

No. 49/55/2014-6SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

Dated, Chandigarh, the <sup>4th</sup> 24 September, 2014.

To

All concerned IAS / HCS Officers.

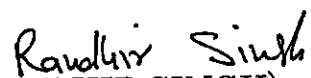

Subject: Sponsoring of names for appointment of Director (Primary Education), South Delhi Municipal Corporation (SDMC) on deputation basis.

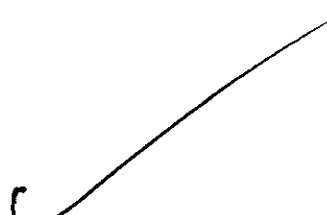
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Madam/ Sir,

I am directed to refer to the subject cited above and to say that a copy of circular No. Dir(P)/SDMC/2014/1073, dated 12.08.2014 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,

  
(RANDHIR SINGH)  
Superintendent Services-II.  


  
INTERNAL DISTRIBUTION  
e-champion

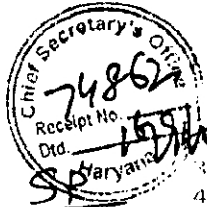
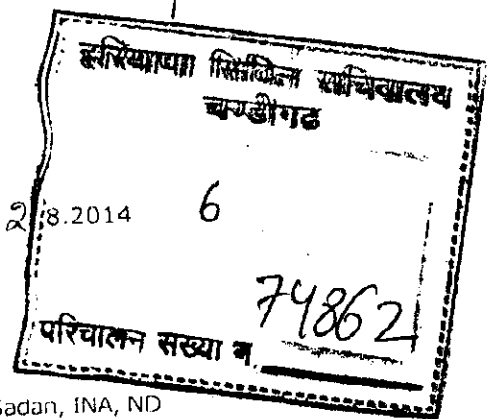


South Delhi Municipal Corporation  
Central Establishment Department  
22<sup>nd</sup> Floor, Dr. S.P. Mukherjee, Civic Centre  
J.L. Nehru Marg, New Delhi-02

No. Dir(P)/SDMC/2014/1073

Dated : 12.8.2014

**CIRCULAR**



- All Secretaries, Government of India.  
All Chief Secretaries, States/ UTs.  
1. The Commissioner(Personnel), Delhi Development Authority, Vikas Sadan, INA, ND  
2. The Director(Personnel & Admn.), Delhi Jal Board, Varunalya, New Delhi  
3. The Secretary (Services) GNCED, I.P.Estate, New Delhi  
4. Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt.  
5. The Director (Local Bodies), 9<sup>th</sup> Level, A Wing Delhi Secretariat, IPS Estate, New Delhi  
6. The Secretary, New Delhi Municipal Council, New Delhi  
7. Educational Consultants India Limited, EDCIL House, 18A, Sector 16A, NOIDA-201301

Subject : Sponsoring of Names for Appointment of Director (Primary Education), South Delhi Municipal Corporation (SDMC) on deputation basis

Sir/Madam,

Applications are invited for filling up one post of Director(Primary Education) in Pay Band 4 Rs. 37400 -- 67000 + Grade Pay Rs 10,000/- on deputation basis in South Delhi Municipal Corporation from eligible and willing officers. As per recruitment regulations applicable to the post, officers of All India Services/Centre/State Govt/UTs fulfilling the following conditions are eligible to be considered :-

(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 the Pay Band 4 Rs. 37400-67000 + Grade pay Rs. 8700 or equivalent, in parent cadre/department.

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

(i) Master's degree from a recognized University or equivalent.

(ii) 12 years administrative experience, including 2 years experience in the field of education in a responsible capacity.

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 SDMC. Further, the maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.

3. It is therefore, requested that the names of suitable and willing officers fulfilling the above conditions, alongwith (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 05 years (iii) Integrity certificate. (iv) 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, 22<sup>nd</sup> Floor, Dr. S.P. Mukherjee, Civic Centre, J.L. Nehru Marg, New Delhi-110002, within 45 days from issue of this circular, to enable us to consider selection for appointment to the above post on deputation basis. Application proforma is attached.

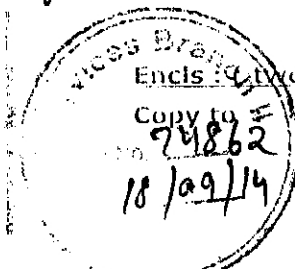
4. This may please be given **TOP PRIORITY**.

(Radha Krishan)  
Director (Personnel)/SDMC

Encs : 4 (two)

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

18/09/14



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/or 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

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			

\*If 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.