

Circular regarding sponsoring of names for appointment to the post of Deputy Director of Education (now designated as Deputy Director (Education)) in Municipal Corporation of Delhi on Deputation (ISTC) basis.

Director Personnel <director-ced@mcd.nic.in>

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To "Sameer Sharma"<cs@ap.gov.in>,"Naresh Kumar"<cs-arunachal@nic.in>,"Jishnu IAS"<cs-assam@nic.in>,"Chief Bihar"<cs-bihar@nic.in>,"Chief Office"<csoffice.cg@gov.in>,"Chief Secretary"<cs-go@nic.in>,"chiefsecretary"<chiefsecretary@gujarat.gov.in>,"Mr VARDHAN"<cs@hry.nic.in>,"Ram Singh"<cs-hp@nic.in>,"Shri Singh"<cs-jharkhand@nic.in>,"cs"<cs@karnataka.gov.in>,"officeofcs"<officeofcs@gmail.com>,"Dr.V.P.Joy IAS"<chiefsecy@kerala.gov.in>,"Iqbal Bains"<cs@mp.nic.in>,"cs"<cs@maharashtra.gov.in>,"cs-manipur"<cs-manipur@nic.in>,"cso-meg"<cso-meg@nic.in>,"MSRao"<raoms@gov.in>,"cs miz"<cs_miz@rediffmail.com>,"cs-mizoram"<cs-mizoram@nic.in>,"Mr ALAM"<csnlg@nic.in>,"csori"<csori@od.gov.in>,"cs"<cs@punjabmail.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"Mr Gupta"<cs-skm@hub.nic.in>,"cs"<cs@tn.gov.in>,"CS Telangana"<cs@telangana.gov.in>,"cs-tripura"<cs-tripura@nic.in>,"CHIEF GoUP"<csup@nic.in>,"chiefsecyuk"<chiefsecyuk@gmail.com>,"chief secretary"<cs-uttarakhand@nic.in>,"chief secretary"<cs-uttaranchal@nic.in>,"Shri Dwivedi"<cs-westbengal@nic.in>,"Chief Andamans"<cs-andaman@nic.in>,"adcgovpb"<adcgovpb@gmail.com>,"Administrator administrator"<administrator-dnh@nic.in>,"cs-jandk"<cs-jandk@nic.in>,"narulau"<narulau@ias.nic.in>,"Advisor LG"<advisor-lg-ladakh@gov.in>,"A. Anbarasu IAS"<lk-advisor@gov.in>,"Praful Patel"<lk-admin@nic.in>,"Shri Dev"<csdelhi@nic.in>,"Chief CS"<cs.pon@nic.in>,"CGDA Office"<cgda@nic.in>,"CAG Office"<cagoffice@cag.gov.in>,"KV Hamza"<sys@nic.in>,"dgposts"<dgposts@indiapost.gov.in>,"S. B. Kumar"<secservices@nic.in>,"ceodelhicantt"<ceodelhicantt@gmail.com>,"Sanjay Sharma"<rga.dhc@nic.in>,"J B Mohapatra"<chairmancbdt@nic.in>,"vcdda"<vcdda@dda.org.in>,"SHAIENDRA SHARMA"<cpwd_dgw@nic.in>,"Chairperson NDMC"<chairperson@ndmc.gov.in>,"Vivek Johri"<chmn-cbic@gov.in>,"RAJIB CHOUDHURY"<rajib_3441@dmrc.org>,"Renu Sharma"<psud@nic.in>,"Trilochan Mohapatra"<dg.icar@nic.in>

Please find attached Circular No. AO/SO-IV/CED/2026/D-1375 dated 10.06.2026 regarding sponsoring of names for appointment to the post of Deputy Director of Education (now designated as Deputy Director (Education)) in Municipal Corporation of Delhi on Deputation (ISTC) basis along with proforma for application. The names of suitable and willing officers fulfilling the prescribed conditions, along with their application, Bio-data duly attested by Employer, ACRs for the preceding five (5) years, integrity Certificate, Vigilance Clearance and Cadre Clearance etc. may please be forwarded, **within Six weeks** from the issuance of this circular, to the office of Director Personnel, Municipal Corporation of Delhi, 22nd Floor, Dr. S.P. Mukherjee Civic Centre, J.N. Nehru Marg, New Delhi-110002, for uploading on the MCD website.

**Administrative Office
Central Establishment Department
Municipal Corporation of Delhi.**

1 Attachment(s)

Circular No. 1375.pdf

3 MB



**MUNICIPAL CORPORATION OF DELHI
CENTRAL ESTABLISHMENT DEPARTMENT
OFFICE OF THE DIRECTOR (PERSONNEL)**

22nd Floor, E-1 Block, Dr. S.P. Mukherjee Civic Centre,
J.L. Nehru Marg, New Delhi-110002
Tel. 011-23227212, 011-23227251
Email ID : director-ced@mcd.nic.in

No.AO/SO-IV/CED/2026/D-1375

Dated: 10.06.2026

CIRCULAR

1. All Secretaries, Government of India.
2. All Chief Secretaries, States/UTs
3. Municipal Corporation/Municipalities of All States/UTs
4. The Controller General of Defence Accounts, West Block V, RK Puram, New Delhi -110066
5. The Assistant Controller and Auditor General, office of The Controller and Auditor General of India, 10, Bahadur Shah Safar, New Delhi.
6. The Controller General of Accounts, Min of Fin., 7th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003
7. The Controller General of Accounts, Post & Telegraph Deptt., Patel Chowk, Delhi
8. The Director (Local Bodies), 9th Level, A Wing, Delhi Secretariat, IP Estate, Delhi
9. The Secretary(Services), GNCTD, New Sachivalaya, IP Estate, New Delhi-110002
10. The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt.-10
11. The Chief Executive Officer, Delhi Jal Board, Varunalaya, Jhandanwala, Delhi.
12. The Chairman CDBT, Ministry of Finance, North Block, New Delhi-110001.
13. The Vice Chairman, DDA, Vikas Sadan, INA, New Delhi
14. The Director General Works, CPWD Nirman Bhawan, New Delhi - 110001
15. The Secretary, New Delhi Municipal Council, New Delhi.
16. The Dy. Secy. (Services), GNCTD, Players Bldg., IP Estate, New Delhi.
17. National Informatics Centre Services Level '3' B Wing, Delhi Sachivalaya, Delhi-110054
18. Educational Consultants India Ltd, EDCIL House, 18A Sector-16A, Noida-201301.
19. Department of Telecommunications, Sanchar Bhawan, Rafi Marg New Delhi 110001
20. Deptt. of Electronics & Information Technology, Electronic Niketan, 6, CGO Complex Lodhi Road New Delhi-110003
21. Deptt. of Information Technology, 9th level, B wing Delhi Secretariat, Delhi 110013.
22. Centre for Development of Advanced Computing, Ist & 2nd Floor, E-25, Hauz Khas, New Delhi - 110016
23. Centre of Development of Telematics, C-Dot Campus, Mehrauli, New Delhi 110030

Subject:- Sponsoring of names for appointment to the post of Deputy Director of Education [now designated as Deputy Director(Education)] in Municipal Corporation of Delhi, on deputation(ISTC) basis

Sir/Madam,

I am directed to communicate herewith that the applications are invited from the eligible and willing officers to fill up the **Seven (07)** post of Deputy Director of Education [now designated as Deputy Director(Education)], Category "**A**" post in Pay Level-12 of Pay Matrix as per 7th CPC (Pre-revised Pay Band-3 Rs.15600-39100+GP Rs.7600/-) in Municipal Corporation of Delhi(MCD) on deputation(ISTC) basis, in terms of guidelines and instructions issued from time to time by DoP&T.

- 2.** As per recruitment regulations applicable to the aforesaid post, the officers under the Central/State Governments/UTs/Autonomous education institutions fulfilling the following conditions are eligible to be considered:-

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

or

(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-3, Rs.15600-39100/- plus Grade Pay of Rs.6600/- (equivalent to Level-11 of pay matrix as 7th CPC) or equivalent in the parent cadre/department; and

(b) Possessing the following educational qualification and experience:

- (i)** Masters degree in any subject plus
- (ii)** Graduate degree in Education/Physical Education/Nursery Education.
- (iii)** Seven years experience in Education out of which two years experience in Education Administration.

- 3.** Since the MCD follows the Rules/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 officers on deputation basis in MCD. Further, the maximum age limit for appointment by transfer on deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

- 4.** It is, therefore, requested that the names of suitable/eligible and willing officers, fulfilling the above prescribed conditions may please be forwarded to the Director (Personnel), Municipal Corporation of Delhi, 22nd Floor, Dr. SP Mukherjee, Civic Centre, Jawahar Lal Nehru Marg, New Delhi -110002 along with following documents **within six weeks from the issuance of this Circular:-**

- a) Applications and Bio-data in the prescribed proforma [as per enclosed **Annexure "A"**] duly signed by the volunteering officer and forwarded through proper channel [with certification that the entries in the applications have been verified from the records and found correct];
- b) Cadre clearance of Three(03) years;
- c) Integrity certificate;
- d) Vigilance Clearance Certificate, including that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the officer concerned;
- e) ACRs/APARs dossiers of ACRs/APARs for the preceding Five (05) years (The photo copies of APAR/ACRs should be attested on each page by an officer not below the rank of Under Secretary or equivalent rank);
- f) List of major/minor penalties, if any imposed on the officer concerned during the last ten years/No penalty certificate, etc.

5. This may please be given **TOP PRIORITY** and an advance copy may also be e-mailed at **director-ced@mcd.nic.in.**

Enclosure: - As stated


(Gaurav Chaturvedi)
Assistant Commissioner(Estt.)
Municipal Corporation of Delhi

Copy to: - Director(IT) with a request to upload the above Circular on MCD website for its wider publicity.

BIO-DATA/CURRICULUM VITAE PROFORMA**PHOTO****APPLICATION FOR THE POST OF DEPUTY DIRECTOR OF EDUCATION IN
MUNICIPAL CORPORATION OF DELHI ON DEPUTATION BASIS.**

1.	Name (in Block Letters)	
2.	Father's/Husband's Name	
3.	Date of Birth (in Christian era)	
4.	a). Date of entry in service	
	b). Date of Retirement under Central/State Govt. Rules	
5.	Nationality	
6.	Male/Female	
7.	Marital Status	
8.	Whether belongs to SC/ST/OBC category	
9.	(i) Present/Correspondence Address: Phone No.:	
	(ii) Permanent Address: Phone No.:	
10.	Post held on regular basis: (a) Name of the post (b) Date from which held (c) Pay Scale (Pay Level)	

11. Educational Qualification:-

S. No.	Qualification	Subject	Year of passing/Division	Institute

11.1	Whether, Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
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- 12. Experience & Employment details [In reverse chronological order]:-**
(Attach extra sheet, duly authenticated by your signature, if space below is insufficient)

S. No.	Post Held on regular basis	Organisation / Deptt.	Period		Pay Level/Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (In details) highlighting experience required for the post applied for
			From	to		

13. Nature of present employment i.e. Adhoc or temporary or quasi-permanent or permanent _____

14. 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 _____

(c) Name of Parent Office/Organization _____

15. 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) Others

16. Details of Pay Scale on initial appointment and subsequent promotions:-

S. No.	Ist appointment /Promotion(s)	Date	Pay Level/Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Whether held on Regular/Adhoc

16.1 Details of financial up-gradation on ACP/MACP basis with Pay Level/Pay Band and Grade Pay/Pay Scale where such benefits have been drawn by the applicant, may be indicated below:-

S. No.	Office/ Institution	Pay Level/Pay Band and Grade Pay/Pay Scale drawn under ACP/MACP Scheme	From	To

17. 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 less.

18. Remarks if any,

UNDERTAKING

I have carefully gone through the vacancy circular and I am well aware that the information furnished in the curriculum Vitae duly supported by the documents in respect of Essential Qualification/Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. Further, I solemnly affirm that the above information/details submitted by me are correct and true to the best of my knowledge & belief and no material fact having a bearing on my selection has been suppressed/withheld. I also undertake that in the event of my selection to the above post, I will not withdraw my candidature or decline the post when offered.

Signature of the candidate
Phone/Contact No. _____

Dated: _____

Countersigned
(Employer)
Name of officer/Designation
With official seal

List of enclosures :

Certificate

(To be given by Employer/Cadre Controlling Authority of the Applicant)

1. It is certified that the particular furnished by the applicant i.e. Sh./Smt./Ms. _____ are correct as per facts available on records.
2. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from Vigilance perspective.
3. It is certified that the record of service of the officer concerned has been carefully scrutinized.
4. It is certified that there is no doubt about his/her integrity.
5. It is certified that the officer concerned is eligible to hold this post as per the provisions of the Recruitment Rules mentioned in deputation vacancy circular.
6. It is certified that the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in the advertisement and if selected, he/she will be relieved immediately.
7. His/her ACRs/APARs dossiers (Photo-copies) of ACRs/APARs for the preceding Five (05) years [duly attested by an officer not below the rank of Under Secretary or equivalent rank] are enclosed.

**NAME OF THE OFFICER/DESIGNATION
WITH OFFICIAL SEAL**

DATE

NOTE: Application should be forwarded through proper channel with approval of competent authority.