTMENT INSERTED/FILLED IN OARS EXACTLY SAME AS MENTIONED IN THE RRS	IF, NAME OF THE DEPARTMENT CHANGED PLEASE PROVIDE/SUMBIT THE APPROVAL/CLARIFICATION ALONG WITH REQUISITION.
2	NAME OF THE POST INSERTED/FILLED IN OARS EXACTLY SAME AS MENTIONED IN THE RRS	IF, NAME OF THE POST CHANGED PLEASE PROVIDE/SUMBIT THE APPROVAL/CLARIFICATION ALONG WITH REQUISITION.
3	CLASSIFICATION OF POST INSERTED/FILLED IN OARS EXACTLY SAME AS MENTIONED IN THE RRS	IF, CLASSIFICATION CHANGED PLEASE PROVIDE/SUMBIT THE APPROVAL/CLARIFICATION ALONG WITH REQUISITION.
4	PAY SCALE OF THE POST INSERTED/FILLED IN OARS AS PER THE CURRENT PAY SCALE	IF, PAY SCALE IS NOT SAME AS MENTIONED IN THE RRS PLEASE PROVIDE/SUMBIT THE APPROVAL/CLARIFICATION/ CERTIFICATE ALONG WITH REQUISITION.
5	EDUCATIONAL QUALIFICATION (BOTH ESSENTIAL & DESIRABLE) INSERTED/FILLED IN OARS EXACTLY SAME AS-MENTIONED IN THE RRS	IF, SOME CLAUSES HAVE CHANGED PLEASE PROVIDE/SUMBIT THE APPROVAL/CLARIFICATION ALONG WITH REQUISITION.
6	AGE LIMIT INSERTED/FILLED IN OARS EXACTLY SAME AS MENTIONED IN THE RRS	EG. IF, AGE MENTIONED IN RR BELOW 30 YEARS, IT SHOULD NOT BE INSERTED 0 TO 30 YEARS. IT SHOULD BE ACCORING TO MINIMUM AGE LIMIT PRESCRIBED FOR THE CONCERNED POST AS PER NORM.
7	EXPERIENCE (ESSENTIAL/DESIRABLE) INSRTE/FILLED EXACTLY SAME AS MENTIONED IN THE RRS.	IF, SOME CLAUSES HAVE CHANGED PLEASE PROVIDE/SUMBIT THE APPROVAL/CLARIFICATION ALONG WITH REQUISITION.
8	REQUISITION NO AND DATE INSERTED/FILLED IN OARS	REQUISITION NO. & DATE INSERTED IN OARS SHOULD MATECHED WITH THE FORWARDING LETTER OF OFFLINE REQUISITION.
9	AT SL NO. 2 IN OARS (ADD ELIGIBLE QUALIFICATION) PROPER GROUPING SHOULD BE DONE	IF ANY DIFFICULTIES FACED DURING FILLING UP OF GROUPING COLUMN, DEPARTMENT CAN TAKE THE HELP OF THE BOARD.
10	PROBATION PERIOD IN OARS	SHOULD BE AS PER RRS

1 CATEGORY WISE (VERTICAL) BREAK-UP OF VACANCIES	IF, NO VACANCY IS EARMARKED FOR ANY VERTICAL CATEGORY THEN IT SHOULD NOT BE INDICATED IN OARS, (EVEN ZERO SHOULD NOT BE FILLED)
2 SPECIAL CATEGORY WISE (HORIZONTAL)BREAK-UP OF VACANCIES	<p>1. EX SERVICEMEN TO BE TICKED ONLY WHEN ANY VACANCY IS RESERVED FOR EXSM CATEGORY. FURTHER NO. OF VACANCY MAY ALSO BE INDICATED IN THE NO. OF VACANCIES COLUMN. (APPLICABLE FOR GROUP 'C' POST ONLY)</p> <p>2. DIFFERENTIALLY ABLE TO BE TICKED WHEN THE POST IS SUITABLE FOR PWD CATEGORY IRRESPECTIVE OF ANY VACANCY RESERVED OR NOT. FURTHER NO. OF VACANCY MAY ALSO BE INDICATED IN THE NO. OF VACANCIES COLUMN. (IF ANY VACANCY RESERVED FOR PWD CATEGORY). (APPLICABLE FOR GROUP 'B' & 'C' POST ONLY)</p> <p>3. MERITORIOUS SPORTSPERSON TO BE TICKED ONLY WHEN ANY VACANCY IS RESERVED FOR MERITORIOUS SPORTSPERSON CATEGORY. FURTHER NO. OF VACANCY MAY ALSO BE INDICATED IN THE NO. OF VACANCIES COLUMN. (APPLICABLE FOR GROUP 'C' POST ONLY)</p>
3 PWD SUITABILITY	PWD SUITABILITY SHOULD BE FILLED AS PER MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT NOTIFICATION DATED 04.01.2021 FOR THE POST CONCERNED. FURTHER PWD BIFURCATION OF THE VACANCY RESERVED FOR PWD CANDIDATES SHOULD BE INDICATED CLEARLY i.e. VH, OH, HH or MD and others AND VACANCY MAY ALSO BE INDICATED IN THE NO. OF VACANCIES COLUMN.

<p>4 SUB-CATEGORY WISE AGE RELAXATION FOR GROUP "C" POST</p>	<p>FOR GROUP 'C' POST TICK THE FOLLOWING</p> <ol style="list-style-type: none"> 1. DISABLED DEFENCE PERSONNEL (IF POST SUITABLE FOR PWD CAT.) 2. GOVT. SERVANT (MINIMUM 3 YEARS SERVICE) (upto 40 years) 3. EX-SERVICEMAN 4. MERITORIOUS SPORTSPERSON 5. WIDOW, DIVORCED WOMEN 6. DIFFERENTIALLY ABLE (IF POST IS SUITABLE FOR PWD CAT.) 7. DEPARTMENTAL CANDIDATE (MINIMUM 3 YEARS SERVICE) (upto 40 years) 8. EXSM (ALREADY IN CIVIL JOB) 9. CONTRACTUAL EMPLOYEE OF SAME DEPARTMENT (IF CONTRATUL EMPLOYEE WORKING AGAINST THIS POST). 10. ANY OTHR AGE RELAXATION GIVEN BY THE DEPARTMENT ON THE GROUDS OF DIRECTIONS OF COURTS, LG ETC. (ALSO TO BE MENTIONED IN THE REQUISITION LETTER ALONGWITH AUTHORIZATION)
<p>5 SUB-CATEGORY WISE AGE RELAXATION FOR GROUP "B" POST</p>	<p>FOR GROUP 'B' POST TICK THE FOLLOWING</p> <ol style="list-style-type: none"> 1. DISABLED DEFENCE PERSONNEL (IF POST SUITABLE FOR PWD CAT.) 2. GOVT. SERVANT (MINIMUM 3 YEARS SERVICE) (5 year age relaxation) 3. EX-SERVICEMAN 4. DIFFERENTIALLY ABLE (IF POST IS SUITABLE FOR PWD CAT.) 5. DEPARTMENTAL CANDIDATE (MINIMUM 3 YEARS SERVICE) (5 year age relaxation) 6. EXSM (ALREADY IN CIVIL JOB) 7. CONTRACTUAL EMPLOYEE OF SAME DEPARTMENT (IF CONTRATUL EMPLOYEE WORKING AGAINST THIS POST). 8.. ANY OTHR AGE RELAXATION GIVEN BY THE DEPARTMENT ON THE GROUDS OF DIRECTIONS OF COURTS, LG ETC. (ALSO TO BE MENTIONED IN THE REQUISITION LETTER ALONGWITH AUTHORIZATION)