

पूर्वी दिल्ली नगर निगम

EAST DELHI MUNICIPAL CORPORATION

केन्द्रीय संस्थापना विभाग

CENTRAL ESTABLISHMENT DEPARTMENT

भूतल, प्रेक्षागृह वाला ब्लॉक,
उद्योग सदन, एफ।आई।ई-४९६,
औद्योगिक परिसर, पटपड़ गंज,
दिल्ली - ११० ०६२.

Ground Floor, Auditorium Block,
Udyog Sadan, F.I.E.-419,
Industrial Area, Patpar Ganj,
Delhi - 110 092.

No.: F.1.22(3)/EDMC/CED/HC(A)-I/2015/508

Date:- 27.04.2015

CIRCULAR

1. All Secretaries, Government of India.
2. All Chief Secretaries, States/UTs.
3. All Director General of Police, States/UTs.
4. The Controller General of Defence Accounts, West Block-V, R.K. Puram, New Delhi.
5. The Assistant Comptroller and Auditor General, O/o the Comptroller & Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi.
6. The Controller General of Accounts, Ministry of Finance, 7th Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
7. The Controller General of Accounts, Posts & Telegraphs Deptt., Patel Chowk, New Delhi.
8. The Director (Local Bodies), GNCTD, Delhi Sachivalaya, I.P. Estate, N. Delhi - 02.
9. The Secretary (Services), GNCTD, Delhi Sachivalaya, I.P. Estate, N. Delhi - 02.
10. The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt - 110 010.
11. The Registrar, Delhi High Court, New Delhi.
12. The Registrar of Courts, Tis Hazari Courts, Delhi.
13. The Chairman, CBDT, Ministry of Finance, North Block, New Delhi.
14. The Chairman, DDA, Vikas Sadan, INA, New Delhi.
15. The Director General (Works), CPWD, Nirman Bhawan, New Delhi - 11

Subject :- Regarding sponsoring of names for appointment to various Category Group 'A' & 'B' posts in East Delhi Municipal Corporation on deputation basis.

Sir/Madam,

East Delhi Municipal Corporation intends to fill the following vacancies through deputation:-

1. **Assessor & Collector :** No. of vacancies- 1 (One)

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

Eligibility Conditions as per RRs:

Officers of Indian Administrative Service/ Central Govt./ State Government/ Union Territories:-

- (i) Holding analogous post on 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 Sacle of Rs. 14300 - 18300 (i.e. PB-4 + GP-8700) or equivalent in the parent cadre/department;
- OR

- (iii) With 7 years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 12000 - 16500 (i.e. PB-3 + GP-7600) or equivalent in the parent cadre/department; and

- (b) Possessing 12 years' experience including 5 years in Revenue related work.

Period of deputation, including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt. shall not exceed 5 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

2. Director (O & M) (Previously O&M Officer)

No. of vacancies - 1 (One)

Pay Band & Grade Pay: Pay Band - 3 (15600 - 39100 with) + Grade Pay Rs.6600

Eligibility Conditions as per RRs:

Class - I Officers under Central Govt. with at least 5 years' service in the grade and having experience of O and M work, failing which officers of the Section Officers' grade belonging to the Central Secretariat Service with at least 8 years service in the grade and having about 5 years experience of O and M work. (Period of deputation ordinarily not exceed 3 years.)

3. Dy. Director (O & M) (previously Sr. Analyst)

No. of vacancies - 1 (One)

Pay Band & Grade Pay: Pay Band - 3 (15600 - 39100 with) + Grade Pay Rs.6600

Eligibility Conditions as per RRs:

Officers under the Central or state Government/Municipal Corporation of Delhi holding analogous posts or who have put in minimum of 5/8 years' regular service in posts in the scale of Rs. 700-1300/- /Rs.650-1200 or equivalent and possessing the following qualifications:-

- (i) Degree of a recognised University of equivalent:
- (ii) Successfully completed training in the Advanced Management Service Course/work Study practitioner's Course of the Institute of Secretarial Training and Management, Defence Institute of Work Study or equivalent training in any other Institution.

OR

Have at least 3 years' experience in the application of Work Study/Organisation & Methods/Analytical/Statistical/Operations Research & other management research techniques.
(Period of deputation shall not ordinarily exceed 6 years)/

4. Additional Deputy Commissioner/Joint Assessor & Collector

No of vacancies - 1 (One)

Pay Band+Grade Pay: Pay Band-3, - Rs.15600 - 39100 with GP Rs.7600/-

Eligibility Conditions:

- (1) Officers of I.A.S, Central Services Group 'A' and State Civil Service Class-I or equivalent:
- (i) Holding analogous post on regular basis in the parent cadre / department, or
- (ii) With 5 years regular service in the scale of Rs.15600 - 39100 + G.P. of Rs. 6600/- in the parent cadre or the department

are eligible for the post (period of deputation, in another ex-cadre post held immediately preceding this appointment, in the same organisation / department, shall be as per rules).

Further, Officers of Central Services Group 'A', State Civil Services Class-I officers drawing a minimum Basis Pay of Rs. 29920/- p.m. will also be eligible.

5. Assistant Commissioner/Deputy Assessor & Collector

No of vacancies - 5* (Tentative)

Pay Band+Grade Pay: Pay Band-3, - Rs.15600 - 39100 with GP Rs.6600/-

The concerned provision for appointment on deputation, as per RRs, to the said post is as under:-

Transfer on Deputation:

*Suitable officers of the Central Services Class-I and of the State Civil Services.
(The period of deputation ordinarily not exceeding 3 years.)*

Note: Deputationists will not be eligible for promotion.

** May vary.*

6. Administrative Officer/Assistant Assessor & Collector

No of vacancies - 4* (Tentative)

Pay Band+Grade Pay: Pay Band-2, - Rs.9300 - 34800 with GP Rs.5400/-

The concerned provision for appointment on deputation, as per RRs, to the said post is as under:-

By Deputation:

Officers under the Central Govt./ State Govts.:

- a) (i) Holding analogous posts on a regular basis in the parent cadre or department; or
- ii) With 2 years' service in the grade rendered after appointment thereto on a regular basis in Pay Band - 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 a regular basis in Pay Band - 2 Rs.9300-34800 + Grade Pay Rs.4600 or equivalent in the parent cadre/department and
- b. *Possessing the educational qualifications and experience as follows:-*
Essential
 - (i) A Degree from a recognized University.
 - (ii) 3 years experience of Assessment and valuation of properties or administrative experience in a responsible position.

Note 1:

Qualifications are relaxable at the discretion of the UPSC/Staff Selection Commission/Competent Authority for the reasons to be recorded in writing, in the case of candidates otherwise well qualified.

Note 2:

The qualification(s) regarding experience is/are relaxable at the discretion of the Union Public Service Commission/Staff Selection Commission/Competent Authority for the reasons to be recorded in writing, in the case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection the UPSC/Staff Selection Commission/Competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

Desirable:

- (i) A degree in law from recognised University.

Note 3: The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government, shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications).

Note 4: For the purpose of appointment on deputation basis, the services rendered on a regular basis by an officer prior to 01.01.2006 (The date from which the revised pay structure based on the 6th CPC recommendation has been extended) shall be deemed to be service rendered in the corresponding Grade Pay/Pay Scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and there this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.

** May vary.*

7. Name of the Post: Chief Engineer (Electrical)

No. of vacancies – 1 (One) (Tentative)

Pay Band + Grade Pay: Pay Band-4 + Grade Pay Rs.10000/-

Eligibility Conditions:

Officers under the Central/State Govt./UTs/Public Sector Undertaking/Autonomous Organisations:-

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

OR

ii) With 3 years' service in posts in grade rendered after appointment thereto on a regular basis in Pay Band – 4 Rs.37400-67000 + Grade Pay Rs.8700 or equivalent in the parent cadre/department, and

b) Possessing the educational qualifications and experience as follows:-

Essential:

(i) Degree in Electrical Engineer from a recognized University or equivalent.

ii) 15 years' experience in Planning, Designing, Supervision, Monitoring, Execution and Maintenance of Electrical work, i.e. Internal and external Electrification work, Sub-station(H.T. & L.T.), Power supply (D.G.Set and Battery Backup), Pump set, Fire Fighting System, Lifts, Lighting Arrestors, Air Conditioning System, Temporary Lighting System, Public Address System, Telephone Exchange, Intercom system and other Electrical works.

8. Director of Primary Education: No. of vacancies – 1 (One)

Pay Band & Grade Pay: Pay Band – 4 + Grade Pay Rs.10000

Eligibility Conditions as per RRs:

Officers of All India Services/Central/State Govt./U.Ts.:

(a) (i) Holding analogous post on a regular basis in the parent cadre/department: OR

(ii) With 3 years' regular service in posts in Pay Band – 4 Rs.37400 – 67000 + Grade Pay Rs.8700 or equivalent in the parent cadre/department, and

(iii) Possessing following Educational Qualifications and experience:-

(i) Master's Degree from a recognised University or equivalent.

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

9. Deputy Commissioner: No. of vacancies - 2* (Two) (Tentative)

Pay Band & Grade Pay: Pay Band - 4 + Grade Pay Rs.8700/-

Eligibility Conditions as per RRs:

Officers of IAS / Central Civil Service / State Service / Union Territories Civil Service:-

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

Or

(ii) Officers of the IAS with 11 years' of regular service

Or

(iii) Officers of Central/ State/ UT Service with 5 years' regular service in the scale of PB-3 Rs.15600-39100 + Grade Pay Rs.7600.

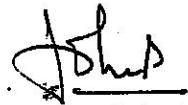
(Period of deputation, including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department, shall not exceed 5 years or such period till the posts are filled in by way of promotion, whichever is shorter).

* May vary.

The above said requirements of RRs are, to be supplemented by the normal terms and conditions prescribed by the Govt. of India, DoPT's guidelines & instructions for such appointments such as clearance from Departmental proceedings civilian criminal proceedings, qualified performance assessment report, certified integrity etc.

It is, therefore, requested that the names of the suitable and willing officers fulfilling the prescribed conditions, along with their applications, bio-data, ACRs for the preceding five (5) years, integrity certificate, vigilance clearance certificate, cadre clearance certificate for three (3) years, Major Minor Penalty (MMP) Certificate for the last Ten years, etc., may please be forwarded to the undersigned at **Ground Floor, Auditorium Block, Udyog Sadan, F.I.E.-419, Industrial Area, Patpar Ganj, Delhi - 110 092, within 45 days** from the date of this circular, to enable us to consider selection for appointment to the above said posts on deputation basis.

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



(V.M. John)

Asstt. Commissioner (CED)

Copy to:-

- 1) Secretary, UPSC for information.
- 2) Hon'ble Mayor of East Delhi for previous information
- 3) OSD (Admn.) to Cm. for information of the Commissioner.
- 4) A.O. (IT), Civic Centre, New Delhi with the request to upload the Circular on East Delhi Municipal Corporation's website.
- 5) Director (P&I) for getting the same published in the Employment News and leading newspapers as per practice, through a compact notification as enclosed separately.

APPLICATION FOR THE POST OF _____ IN
EAST DELHI MUNICIPAL CORPORATION ON DEPUTATION BASIS

1. Name and address in Block letters : _____
2. Date of Birth (in Christian era) : _____
3. Category to which belong viz.SC/ST/OBC etc. to be specified : _____
4. Date of retirement under Central/ State Government : Rules : _____
5. Educational Qualifications : _____

6. Whether education and other qualifications required for the post are satisfied : _____
(Please give details of qualification possessed)
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	TOTAL EMOLUMENTS DRAWN PER MONTH AS ON THE CRUCIAL DATE	OFFICE	NATURE OF DUTIES
FROM	TO					

7. Nature of present employment i.e. Adhoc or temporary or quasi- permanent or permanent : _____
8. 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
9. Additional details about present employment : _____
Please state whether working under:-
a. Central Government
b. State Government

- (e) Universities
(f) Others

10. Details of Pay Scale on initial appointment and subsequent promotions

Sl. No.	1st Appointment promotions	Date	Pay scale / Grade Pay	Whether held on Substantive/ Regular / Adhoc / ACP/MACP Basis
1.	Initial appointment in service			
2.	1 st 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 subsequent regular promotion in that grade also.

11. 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

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:- _____

Countersigning of
Head of Department

CERTIFICATE

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

1. It is certified that the particulars furnished by the officials are correct.
2. It is certified that no disciplinary / vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
3. The record of service of the officials 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.

1

**NAME OF THE OFFICER/ DESIGNATION
WITH OFFICIALS SEAL OF HEAD OF OFFICE**

Date: - _____

Note: - Application should be forwarded through proper channel with approval of Competent Authority.