

Fwd: Circular regarding sponsoring names for appointment to the post of Additional Commissioner in Municipal Corporation of Delhi on deputation basis.

SD Shri Dharmendra <csdelhi@nic.in>  
Wed, 02 Apr 2025 10:06:55 AM +0530  
To "Sh Anil Kumar Singh" <secservices@nic.in>



From: "Director Personnel" <director-ced@mcd.nic.in>  
To: "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, adcgovpb@gmail.com, "Office of the Administrator DNH DD" <administrator-dnh@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "Sh. Umang Narula" <narulau@ias.nic.in>, "Advisor to LG" <advisor-lg-ladakh@gov.in>, "Advisor to the Administrator UTL" <lk-advisor@gov.in>, "Praful Patel" <lk-admin@nic.in>, "Shri Dharmendra" <csdelhi@nic.in>, "Dr Sharat Chauhan, I.A.S, Chief Secretary to Government, Government of Puducherry" <cs.pon@nic.in>, "CGDA Office" <cgda@nic.in>, "CAG Office" <cagoffice@cag.gov.in>, "KV Hamza" <sys@nic.in>, "Director General Posts" <dgposts@indiapost.gov.in>, "Sh Anil Kumar Singh" <secservices@nic.in>, ceodelhicannt@gmail.com, "Manoj Kumar Verma" <rga\_dhc@nic.in>, "SH Ravi Agrawal" <chairmancbdt@nic.in>, vcdda@dda.org.in, "Satinder Pal Singh" <cpwd\_dgw@nic.in>, "Chairperson NDMC" <chairperson@ndmc.gov.in>, "Shri Sanjay Kumar Agarwal" <chmn-cbic@gov.in>, "RAJIB DHAR CHOUDHURY" <rajib\_3441@dmrc.org>, "Shri Navin K. Choudhary" <psud@nic.in>, "Dr(Mr) Himanshu Pathak" <dg.icar@nic.in>

Sent: Wednesday, April 2, 2025 9:08:56 AM

Subject: Circular regarding sponsoring names for appointment to the post of Additional Commissioner in Municipal Corporation of Delhi on deputation basis.

Please find attached Circular No. AO (Estt.)-II/SO-I/CED/MCD/2025/05 dated 01.04.2025 regarding sponsoring names for appointment to the post of Additional Commissioner in Municipal Corporation of Delhi on deputation 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 a period of 30 days 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.

Administrative Officer  
Central Establishment Department  
Municipal Corporation of Delhi

Regards  
O/o The Chief Secretary, Delhi

M. L. L. S.  
SS (serv) I

1 Attachment(s) Download as Zip

Addl Comm. circular dt 01.04.20...pdf

1.1 MB

DS-ISO

SO (CDN) 08/4/25  
SN Yogesh





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**MUNICIPAL CORPORATION OF DELHI**  
CENTRAL ESTABLISHMENT DEPARTMENT  
22<sup>nd</sup> FLOOR, E-1 BLOCK, DR. SHYAMA PRASAD MUKHERJEE CIVIC CENTRE  
JAWAHARLAL NEHRU MARG, NEW DELHI-110 002

No. AO (Estt.)-II/SO-I/CED/MCD/2025/ 66

Dated: 01/04/2025

**CIRCULAR**

1. All Secretaries, Government of India.
2. All Chief Secretaries, States/UTs.
3. The Chairman, Railway Board, Ministry of Railways, New Delhi.
4. Secretary General/ Rajya Sabha/Lok Sabha.
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 Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt-110010.
8. The Chairman, CBDT, Ministry of Finance, North Block, New Delhi
9. The Chairman, CBEC, Ministry of Finance, North Block, New Delhi
10. The Chairman, DDA, Vikas Sadan, INA, New Delhi.
11. The Director General (Works), CPWD, Nirman Bhawan, New Delhi-11.
12. The Spl. Secretary (Services), Services Deptt., Services-I Branch, Delhi Secretariat, 7<sup>th</sup> Floor, B-Wing, I. P. Estate, New Delhi.
13. The Secretary, Department of Telecommunications.

**Sub: - Sponsoring names for appointment to the post of Additional Commissioner in Municipal Corporation of Delhi on deputation basis.**

Sir/Madam,


I am directed to communicate that few posts of Addl. Commissioner in PB-4, Rs. 37400-67000+ G.P.-10,000 (Level-14 of pay matrix in 7<sup>th</sup> CPC) are vacant/likely to fall vacant in Municipal Corporation of Delhi on deputation basis. Therefore, fresh applications are invited for the above mentioned post meeting the following eligibility criteria in term of guidelines and instructions issued from time to time by DOPT :-

2. As per provisions to the post of Additional Commissioner, Officers of the Indian Administrative Service or other All India Service or Central Services (Group-"A") holding analogous posts in PB-4 Rs. 37400-67000+ GP 10,000/- or 3 years service in the Grade Pay of 8700/- or equivalent are eligible for the post.

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

4. It is, therefore, requested that the names of suitable and willing officers fulfilling above conditions, alongwith (i) their Applications and Bio-data with certification that the entries in the application have been verified from the records and found correct.(ii) ACRs/APRs for the preceding five (5) 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 for at least 03 years 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), Municipal Corporation of Delhi, 22<sup>nd</sup> Floor, Dr. S. P. Mukherjee Civic Centre, J. L. Nehru Marg, New Delhi-110002, within 30 days from the date of issuance of this Circular, to enable us to consider selection for appointment to the above-said post on deputation basis. Application Proforma is attached.

5. This may please be given **TOP PRIORITY**.

  
**Administrative Officer (Estt.)**

Copy to: - Dir. (IT), with the request to upload the Circular on MCD's website for wider publicity.



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APPLICATION FOR THE POST OF .....IN MUNICIPAL CORPORATION OF DELHI ON  
DEPUTATION BASIS.

- 1 Name and address in Block letters :- .....
- 2 Mobile No. & Email ID, if any :- .....
- 3 Date of Birth (in Christian era) :- .....
- 4 Date of retirement under Central/State Government Rules :- .....
- 5 Educational Qualifications :- .....
- 6 Whether education and other qualification required for the post are satisfied :-  
(Details of given qualification) .....
- 7 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, ment held on deputation/contract basis :- .....
- 8 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 Pay	Office	Nature of Duties
From	To				

- 9 Nature of present employment i.e. Adhoc or temporary or quasi-permanent or permanent :- .....
- 10 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
- 11 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



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Sl. No.	Details of Pay Scale on initial appointment and subsequent promotions.	Date	Pay Scale/Grade Pay	Whether held on Regular/Adhoc/ACP/MACP basis
1				
2				
3				
4				
5				

\* If financial up-graduation 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

14 Remarks

Date:-

Signature of the candidate:-  
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.

Signature of the candidate:-  
Address:-  
NAME OF THE OFFICER/DESIGNATION  
WITH OFFICIAL SEAL OF HEAD OF OFFICE

DATE:-

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

**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.
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Signature of the candidate:-  
Address:-  
NAME OF THE OFFICER/DESIGNATION  
WITH OFFICIAL SEAL OF HEAD OF OFFICE

DATE:-

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