

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

Dated, Chandigarh, the 11th November, 2014.

To

All concerned IAS / HCS Officers.

Subject: Sponsoring names for appointment of Assessor & Collector in South Delhi Municipal Corporation on deputation basis.

Madam/ Sir,

I am directed to refer to the subject cited above and to say that a copy of circular No.F.11(19)Pt-III/CED/SDMC/2014/1539, dated 22.10.2014 received from South Delhi Municipal Corporation, Central Establishment Department, 22nd Floor, Dr. S.P. Mukherjee Civic Center, 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,


(TILAK MEHTA)

Superintendent Services-II.


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SOUTH DELHI MUNICIPAL CORPORATION
CENTRAL ESTABLISHMENT DEPARTMENT (22ND FLOOR)
DR. S.P. MUKHERJEE CIVIC CENTER
NEW DELHI-110002.

No.F.11(19) Pt-III/CED/SDMC/2014/1539

CIRCULAR

Dated 22/11/2014

सचिवालय

2014

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1. All Secretaries, Government of India.
2. All Chief Secretaries, States/ UTs.
3. The Controller General of Accounts, Ministry of Finance, 7th 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, New Delhi-2.
6. The Director (Local Bodies), 9th Level, A Wing Delhi Secretariat, IPS Estate, New Delhi.
7. The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt-110010.
8. The Chairman, Central Board of Direct Taxes, Ministry of Finance, North Block, New Delhi.
9. The Chairperson, Central Board of Excise & Customs, Ministry of Finance, North Block, New Delhi.
10. The Chairman, DDA, Vikas Sadan, INA, New Delhi.
11. The Director General (Works), CPWD, Nirman Bhawan, New Delhi-11.
12. The Secretary, New Delhi Municipal Council, New Delhi.

Subject: Sponsoring names for appointment of Assessor & Collector in South Delhi Municipal Corporation on deputation basis.

Sir/Madam,

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

(1) **Assessor & Collector**

No of Posts:01

Pay Band + Grade Pay: Pay Band-4 Rs.37400-67000+ Grade Pay Rs-8900

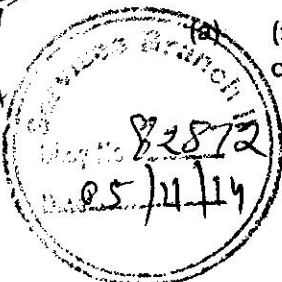
Eligibility conditions/Qualifications:

Officers of the Indian Administrative Service / Central/ State Governments /UTs:-

(i) Holding analogous posts on regular basis in the parent cadre/department

Or

Contd...2/-



: 2 :

(ii) With 02 years regular 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

(iii) With 07 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

(b) Possessing 12 years experience including 05 years in revenue related work.

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 South Delhi Municipal Corporation. 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, 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 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 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 45 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.


(Radha Krishan)
Director (Personnel)

Encl: Application Proforma.

Copy to:- AO (IT), with the 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.