

No.49/50/2012-6SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 24<sup>th</sup> December, 2013.

To


All concerned IAS / HCS Officers.

Subject:- Extension of date for deputation vacancies in SDMC upto  
31.12.2013.

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In continuation of Government letter of even number dated 10<sup>th</sup> December, 2013, I am directed to refer to the subject cited above and to say that a copy of circular No.Dir.(P)/SDMC/2013/2333, Dated 05.12.2013 received from South Delhi Municipal Corporation, Central Establishment Department, New Delhi is uploaded on the web site (csharyana.gov.in) and to request you again that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data with an application to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,

  
(SATISH SHARMA)  
Superintendent Services-II.

  
INTERNAL DISTRIBUTION  
e-champion

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

Dated: 17.12.2013

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, 7th Floor, Lok Nayak Bhawan, Khan Market, N.Delhi.
6. The Controller General of Accounts, Posts & Telegraphs Deptt., Patel Chowk, N.Delhi.
7. The Director(Local Bodies), 9th Level, A-Wing, Delhi Secretariat, I.P.Estate, New Delhi.
8. The Secretary (Services), GNCTD, New Sachivalya, 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.
11. The Registrar General, Delhi High Court, New Delhi.
12. The Registrar General of all High Courts of all States
13. The all District Judges, Delhi.
14. The Chairman, CBDT, Ministry of Finance, North Block, New Delhi.
15. The Chairman, DDA, Vikas Sadan, INA, New Delhi.
16. The Director General (Works), CPWD, Nirman Bhawan, New Delhi-11.

Sub:- Extension of date for deputation vacancies in SDMC upto 31.12.2013.

Sir/Madam,

Your attention is invited to various vacancy notices of various posts in South Delhi Municipal Corporation. It has now been decided to extend the last date of application to 31.12.2013 in respect of posts mentioned below:-

General Administrative Posts:-

| S. No. | Post   | Pay Band + Grade Pay                  |
|--------|--|---------------------------------------|
| I      | Chief Vigilance Officer                            | Rs. 37400-67000 + Grade Pay Rs. 10000 |
| II     | Addl. Dy. Commissioner/Joint Assessor & Collector  | Rs. 15600-39100 + Grade Pay Rs. 7600  |
| III    | Asstt. Commissioner/Dy. Assessor & Collector       | Rs. 15600-39100 + Grade Pay Rs. 6600  |
| IV     | Administrative Officer/Asstt. Assessor & Collector | Rs. 9300-34800 + Grade Pay Rs. 5400   |

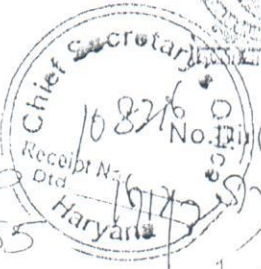
Other Posts :

| S. No. | Post                    | Pay Band + Grade Pay                  |
|--------|-------------------------|---------------------------------------|
| V      | Chief Town Planner      | Rs. 37400-67000 + Grade Pay Rs. 10000 |
| VI     | Chief Law Officer       | Rs. 37400-67000 + Grade Pay Rs. 8900  |
| VII    | Additional Director(IT) | Rs. 15600-39100 + Grade Pay Rs. 7600  |
| VIII   | System Analyst          | Rs. 15600-39100 + Grade Pay Rs. 5400  |
| IX     | System Administrator    | Rs. 15600-39100 + Grade Pay Rs. 5400  |

2 Details of eligibility conditions for these posts are as follows

Chief Vigilance Officer

- Group A service officers of Central Government fulfilling the following criteria:
- a) Not below the rank of Dy. Secretary to Govt. of India or equivalent.
  - b) Unblemished record of service and integrity beyond doubt.
  - c) Should not be from South Delhi Municipal Corporation.
  - d) Should not have worked as CVO in South Delhi Municipal Corporation



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- e) Should not have crossed the age of 55 years as on the last date for receipt of applications i.e. 31.12.2013.
- f) Must have gradings not lower than 'Very Good' in PARs in the last five years.

## II. Additional Deputy Commissioner/Joint Assessor & Collector

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

## III. Assistant Commissioner/Dy. Assessor & Collector

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

## IV. Administrative Officer/Asstt Assessor & Collector

Officers under the Central Government/State Government fulfilling the following conditions:

- i) Holding analogous posts on regular basis in the parent cadre or department;  
Or
- ii) With 2 years' service in the grade rendered after appointment thereto 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' service in the grade rendered after appointment thereto on regular basis in PB 2 Rs.9300-34800+ Grade Pay Rs. 4600 or equivalent in the parent cadre/ department;  
And

### Essential Qualifications:

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

Desirable: A degree in Law from a recognized University.

## V. Chief Town Planner

Officers under the Central/State Government/UTs and Autonomous Organizations fulfilling the following conditions:

- i) Holding analogous posts on a regular basis in the parent cadre/department;  
Or
- ii) With 2 years' regular service in the grade rendered after appointment thereto on a regular basis in Pay Band-4 Rs. 37400-67000 + Grade Pay Rs. 8900 or equivalent in the parent cadre;  
Or
- iii) With 3 years' service in the grade rendered after appointment thereto on regular basis in Pay Band-4 Rs. 37400-67000 + Grade Pay Rs. 8700 or equivalent in the parent cadre/department;  
Or
- iv) With 8 years' regular service in the grade rendered after appointment thereto on regular basis in Pay Band-3 Rs. 15600-39100 + Grade Pay Rs. 7600 or equivalent in the parent cadre/department.  
And

Possessing the following Educational Qualifications and experience:  
Essential:

- (a) i) Degree in Physical Planning of a recognized University or equivalent;  
ii) 15 years professional experience in Town Planning  
Or
- (b) i) Degree in Architecture/Civil Engineering or Master's Degree in Geography/Sociology/Economics from a recognized University or equivalent.  
ii) Post graduate degree/diploma in Town/City/Urban/Regional Planning from a recognized University or equivalent.  
iii) 15 years professional experience in Town Planning

Desirable:

Fellowship of the Institute of Town Planners

VI. Chief Law Officer

Officers dealing with legal affairs under Central/State Govt./Public Under Takings/Semi Govt. autonomous or Statutory Organizations:-

- (a) i) Holding analogous post on a regular basis in the parent cadre/department;  
Or  
ii) With 2 years' service in the grade rendered after appointment thereto on regular basis in Pay Band 4 Rs. 37400-67000 + Grade Pay Rs. 8700 or equivalent;  
Or  
iii) With 7 years' service in the grade rendered after appointment thereto on regular basis in Pay Band 3 Rs. 15600-39100 + Grade Pay Rs. 7600 or equivalent in the parent cadre/department
- (b) Possessing the following educational qualification and experience:  
i) Degree in law from a recognized University or equivalent;  
ii) Fifteen years' experience in legal work involving civil laws, labour law taxation, arbitration and prosecution matters.

VII. Additional Director(IT)

Officers under Central/State Governments/UTs/Universities/Autonomous Organisations/Public Sector Undertakings/Statutory Organisations/Research Institutions:-

- a) i) Holding analogous post on a regular basis in the parent cadre/department;  
Or  
ii) With 5 years' service in the grade rendered after appointment thereto on regular basis in Pay Band 3 Rs. 15600-39100 + Grade Pay Rs. 6600 or equivalent in the parent cadre/department;  
And  
b) Possessing the following educational qualifications and experience:-

Essential:

- i) B.E./B.Tech. in IT/Computer Science/Computer Technology/Computer Applications from a recognized University  
ii) 05 years experience in case of Post Graduate Degree Holder/08 years experience in case of Degree Holder in the field of e-governance applications, IT policy related matters, promotion of IT related industry, procurement of computers and accessories through centralized purchase system, development of software application, project management skill and ICT experience direction and administrative of IT related activities of which at least 04 years experience should be in software development, information storage and retrieval system related matters of IT policy and promotion of IT related industries.

Desirable:

- i) Master's Degree in Information Technology/Computer Application/Computer Science from a recognized University;  
Or  
ii) M. Tech. with specialization with Computer Application from a recognized University and e-governance implementation in any organized sector with standards and proven practices.

VIII. Systems Analyst

Officers under Central/State Governments/UTs/Universities/Autonomous Organisations/Public Sector Undertakings/Statutory Organisations/Research Institutions:-

- a) i) Holding analogous post on a regular basis in the parent cadre/department; or  
ii) With 3 years' service in the grade rendered after appointment thereto on regular basis in Pay Band 2 Rs. 9300-34800 + Grade Pay Rs. 4800 in the parent cadre/department;  
And  
b) Possessing the following educational qualifications and experience:-



- a) i) Degree in Information Technology/Computer Science/Computer Applications/Electronics & Communication/Computer Engineering from a recognized University
- ii) With 05 years experience of electronics data processing work, out of which at least 03 years experience should be in actual programming on the electronic computer

Desirable:

- i) Master's Degree in Information Technology/Computer Application/Computer Science from a recognized University;
- ii) Knowledge of any assembler language and at least one of the language from FORTRAN, COBOL, PL/I, ALGOL, C++.

#### IX. Systems Administrator

Officers under Central/State Governments/JTs/Universities/Autonomous Organisations/Public Sector Undertakings/Statutory Organisations/Research Institutions:-

- a) i) Holding analogous post on a regular basis in the parent cadre/department;
- Or
- ii) With 3 years' service in the grade rendered after appointment thereto on regular basis in Pay Band 2 Rs. 9300-34800 + Grade Pay Rs. 4800 in the parent cadre/department;
- And
- b) Possessing the following educational qualifications and experience:-

Essential:

- a) i) Degree in Information Technology/Computer Science/Computer Applications/Electronics & Communication/Computer Engineering from a recognized University
- ii) With 05 years experience of electronics data processing work, out of which at least 03 years experience should be in actual programming on the electronic computer

Desirable:

- i) Master's Degree in Information Technology/Computer Application/Computer Science from a recognized University;
- ii) Knowledge of any assembler language and at least one of the language from FORTRAN, COBOL, PL/I, ALGOL, JAVA, JavaBeans, Struts, C, C+, C++.

3. 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 (55 years in the case of Chief Vigilance Officer) as on the closing date of receipt of applications.

4. It is, therefore, requested that the names of suitable and willing officers fulfilling the above conditions, along with (i) their 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, upto 31st December, 2013, to enable us to consider selection for appointment to the above-said post on deputation basis. Application proforma is attached.

5. This may please be given TOP PRIORITY.

6. You are requested to give wide publicity to the deputation vacancy notices and the application of desirous officers complete in all respects may be sent to this Corporation upto 31.12.2013.

Encl: One

Copy to:

Director (IT) with the request to upload the vacancy notice on SDMC's website.

(K.K. DAHIYA)  
Director (Personnel)/SDMC

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<br>Pay | Office | Nature of<br>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



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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      |      |                     |   |

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

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.

Remarks :- .....

Date: .....

Signature of the candidate:-  
Address:-

Countersigned  
(Employer)

CERTIFICATE

(To be given by Head of Office of the Applicant)

- It is certified that the particulars furnished by the official are correct.
- It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
- The record of service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
- 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.