MUNICIPAL CORPORATION OF DELHI
CENTRAL ESTABLISHMENT DEPARTMENT
OFFICE OF DIRECTOR (PERSONNEL)

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No. A.O.-III/SO-III/CED/RRs/MCD/2026/ 3368 Dated: 29/10/2026.

CIRCULAR

Sub: Amendment of Recruitment Regulations for the post of Junior Secretariat Assistant in Municipal Corporation of Delhi.

It is proposed to amend the Recruitment Regulations (RRs) for the post of Junior Secretariat Assistant in the Municipal Corporation of Delhi (MCD). The proposal for amendment of the RRs has been revised in accordance with the latest instructions/guidelines issued by the Department of Personnel & Training (DoP&T) from time to time & advice of the Services Department, Govt. of NCT of Delhi.

2. The draft Recruitment Regulations for the post of Junior Secretariat Assistant are uploaded on the website of the Municipal Corporation of Delhi in terms of DoP&T's OM No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015, inviting comments, if any, from all stakeholders before taking up the proposal with the Services Department, Govt. of NCT of Delhi, for further processing and finalization of the Recruitment Regulations.

3. The comments, if any, may be furnished to this office within 30 days from the date of uploading of the draft Recruitment Regulations on the website, so that the same may be duly examined and considered before further processing of the proposal.

Encl.: As stated.

29/10/2026
Administrative Officer (CED)-III

Copy forwarded to:

1. *Addl. Commissioner (Estt.)*
2. *Director (Personnel) – with a request to disseminate the draft Recruitment Regulations to all concerned.*
3. *Guard File/Office Copy.*

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SCHEDULE-I

1	Name of post	Junior Secretariat Assistant
2	Number of post	*1931 (2026) - *Subject to variation dependent on work-load.
3	Classification	Category 'C'
4	Pay Band and grade pay/Scale of pay	Level 2 (Rs. 19900-63200/-) in Pay Matrix
5	Whether Selection post or non-Selection post.	Non-Selection
6	Age limit for direct recruitment	"**Between 18 and 27 years of age** (***relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government***) Note-: The crucial date for determining the age limit shall be as advertised by DSSSB Competent Authority."
7	Educational and other qualifications required for direct recruits.	(a) 12th Class/Intermediate pass from a recognized Board/Institution. (b) Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer (35 w.p.m. correspond to 10500KDPH/9000KDPH on an average of 5 key depressions for each word.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Yes, to the extent indicated in Column no. 10
9	Period of probation, if any.	**02 Years for Direct Recruits** Note: There shall be mandatory induction training of at least two weeks duration in respect of all cases of Direct Recruitment (DR). Successful completion of training may be made a pre-requisite for completion of probation.
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.	85% by direct recruitment 10% by promotion on the basis of Limited Departmental Competitive Examination in respect of Multi-Tasking Staff of General Wing of Municipal Corporation of Delhi who have rendered 3 year regular service in Level 1 (Rs. 18000-56900) in Pay Matrix and subject to possessing the qualification mentioned in Column No. 7. The maximum age limit for eligibility for examination is 45 years (50 years of age for the SC/ST). "Note: If more of such employees than the number of vacancies available under Clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination." 5% of the vacancy shall be filled by promotion on seniority-cum-fitness basis "Multi Tasking Staff of General Wing" of Municipal Corporation of Delhi who have 3 years regular service in Level 1 (Rs. 18000-56900) in Pay Matrix.

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11	In case of recruitment by promotion/ deputation /absorption grades from which promotion/ deputation / absorption to be made.	**Promotion (Seniority-cum-Fitness): To the extent indicated in Column 10.** Note: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility services for two years, whichever is less, and have successfully completed probation period for promotion period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.
12	If a Departmental Promotion Committee exists, what is its composition?	**Category 'C' Departmental Confirmation Committee (for considering Confirmation)/ Departmental Promotion Committee (for considering promotion):** 1. Additional Commissioner (Estt.): Chairperson 2. Director (Personnel): Member 3. Liaison Officer, MCD/Representative of SC/ST: Member **Note:** Senior most member of the Departmental Confirmation/Promotion Committee shall act as Chairperson in case the notified Chairperson of the Departmental Confirmation/Promotion Committee happens to be junior to another member of the Departmental Confirmation/Promotion Committee.
13	Circumstance in which UPSC is to be consultant in making recruitment	Consultation with UPSC is not necessary.

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