

No.A-35018/10/circular/2017/MF.CGA(A)/Gr.B/166  
Government of India  
Ministry of Finance  
Department of Expenditure  
O/o Controller General of Accounts  
Mahalekha Niyantak Bhavan, E-Block, GPO Complex,  
I.N.A., NEW DELHI

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Dated, the 21<sup>st</sup> May, 2018

CIRCULAR


Please find enclosed herewith the following vacancy circular regarding filling up of post as detailed below:-

S. No.	Letter No. & Organization	Date	Deputation post with scale	Eligibility
1.	No.AC(CED)/EDMC/2018/1898 14.04.2018  East Delhi Municipal Corporation (EDMC), Delhi.	dated	Administrative Officer/Assistant Assessor & Collector  In the scale of PB-2 (Rs.9300-34800) with GP Rs. 5400/Level-09.	For eligibility criteria may refer the EDMC letter dated 12.04.2018

The applications of willing and eligible Sr. AOs/AOs may please be forwarded to this office along with Vigilance Clearance Certificate/Integrity Certificate.

While forwarding applications for deputation, this office instructions contained in O.M. No.1064 dated 11<sup>th</sup> Feb 2016 may be kept in view.

Encl: As above

  
21/5/18  
(Chander Prakash)  
Sr. Account Officer (Gr.'B')

To,  
Sr.AO (ITD)-For website.



**East Delhi Municipal Corporation**  
**Central Establishment Department**  
Udyog Sadan, 419, Patparganj Indl. Area,  
Delhi- 110092



No.AC(CED)/EDMC/2018/ 1898

Dated:- 12.04.2018

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 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, 7<sup>th</sup> 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, New Delhi-110002.
9. The Secretary (Services), GNCTD, Delhi Sachivalaya, I.P. Estate, New Delhi-110002.
10. The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt.-110010.
11. The Registrar, Delhi High Court, New Delhi.
12. The Registrar of Courts, Tis Hazari Courts, Delhi
13. The Chairman, CDBT, 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-110011.

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**Subject :** Regarding sponsoring of names for appointment to the category Group 'A' & 'B' Posts in East Delhi Municipal Corporation, on deputation basis.

East Delhi Municipal Corporation of Delhi Intends to fill the following vacancies through deputation;

1. Assistant Commissioner/Deputy Assessor & Collector : (No. of vacancies-06 Nos.-Tentative likely to increase or decrease);

In Pay Band-3, Rs.15600-39100 + Grade Pay of Rs. 6600/- (or equivalent Pay Matrix under recommendation of 7<sup>th</sup> CPC)

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.

2. Administrative Officer/ Assistant Assessor and Collector. (No. of vacancies-04 Nos.-Tentative)

In Pay Band -2, Rs.9300-34800 + Grade Pay Rs. 5400/- (or equivalent Pay Matrix under recommendation of 7<sup>th</sup> CPC)

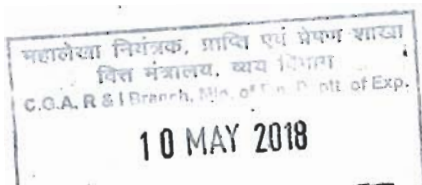
The concerned provision for appointment of deputation as per RRs, to the said post is as under:

By Deputation:

Officer under the Central Govt/State Govts.

- (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 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

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14.5.18



Possessing the educational qualifications and experiences 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 : Qualification 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 recognized university.

Note-3: The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration in 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 organization/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 regular basis by an officer prior to 01.01.2006 (the date from which the revised pay structure based on the 6<sup>th</sup> 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 posts(s) for which that grade pay/pay scale is the normal replacement grade without any up-gradation.

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 the names of the suitable and willing officers fulfilling the prescribed conditions, along with their application, bio-data, ACRs for the preceding five (5) years, Integrity certificate, vigilance clearance certificate, cadre clearance certificate for three (3) years, Major Minor Penalty (MNP) certificate for the last Ten Years etc., may please be forwarded to the Assistant Commissioner (Central Establishment Department), Ground Floor, Auditorium Block, Udyog Sadan, F.I.E.-419, Industrial Area, Patparganj, Delhi-110092, 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

  
(K.D. Verma)

Assistant Commissioner(CED)

**Copy to:-**

1. Secretary, UPSC for Information.
2. Hon'ble Mayor of East Delhi for kind information please.
3. OSD (Admn.) to Commissioner for Information to the Commissioner, East DMC.
4. A.O.(IT), SDMC, Civic Centre, New Delhi with the request to upload the Circular in East Delhi Municipal Corporation Website.
5. A.O. (IT), East DMC with a request to ensure the uploading the Circular on East Delhi Municipal Corporations Website.
6. Director (P&I) for getting the same published in the Employment News and leading newspaper as per practice, though a compact notification as enclosed separately.

**APPLICATION FOR THE POST OF \_\_\_\_\_  
IN EAST DELHI MUNICIPAL CORPORATION ON DEPUTATION BASIS.**

1. Name of Address In Black Letters \_\_\_\_\_  
\_\_\_\_\_

2. Date of Birth (In Christian era) \_\_\_\_\_

3. Date of retirement under Central/  
State Government Rules \_\_\_\_\_

4. Education Qualification \_\_\_\_\_  
\_\_\_\_\_

5. Whether educational 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 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	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 Organization

(d) Government Undertaking

(e) Universities

(f) Other



11. Details of pay Scale on initial appointment and subsequent promotions.

Sl. No.	List appointment /promotion	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.

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)

1. It is certified that the particulars furnished by the official 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 official 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.

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

DATE \_\_\_\_\_