



South Delhi Municipal Corporation  
Central Establishment Department  
22<sup>nd</sup> Floor, Dr. S.P. Mukherjee, Civic Centre  
J.L. Nehru Marg, New Delhi-110002

No. Dir (P)/CED/SDMC/DA-VII/2021/ 835

Dated: 11/08/2021

CIRCULAR

1. All Secretaries, Government of India.
2. All Chief Secretaries, States/ UTs.
3. Controller General of Defence Accounts, West Block V, RaK Puram, New Delhi-66
4. The Assistant Controller & auditor General, Office of the Controller and Auditor General of India, 10, Bahadur Shah Jafar, New Delhi
5. Controller General of Accounts, Min of Fin, 7<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003
6. Controller General of Account, Post & Telegraph Department, Patel Chowk, New Delhi
7. The Director (Local Bodies), 9<sup>th</sup> Level, A Wing Delhi Secretariat, IPS Estate, New Delhi
8. The Secretary (Services), GNCTD, New Sachivalaya, IPS Estate, New Delhi-02
9. Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt-10
10. Chief Executive Officer, Delhi Jal Board, Varunalaya, Jhandanwala, Delhi
11. The Chairman CBDT, Min of Fin, North Block, New Delhi-110001
12. The Chairman CBEC, Min of Fin, North Block, New Delhi-110001
13. The Chairman DDA, Vikas Sadan, INA, New Delhi-110023
14. The Director General (Works), CPWD, Nirman Bhawan, New Delhi-110001
15. The Secretary, New Delhi Municipal Council, New Delhi
16. National Informatics Centre Services Level '3' B Wing, Delhi Sachivalaya, Delhi-5110054
17. Educational Consultant India Ltd, EDCIL, House, 18A, Sector 16A, Noida-201301
18. Department of Telecommunications, Sanchar Bhawan, Rafi Marg, New Delhi-110001
19. Department of Electronics & Information Technology, Electronic Niketan, 6, CGO Complex Lodhi Road, New Delhi-110003
20. Department of Information Technology, 9<sup>th</sup> Level, B Wing Delhi Secretariat, Delhi-110013
21. Centre for Development of Advance Computing, 1<sup>st</sup> & 2<sup>nd</sup> Floor, E-25, Hauz Khas, New Delhi-110016
22. Centre for Development of Telematics, C-DOT Campus, Mehrauli, New Delhi-110030

Subject: Sponsoring the Names for Appointment of Director (IT) in South Delhi Municipal Corporation (SDMC) on Deputation basis

Sir/Madam,

Applications are invited for filling up of 01 post of Director (IT) in Pay Band 4 Rs. 37,400-67,000/- + Grade Pay Rs. 8700/- on deputation basis in South Delhi Municipal Corporation from eligible and willing officers. The eligibility conditions are as under:-

**Eligibility conditions:** Officers under the Central/State Govts./Union Territories/Universities/Autonomous Organization/Public Sector Undertaking/Statutory conditions:-

(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 the Pay Band 3 Rs. 15600-39100 + Grade pay Rs. 7600/- in parent cadre/department.

(b) Possessing the following educational qualification & experience:-

(i) Master Degree in Information Technology/Computer Application/Computer Science from a recognized University

Services-II Branch

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Date 17/08/2021

17/8/21  
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OR

- (ii) B.E/B. Tech in IT/Computer Science/Computer Technology/Computer Application from a recognized 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 centralized 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 recognized University & e-governance implementation experience in any organized sector with standards & proven practices.

2. Since, the SDMC follows the Rule/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 applications.

3. It is therefore, requested that the names of suitable and willing officers fulfilling the above conditions along with (i) their applications and bio-data with certifications 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) 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, 22<sup>nd</sup> 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 posts in deputation basis. Application performa is attached.

4. This may please be given TOP PRIORITY.

  
Administrative officer  
(Estt.)/ SDMC

Encls (One)

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

**APPLICATION FOR THE POST OF .....**

**SOUTH DELHI MUNICIPAL CORPORATION ON DEPUTATION BASIS**

1. Name & 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 is insufficient.

Period		Post Held	Pay Scale/Grade Pay	Office	Nature Duties	of
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 Government  
(c) Autonomous Organization  
(d) Government Undertaking  
(e) Universities  
(f) Others

11. Last Pay Scale on initial appointment and subsequent promotions.

Slr No	1 <sup>st</sup> Appointment/Promotion	Date	Pay Scale/Grade Pay	Whether held on Regular/Ad-hoc/ACP/MACP basis
1	Initial appointment in service			
2	1 <sup>st</sup> 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			

12. If financial up-gradation on ACP/MACP basis, please give details of regular promotion also.

13. 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

\_\_\_\_\_

Dated:

(Signature of the Candidate)  
Name & 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.

Dated

NAME OF THE OFFICER/DESIGNATION  
WITH OFFICIAL SEAL OF HEAD OF OFFICE

NOTE Application should be forwarded through proper channel with approval of Competent Authority