



EAST DELHI MUNICIPAL CORPORATION
Central Establishment Department
Udyog Sadan, 419, Patparganj Indl. Area,
Delhi- 110092



सर्व्वे सन्तु सुखिनः

No. AC/(CED)/ASO-1/EDMC/2018/1629

Date:- 15/02/18

Circular

1. All Secretaries, Government of India.
2. All Chief Secretaries, State /UTs.
3. The Controller General of Defence Accounts, West Block-V, R.K. Puram, New Delhi.
4. The Assistant Comptroller and Auditor General, O/o the Comptroller & Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi.
5. The Special Secretary (Services) Service Department, Service-I Branch, Delhi Secretariat, 7th Floor, B- Wing, IP Estate, New Delhi-110002.
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. Secretary (Revenue), Deptt. of Revenue, Govt. of India, North Block, New Delhi-01.
9. The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt.-110010.
10. The Chairman, Central Board of Direct Tax, Ministry of Finance, North Block, New Delhi.
11. The Chairperson, Central Board of Excise & Customs, Ministry of Finance, North Block, New Delhi.
12. The Registrar, Delhi High Court, New Delhi.
13. The Chairman, DDA, Vikas Sadan, INA, New Delhi.
14. The Director General (Works), CPWD, Nirman Bhawan, New Delhi-110011.
15. The Secretary, New Delhi Municipal Council, New Delhi.
16. The Director (Local Bodies), GNCTD, Delhi Sachivalaya, I.P. Estate, New Delhi-110002.

Subject:- Sponsoring of names for appointment to the following post Chief Vigilance Officer, Chief Law Officer, Assessor & Controller & Director (Primary Education) in EDMC on deputation basis.

Sir/Madam,

East Delhi Municipal Corporation of Delhi intends to fill following posts through deputation;

S. No.	Name Post	Vacant Post	Pay Band & Grade Pay	Eligibility Criteria
1.	Assessor & Collector	01	Pay Band -4 (Rs.37400-67000) - Grade Pay 890 (Level 13-A un'fer 7 th CPC)	Officer of Indian Administrative Service /Central Government / State Government/ Union Territories / Indian Revenue Service (Income Tax Department) (a)(i) Holding analogous post on regular basis in the parent cadre/department; OR (ii) With 2 years' services in grade rendered after appointment therein on regular basis in PB-4 of Rs.37400-67000/- with Grade Pay 8700/- or equivalent in the parent cadre/department; OR (iii) With 7years' services in the grade rendered after appointment thereto on regular basis in the Pay Band-3, Rs.15600-39100 with Grade Pay 7600 or equivalent in the parent cadre/department; and (b) Possessing 12 years' experience including 5 years in Revenue related work.
2.	Chief Vigilance Officer	01	Pay Band-4 (Rs.37400-67000)+ Grade Pay 10000/- equivalent to level-14 as per 7 th CPC	Group 'A' Service officer, of Central Government fulfilling the following criteria - (a) Not below the rank of Dy. Secretary to Govt. of India or equivalent, (b) Unblemished record of service and integrity beyond doubt or equivalent, (c) Should not be from East Delhi Municipal Corporation, (d) Should not have worked as CVO in East Delhi Municipal Corporation (e) Should not have crossed the age of 55 years as on the last date for receipt of application, (f) Must have grading not lower than 'Very Good' in APARs for the last five years.

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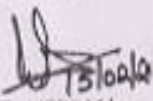
3.	Education Officer-cum-Director (Primary Education)	01	Pay Band-4 + Grade Pay Rs.10000/- (or equivalent Pay Matrix under recommendation of 7 th CPC)	(a) Officers of All Indian Services/Central/State Govt./U.Ts.: (i) Holding analogous post on a regular basis in the parent cadre/department or; (ii) with 5 years' regular service in the posts in the scale of pay of Rs.3700-5000 (pre-revised) (revised PB-3 Rs.15600-39100+GP Rs.7600) or equivalent, or; (iii) With 3 years' regular service in the posts in Pay Band- 4 Rs.37400-67000+ Grade Pay Rs.8700/- or equivalent, and (b) Possessing following Education 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.
4.	Chief Law Officer	01	Pay Band-4(Rs.37400-67000) + Grade Pay 8900 (Pre-revised) Revised to level -13 A under 7 th CPC.	Officers having the experience of handling legal affairs/ matters and who are working in the Central/State Govt./Union Territories/Public Sector Undertaking/Statutory or Autonomous Organisations under the Central / State Govt., are eligible for appointment to the post of Chief Law Officer in EDMC. The eligibility for appointment to the post are as under:- (i) An officer of the aforesaid category holding analogous posts on regular basis in the parent cadre/ department; or (ii) With 2 years' regular service in the grade rendered after appointment there to on regular basis in the Pay Band-4, Rs.37400-67000+GP Rs.8700/- or equivalent in the parent cadre /department; (iii) With 7 years' service in the grade rendered after appointment there to on regular basis in the Pay Band 3 of Rs.15600-39100+GP 7600/- or equivalent in the parent cadre/department; (iv) Possessing the following educational qualifications and experience ; (a) Degree in Law from a recognized University or equivalent; (b) 15 Years; experience in legal work involving Civic Laws, Labour Law, Taxation, Arbitration and prosecution Matters.

2. Since the EDMC follows the Rules/Regulations/Instructions of the Govt. of India, the laid down terms and conditions of Govt. of India shall be applicable mutatis mutandis to the officer on deputation basis in East Delhi Municipal Corporation. Further, the maximum age limit for appointment by deputation shall be not exceeding 56 years as on closing date of receipt of application.

3. 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.

4. It is, therefore, requested that 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.
3. OSD (Admn.) to Cmr. for information to the Commissioner, East dmc.
4. A.O (IT), SDMC, Civic Centre, New Delhi with the request to upload the Circular on East Delhi Municipal Corporation Website.
5. A.O (IT), East DMC with a request to ensure the uploading of the Circular on East Delhi Municipal Corporation Website.
6. Director (P&I) for getting the same published in the Employment News and leading newspapers as per prevailing practice, through 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 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)

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 _____