

No. 49/12/2014-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 03rd February, 2014.

To

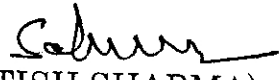
All concerned IAS / HCS Officers.

Subject: Sponsoring names for appointment to one post of Director (IT) in Pay Band – 4 Rs. 37400-67000 + Grade Pay Rs. 8700 & Director (Horticulture) in Pay Band – 3 Rs.15600-39100+Grade Pay Rs.7600 in South Delhi Municipal Corporation (SDMC) on deputation basis.

Madam/ Sir,

I am directed to refer to the subject cited above and to say that a copy of circular No.AC/CED/SDMC/2014/2638, dated 16.01.2014 received from South Delhi Municipal Corporation, Central Establishment Department, New Delhi is uploaded on the web site (csharyana.gov.in) and to request 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,

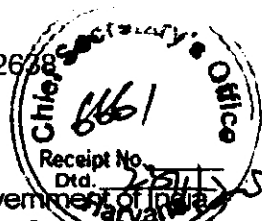

(SATISH SHARMA)
Superintendent Services-II.

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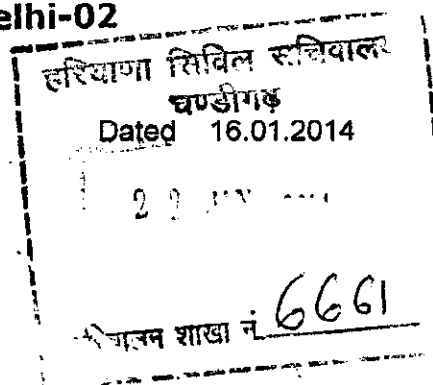


**South Delhi Municipal Corporation
Central Establishment Department
22nd Floor, Dr. S.P. Mukherjee, Civic Centre
J.L. Nehru Marg, New Delhi-02**

SP No.AC/CED/SDMC/2014/2638



CIRCULAR



1. All Secretaries, Government of India
2. All Chief Secretaries, States/UTs
3. The Director General, CPWD
4. The Vice Chairman DDA, Vikas Sadan, INA, New Delhi
5. The Secretary, New Delhi Municipal Council, New Delhi
6. The Secretary, Min of Environment & Forest, Paryavarn Bhawan, CGO Complex Lodhi Road, New Delhi
7. National Informatics Centre Services Level '3' B Wing, Delhi Sachivalaya, Delhi-100054.
8. Electronics Corporation of India Ltd, B-2, Local Shopping Centre, DDA, B-7, A Block, Ring Road Naraina, Delhi -110028.
9. Educational Consultants India Limited, EDCIL House, 18A Sector 16 A, Noida-201301.
10. Department of Telecommunications, Sanchar Bhawan, Rafi Marg New Delhi 110001.
11. Dept of Electronics & Information Technology, Electronic Niketan, 6, CGO Complex Lodhi Road New Delhi-110003.
12. Dept of Information Technology, 9th Level, B Wing Delhi Secretariat, Delhi 110013.
13. National Informatics Centre Services Incorporated, 6th Floor, Hall No 2&3, NBCC Tower 15, Bhikaji Cama Place, Delhi -110066.
14. Centre for Development of Advanced Computing, 1st & 2nd Floor, E-25, Hauz Khas, New Delhi -16.
15. Centre for Development of Telematics, C-DOT Campus, Mehrauli, New Delhi 110030.

Subject: Sponsoring names for appointment to one post of Director(IT) in Pay Band - 4 Rs 37400-67000 + Grade Pay Rs 8700 & Director(Horticulture) in Pay Band - 3 Rs 15600-39100+Grade Pay Rs 7600 in South Delhi Municipal Corporation (SDMC) on deputation basis

I have been directed to state that one post of Director(IT) & one post of Director (Horticulture) is required to be filled up in South DMC on deputation basis. The eligibility conditions and details for the above mentioned posts are as under :

(I) Director (IT) :

Pay Band 4 Rs. 37400-67000 + Grade Pay Rs .8700

Eligibility conditions : Officers under the Central/State Govts./ UTs/ Universities/Autonomous Organisations/Public Sectors Undertaking/Statutory Organizations:-

(a)(i) holding analogous posts on a regular basis in the parent cadre/department;

OR

(ii) With 05 years service in the grade rendered after appointment thereto on regular basis in Pay Band -3 Rs.15600-39100 + Grade Pay Rs. 7600 in the parent cadre/Department;

(b) Possessing the following educational qualifications and experience:-

(i) Master's Degree in Information Technology/Computer Application/Computer Science from a recognised University.

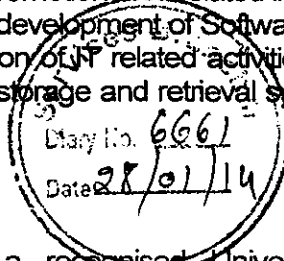
OR

(ii) B.E/B. Tech in IT/Computer Science/Computer Technology/Computer Application from a recognised University.

(c) 08 years experience in case of Post Graduate Degree holders/10 years experience in case of Degree holders, in the field of e-governance applications, IT policy related matters, promotion of IT related industry, procurement of computers and accessories through centralised purchase system, development of Software Applications, Project Management skills and ICT experience, direction and administration of IT related activities of which at least 04 years experience should be in software development, information storage and retrieval systems, related matters of IT policy & promotion of IT related industries.

Desirable:-

M.Tech with specialization with computer application from a recognised University & e-governance implementation experience in any organised sector with standards & proven practices.



(II) **Director (Horticulture)**

Pay Band 3 Rs 15600-39100+Grade Pay Rs 7600.

Eligibility conditions/Qualifications

Officers from Central/State Governments

- (a) i) Holding analogous posts on regular basis, or
ii) With five years regular service in posts in pay band 3 Rs 15600-39100+Grade Pay Rs 6600 or equivalent.
- And possessing the following educational qualifications & experience :-
- (b) i) M.Sc in agriculture with specialisation Horticulture/M.Sc in Horticulture (including Floriculture, Olericulture etc) from a recognised University or equivalent, OR B.Sc(Agriculture) with post-graduate diploma in Landscape Architecture/Horticulture from a recognised University or equivalent.
ii) 12 years experience in a senior or supervisory capacity in works of Horticulture including ornamental gardening ranging over various fields of Horticulture in a Govt. Deptt. Or in a private firm.

Desirable :

- i) Doctorate Degree in Agriculture/Horticulture or Botany from a recognised University or equivalent.
ii) Adequate administrative experience

2. Since the SDMC follows the Rules/Regulations and 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 SDMC. 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 & 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, 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**.

(Sunil Bhardwaj)
Assistant Commissioner(Estt)

Copy to : Dir(IT), with a 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)

- 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.