



**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(9)Pt-VII/CED/MCD/80-1/2023/ 4695

Dated: 09/11/2023

**CIRCULAR**

1. All Secretaries, Government of India.
2. All Chief Secretaries, States/ UTs.
3. The Controller General of Accounts, Ministry of Finance, 7<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
4. The Assistant Controller and Auditor General, Office of the Controller and Auditor General of India, 10, Bahadur Shah Jafar Marg, New Delhi.
5. The Secretary (Services), GNCTD, New Sachivalya, Players Building, N. Delhi-2
6. Secretary General/Rajya Sabha/Lok Sabha.
7. Chairman, Railway Board
8. The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt-110010.
9. The Chairman, Central Board of Direct Taxes, Ministry of Finance, North Block, New Delhi.
10. The Chairperson, Central Board of Excise & Customs, Ministry of Finance, North Block, New Delhi.
11. The Vice Chairman, DDA, Vikas Sadan, INA, New Delhi.
12. The Director General (Works), CPWD, Nirman Bhawan, New Delhi-11.
13. Secretary, Department of Telecommunications.

**Sub:- Sponsoring names for the post of Deputy Commissioner in Municipal Corporation of Delhi on deputation basis.**

Sir/Madam,

I have been directed to communicate that the following post is required to be filled up urgently in Municipal Corporation of Delhi on deputation basis:-

**Deputy Commissioner**

Pay Scale- Level-13 of pay matrix

**Eligibility conditions/Qualifications:**

Officer of the IAS / Central Civil Service/State Service/Union Territories Civil Services:-

- (i) Holding analogous posts on a regular basis in the parent cadre/department:  
Or  
(ii) Officers of the IAS with 11 years' of regular service  
Or  
(iii) Officers of Central/State/ UT Service with 5 years' regular service in the pay scale Level-12 of pay matrix as per 7<sup>th</sup> CPC.

2. Since 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 Municipal Corporation of Delhi. 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 (i) their Applications and 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 (5) 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 for at least 03 years 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), Municipal Corporation of Delhi, 22<sup>nd</sup> Floor, Dr. S.P. Mukherjee Civic Centre, J.L. Nehru Marg, New Delhi-110002 within 30 days from the date of issue of this letter, to enable us to consider selection for appointment to the above-said post on deputation basis. Application Proforma is attached.

4. This may please be given **TOP PRIORITY**.

**GR/10**  
09/11/2023  
ADMIN. OFFICER (Estt.)-II

APPLICATION FOR THE POST OF.....IN  
MUNICIPAL CORPORATION OF DELHI ON DEPUTATION BASIS.

1. Name and address in Block Letters :.....
2. Mobile No. & Email ID :.....
3. Date of Birth (in Christian era) :.....
4. Date of retirement under Central/  
State Government Rules :.....
5. Educational Qualifications :.....  
:.....
6. Whether education and other qualifications  
required for the post are satisfied :.....  
:.....  
(Details of given qualification)
7. 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. :.....
8. 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				

9. Nature of present employment i.e.  
Adhoc or temporary or quasi-  
permanent or permanent. :.....
10. 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
11. Additional details about present employment.  
Please state whether working under:  
(a) Central Government  
(b) State Govt.  
(c) Autonomous Organization  
(d) Government Undertaking  
(e) Universities  
(f) Others

12. 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			

\*If financial up-gradation on ACP/MACP basis, please give details of regular promotion also.

13. 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.

14. 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.