



**SOUTH DELHI MUNICIPAL CORPORATION  
CENTRAL ESTABLISHMENT DEPARTMENT (22<sup>ND</sup> FLOOR)  
DR. S.P. MUKHERJEE CIVIC CENTER  
NEW DELHI-110002.**

No.F.AC/CED/SDMC/DA-I/2016/1168

Date: 05.08.2016

**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.

**Subject: Sponsoring names for the post of Deputy Commissioner, Additional Director (Primary Education) Additional Deputy Commissioner/Joint Assessor & Collector and Assistant Commissioner/Dy. Assessor & Collector in South Delhi Municipal Corporation on deputation basis- extension of date for submitting application upto 31.08.2016 regarding.**

Reference-Circular No.F.AC/CED/SDMC/DA-I/2016/612date: 10.06.2016  
Circular No.F.AC/CED/SDMC/DA-I/2016/869date: 08.07.2016

Sir/Madam,

In continuation of circular dated 08.07.2016, I have been directed to extend the last date of receipt of applications in respect of following posts upto **31.08.2016**.

(i) **Deputy Commissioner**

No. of Posts: To be decided later on

Pay Band+ Grade Pay: Pay Band-4 (Rs. 37400-67000)+Grade Pay Rs-8700/-

**Eligibility conditions:-**

Officer of the I.A.S., with 11 years' service as such or officers of Central Services Group 'A' with 5 years service in posts in the scale PB-3 (Rs. 15600-39100)+Grade Pay Rs. 7600/-

(ii) **Additional Director (Primary Education)**

No. of Posts: To be decided later on

Pay Band+ Grade Pay: Pay Band-4 (Rs.37400-67000)+Grade Pay Rs-8700/-

**Eligibility conditions:-**

Officers of the Central /State Govts./Union Territories:-

- (a) (i) Holding analogous posts on regular basis; or
- (ii) With 4 years regular service in the posts in the scale PB-3 (Rs.15600-39100)+GP Rs. 7600/-
- (iii) With 5 years regular service in posts in the scale Pay Band-3 (Rs.15600-39100)+GP Rs. 6600/-
- (b) Possessing the following Educational Qualifications:
  - (i) Master's degree from a recognized University or equivalent.
  - (ii) Degree or post graduated diploma in teaching/education from a recognized university/institution or equivalent

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**(iii) Additional Deputy Commissioner/Joint Assessor & Collector**

No. of Posts: To be decided later on

Pay Band+ Grade Pay: Pay Band-3 (Rs.15600-39100)+Grade Pay Rs-7600/-

**Eligibility conditions:-**

Officers of the I.A.S., Central Services Group 'A' and State Civil Service Class-I drawing a minimum Basic Pay Rs. 29920/- p.m.

**(iv) Assistant Commissioner/Deputy Assessor & Collector**

No. of Posts: To be decided later on

Pay Band-Grade Pay: Pay Band-3 (Rs.15600-39100)+Grade Pay Rs. 6600/-

**Eligibility conditions:-**

Suitable officers of the Central Services Class-I and of State Civil Services.

2. Since the 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 be not exceeding 56 years as on the closing date of receipt of applications.

3. It is, therefore, requested that the names of suitable and willing officers fulfilling the prescribed conditions, along with their Applications, Bio-data duly attested by Employer, ACRs for the preceding five (5) years, Integrity Certificate, Vigilance Clearance and Cadre Clearance etc. may please be forwarded to the Director(Personnel), South Delhi Municipal Corporation, 22<sup>nd</sup> Floor, Dr. S.P. Mukherjee Civic Centre, J.L. Nehru Marg, N.Delhi-110002, **upto 31.08.2016**, to enable us to consider selection for appointment to the above-said posts on deputation basis.

4. This may please be given TOP PRIORITY.

Encl:- Application Proforma.

Copy to:- Director (IT), with the request to upload the Circular on SDMC's website.

  
(Bishan Dass)  
Admn. Officer(Estt.)

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

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.

DATE :-----

NAME OF THE OFFICER/DESIGNATION  
WITH OFFICIAL SEAL OF HEAD OF OFFICE

NOTE: - Application should be forwarded through proper channel with approval of Competent Authority.