



# MUNICIPAL CORPORATION OF DELHI

Central Establishment Department  
22<sup>nd</sup> Floor, Dr. Shyama Prasad Mukherjee  
Civic Centre, JawaharLal Nehru Marg,  
Minto Road, New Delhi-110002



भारत 2023  
भारत गुरुकुल  
ONE EARTH - ONE FAMILY - ONE FUTURE

No. SO-IV/CED/MCD/2024/6138

Dated: 06-01-2025

## CIRCULAR

1. All Secretaries, Government of India.
2. All Chief Secretaries, States/UTs
3. Controller General of Defence Accounts, west Block V, RK Puram New Delhi-66
4. The Assistant Controller and Auditor General, office of The Controller and Auditor General of India, 10, Bahadur Shah Safar, New Delhi.
5. Controller General of Accounts, Min of Fin, 7<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003
6. Controller General of Accounts, Post & Telegraph Deptt., Patel Chowk, Delhi
7. Director (Local Bodies), 9<sup>th</sup> Level, A wing Delhi Secretariat, IPS Estate, Delhi
8. The Secretary(services). GNCTD, New Sachivalaya, IPS Estate, New Delhi-02
9. Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt-10
10. Chief Executive Officer, Delhi Jal Board, Barunalaya, jhandanwala, Delhi.
11. The Registrar General, Delhi High Court.
12. The Registrar General, All High Courts of all States.
13. All District Judges, Delhi.
14. Chairman CBDT, Ministry of Finance, North Block, New Delhi-110001.
15. Vice Chairman, DDA, Vikas Sadan, INA, New Delhi
16. The Director General Works, CPWDm Nirman Bhawan, New Delhi - 110001
17. The Secretary, New Delhi Municipal Council, New Delhi.  
The Dy. Secy. (Services), GNCTD, Players Bldg., IP Estate, New Delhi.
18. The Secretary, Min of Environment & Forest, Paryavarn Bhawan, CGO Complex Lodhi Road, New Delhi-03
19. National Informatics Centre Services Level'3' Bwing, Delhi Sachivalaya, Delhi54
20. Educational Consultants India Ltd, EDCIL House, 18A Sector 16A, Noida-201301.
21. Department of Telecommunications, Sanchar Bhawan, Rafi Marg New Delhi 110001
22. Dept of Electronics & Information Technology, Electronic Niketan, 6, CGO Complex Lodhi Road New Delhi-110003
23. Deptt of Information Technology, 9<sup>th</sup> level, B wing Delhi Secretariat, Delhi 110013.
24. Centre for Development of Advanced Computing, Ist & 2<sup>nd</sup> Floor, E-25, Hauz Khas, New Delhi - 16
25. Centre of Development of Telematics, C-Dot Campus, Mehrauli, New Delhi 110030
26. Secretary (Environment & Forest), Govt. Of India.
27. Secretary (Agriculture), Govt. Of India.

**Sub: - Sponsoring of Names for appointment of post Chief Law Officer in Municipal Corporation of Delhi on deputation basis-further extension of date for submitting applications regarding.**

**Ref.** No. SO-IV/CED/MCD/2024/5275 Dated 25.11.2024

Sir/Madam,

I am directed to communicate that post of Chief Law Officer is required to be filled up urgently in Municipal Corporation of Delhi on deputation basis in Level -13A Pay Band-4, Rs. 37400-67000 + Grade Pay Rs. 8900 (Pre-Revised). The eligibility conditions/qualifications are given below:-

### **Officers of the Central/States Governments/UTs/Public Sector Undertaking/Semi Govt. Autonomous or Statutory Organisations:-**

- (i) Holding analogous posts on regular basis in the parent cadre/department.
- OR**
- (ii) With 02 years service in the grade rendered after appointment thereto on Regular basis in Level-13 Pay Band 4 Rs 37400-67000 + Grade Rs 8700

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(Pre-revised) or equivalent.

**OR**

- (iii) With 05 years services in the grade rendered after appointment thereto on regular basis in Level-12; PB-3, Rs. 15600-39100 + Grade Pay Rs. 7600 (Pre-revised) or equivalent in the parent cadre/department.

Possessing the following educational qualification and experience:-

- (i) Degree in Law from a recognised University or equivalent.  
(ii) 12 Years experience in legal work involving civil laws, labour law taxation, arbitration and prosecution matters.

2. Since, the 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 officers on deputation basis in MCD. 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 applications have been verified from the records and found correct. (ii) ACRs/APARs for the preceding 05 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, etc. **(an advance copy through e-mail)** may please be forwarded to the Director (Personnel), Municipal Corporation of Delhi, 22<sup>nd</sup> Floor, Dr. SP Mukherjee, Civic Centre, JL Nehru Marg, New Delhi -110002, within 60 days of issue of this letter/circular to enable us to consider selection for appointment to the above post on deputation basis. Application Proforma is attached.

4. This may please be given TOP PRIORITY.



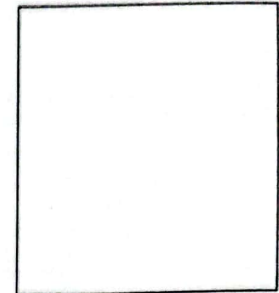
Administrative Office(Estt.)

Encl : Application Proforma



**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 qualification 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.

S.No.	1st appointment/Promotions	Date	Pay Scale/Grade Pay	Whether held on Regular/Adhoc/ACP/MACP basis
1				
2				
3				
4				
5				

\*if financial up-graduation 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 particular furnished by the official are correct.
2. It is certified that no **disciplinary/vigilance case** in 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.
5. It is certified that **cadre controlling authority** has no objection to the consideration of the applicant for the post mentioned in the advertisement.

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.