

No.A-35018/1/2014/MF.CGA(A)/Gr.B/Vol.I/1091
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS
LOK NAYAK BHAWAN, NEW DELHI

Date 13th, March, 2015


CIRCULAR

Please find enclosed herewith the following vacancy circular regarding filling up the post of Assistant Commissioner/Deputy Assessor & Collector and Administrative Officer/Asstt. Assessor & Collector in South Delhi Municipal Corporation on deputation basis as detailed below:-

	Letter No. & Date	Organization	Deputation post with scale	Eligibility
1	No. Dir. (P)/CED/SDM/2015 /2169 dated 9/12/2015	South Delhi Municipal Corporation	Administrative officer/Asstt. Assessor & Collector in PB-2 with Grade Pay Rs. 5400/-	i) Holding analogous post on regular basis in the parent cadre/department. OR ii) With 2 year service in the grade rendered after appointment thereupon on regular basis in PB 2 Rs. 9300-34800 + Grade pay 4800 or equivalent in the parent cadre/department etc. iii) A degree from a recognized University.

The applications of willing and eligible officers may please be forwarded to this office along with Vigilance Clearance Certificate/Integrity Certificate /Statement of Major /Minor Penalty imposed, if any on or before 25th March, 2015.

The candidates who apply for deputation in response to this circular may please note that while considering their applications, the aspects like exigencies of parent cadre, cooling period, existence of adverse remarks in ACRs/APARs, pendency of vigilance /disciplinary case, existing Govt. of India instructions, suitability of candidates etc. would be taken into consideration.


(Mohan Chand)
Asstt. Controller of Account

For website.



SOUTH DELHI MUNICIPAL CORPORATION
CENTRAL ESTABLISHMENT DEPARTMENT
22nd FLOOR, DR.S.P.MUKHERJEE CIVIC CENTRE
J.L.NEHRU MARG, NEW DELHI – 110 002

No. Dir.(P)/CED/SDMC/2015/2169

Date: 09th February 2015

CIRCULAR

To,

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-110022
4. The Assistant Comptroller and Auditor General, O/o the Comptroller & Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi-110001
5. The Controller General of Accounts, Ministry of Finance, 7th Floor, Lok Nayak Bhawan, Khan Market, N.Delhi-110003
6. The Controller General of Accounts, Posts & Telegraphs Deptt., Patel Chowk, N.Delhi-110001
7. The Director(Local Bodies), 9th Level, A-Wing, Delhi Secretariat, I.P.Estate, New Delhi-110002
8. The Secretary (Services), GNCTD, New Sachivalaya, I. P. Estate, N. Delhi-2.
9. The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt-110010.
10. The Chief Executive Officer, Delhi Jal Board, Varunalaya, Jhandewalan, Delhi-110005
11. The Chairman, CBDT, Ministry of Finance, North Block, New Delhi-110001
12. The Chairman, DDA, Vikas Sadan, INA, New Delhi-110023
13. The Director General (Works), CPWD, Nirman Bhawan, New Delhi-11.

Subject: Sponsoring names for the posts of Assistant Commissioner/Deputy Assessor & Collector and Administrative Officer/Asstt. Assessor & Collector in South Delhi Municipal Corporation on deputation basis.

Sir/Madam,

The undersigned is directed to say that the followings posts are required to be filled up urgently in South Delhi Municipal Corporation on deputation basis, details of which are as follows:-

A. Name of the Post: Assistant Commissioner/Deputy Assessor & Collector.

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.

B. Name of the post: Administrative Officer/Asstt. Assessor & Collector

Pay Band & Grade Pay: Pay Band 2 Rs. 9300-34800 + GP Rs 5400.

Eligibility conditions: Officers under the Central Government/State Government fulfilling any of the following conditions:-

(i) Holding analogous post on regular basis in the parent cadre/department;

or

(ii) With 2 year service in the grade rendered after appointment thereupon on regular basis in PB 2 Rs. 9300-34800 + Grade pay Rs. 4800 or equivalent in the parent cadre/department;

or

(iii) With 3 years services in the grade rendered after appointment there to on regular basis in PB 2 Rs. 9300-34800 + Grade pay Rs. 4600 or equivalent in the parent cadre/department; and

.....Contd.../-



Essential Qualification:-

- (i) A degree from a recognized University.
- (ii) 3 years experience of Assessment and valuation of properties or administrative experiences in responsible position.

Desirable Qualification: A degree in Law from a recognized University.

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 not be 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 above conditions, along with their (i) Applications & bio-data with certification that the entries in the application have been verified from the records and found correct, (ii) ACRs/APARs for the preceding five years, (iii) Integrity Certificate, (iv) Vigilance Clearance including certification that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the officer concerned, (v) cadre clearance and (vi) list of major/minor penalties, if any, imposed on the officer during the last ten years/No penalty certificate may please be forwarded to the Director(Personnel), South Delhi Municipal Corporation, 22nd Floor, Dr. S.P. Mukherjee Civic Centre, J.L. Nehru Marg, New Delhi-110002, within 30 days of the date of issue. Application proforma is attached.

4. This may please be given TOP PRIORITY.


(Manish Ranjan Shrivastav)
(Administrative Officer)
Central Establishment Department
SDMC
Tel no. 011-23227206
011-23227203

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

**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 nd Promotion			
4.	3 rd Promotion			
5.	4 th Promotion			
6.	5 th Promotion			
7.	6 th 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.

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

DATE:-----

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