



**EAST DELHI MUNICIPAL CORPORATION**  
ASSESSMENT & COLLECTION DEPARTMENT (HQ)  
419, FIE, GROUND FLOOR, UDYOG SADAN,  
PATPARGANJ IND. AREA, DELHI-110092



NO. Tax/EDMC (HQ)/2018/ D-1123

Dated : 01.06.2018

**NOTICE**

With the approval of competent authority, East Delhi Municipal Corporation. Property Tax Department, East Delhi Municipal Corporation invites applications for filling up the following posts from retired officers of Govt. of India/State Govt./ Autonomous Bodies on contractual basis initially for a period of one year, extendable further depending upon the requirement and their performance. The age limit of the applicant should be more than 60 years but not more than 75 years :

Sl. No.	Category	No. of vacancies	Fixed remuneration	Experience
1	Chief Consultant	01	Rs.60,000/- plus admissible taxes (service tax etc.) per month.	More than 15 years of Group'A' service in the field of taxation, preferably Property Tax & drawing last salary in PB-4 with GP-8700 & above

**LAST DATE OF SUBMITTING THE APPLICATION : 22.06.2018**

**Applications should be submitted at the following address :**

Dy.Assessor & Collector (HQ)  
Assessment & Collection Department (HQ),  
419, F.I.E, Ground Floor, Udyog Sadan,  
Patparganj Industrial Area, Delhi-110092.

**For details, log on to [www.mcdonline.gov.in](http://www.mcdonline.gov.in)**

*S. K. Jain*

S. K. JAIN  
Asstt. Assessor & Collector (HQ)  
EDMC

**Instructions for applicants :**

1. The applicant shall send their application in the attached format latest by **22.06.2018**.
2. Form should be duly filled up with photograph pasted at the space provided in the prescribed format.
3. The date of interview will be informed to the shortlisted candidates & notified on the EDMCs website also.
4. Sending applications through e-mail does not necessarily mean that applicant shall be called for interview. Only those candidates will be called for interview who are found suitable as per the criteria, keeping in view the requirement of the work to be carried out. In this regard, no communication either by e-mail or phone etc. shall be entertained.
5. No TA/DA will be paid for attending the interview.

**Works and Functions :**

- i. Help in the 10% random verification of properties data provided by survey of properties submitted by outsourced agency - Work related in the tender for "Survey of properties & IT enabled Property Tax Management in EDMC".
- ii. Help in the work related to digitization of record pertaining to Property Tax Department.
- iii. Help in the work related to UPIC No., UPIC smart cards and E-passbooks.
- iv. Supervision of all the tasks assigned to the Consultants.
- v. Will help in scrutiny related work & recovery of tax.
- vi. Coordination with GSDL & Tech Mahindra in survey related work.  
Any other miscellaneous work assigned by the higher authorities.

*S K Jain*  
**(Sanmati Kumar Jain)**  
**Asstt. Assessor & Collector (HQ)**  
**East Delhi Municipal Corporation**

**S. K. JAIN**  
 Asstt. Assessor & Collector (HQ)  
 EDMC

**Copy to:**

1. Assessor & Collector, EDMC
2. Jt.A&C(HQ)
3. OSD to Commissioner
- ✓ 4. A.O.(I.T) - to upload the notice on the official website
5. Director(P & I) - to publish the notice in the leading newspapers in English & Hindi
6. Office copy

*Copy*  
*1/16/18*  
*PEO*



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**APPLICATION FORMAT**

PHOTO

SIGNATURES

1. Name of the post applied for \_\_\_\_\_
2. Gender(Male/Female) \_\_\_\_\_
3. Name of the candidate \_\_\_\_\_  
(in block letters)
4. Father's/Husband's name \_\_\_\_\_
5. Date of birth(DD/MM/YY) \_\_\_\_\_
6. Address for communication \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. E-mail address \_\_\_\_\_
8. Contact no.(a)Landline \_\_\_\_\_ (b)Mobile \_\_\_\_\_
9. Experience(Enclose separate sheets, if required) :
  
10. Previous Employer:
  
11. Post held at the time of retirement \_\_\_\_\_
12. Pay Matrix & Grade Pay at the time of retirement \_\_\_\_\_
13. Proficiency in working on Computer(Yes/No) \_\_\_\_\_
14. Details of training undergone, if any \_\_\_\_\_
15. Any other special achievement \_\_\_\_\_
16. Whether any RDA/Disciplinary action pending(Yes/No) \_\_\_\_\_

S. K. JAIN  
Asstt. Assessor & Collector (HQ)  
EDMC



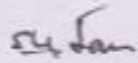
**Declaration to be signed by the candidate**

I hereby declare that above particulars mentioned in the application are correct and true to the best of my knowledge and belief and nothing material fact/information has been suppressed or concealed therefrom. If particulars mentioned by me are found false or incorrect at any stage, then my services shall be liable to be terminated without any notice.

Signature of the applicant

Place :

Date :



S. K. JAIN  
Asstt. Assessor & Collector (HQ)  
ED/IC