

**NORTH DELHI MUNICIPAL CORPORATION**  
**Central Establishment Department**  
**13th Floor, Dr. S.P. Mukherjee Civic Centre,**  
**New Delhi - 110002.**

No. F.11(3)/CED(II)/86/Pt.VI/RK/2021/1706

Dated: 14/12/2021

**CIRCULAR**

- 1) **The Chief Secretary,  
Government of NCT of Delhi.**
- 2) **All the Secretaries,  
Government of India.**
- 3) **All the Chief Secretaries,  
States / Union Territories.**



**Subject: Regarding sponsoring the names of suitable applicants for appointment to the post of Additional Deputy Commissioner / Joint Assessor & Collector, Assistant Commissioner / Deputy Assessor & Collector and Administrative Officer / Assistant Assessor & Collector on deputation basis in the North DMC.**

Sir/Madam,

I am directed to state that the following posts are lying vacant / likely to fall vacant in near future in North Delhi Municipal Corporation and required to be filled up on deputation basis. Therefore, fresh applications are invited in the attached format, the detail of the posts is as under: -

S. No.	Name of Post	Pay Scale
1	<b>Additional Deputy Commissioner / Joint Assessor &amp; Collector</b>	<b>Pay Level-12 as per pay matrix of 7<sup>th</sup> CPC</b>
<b>Eligibility Criteria:</b> Officers of the IAS, Central Services Group 'A' and State Civil Service Class-I drawing a minimum basic pay of Rs. 78,800/- under 7 <sup>th</sup> CPC.		
2	<b>Assistant Commissioner / Deputy Assessor &amp; Collector</b>	<b>Pay Level-11 as per pay matrix of 7<sup>th</sup> CPC</b>
<b>Eligibility Criteria :</b> 'Officers of DANICS/GNCTD/Central Govt.: <ol style="list-style-type: none"> <li>(i) Holding analogous posts on regular basis in the parent cadre or department ; or</li> <li>(ii) Officer with 5 years regular service rendered after appointment thereto on regular basis in the grade in Level -09 (53100-167800) or 10 (Rs. 56100-177500) in the pay matrix in the parent cadre or department having following qualifications and experience.               <ol style="list-style-type: none"> <li>(a) Degree from a recognized University or equivalent.</li> <li>(b) 3 years experience of assessment and valuation of properties or administrative experience in supervisory capacity.</li> </ol> </li> </ol>		
3	<b>Administrative Officer / Assistant Assessor &amp; Collector</b>	<b>Pay Level-09 as per pay matrix of 7<sup>th</sup> CPC</b>
<b>Eligibility Criteria :</b> "Officers under the Central Government / State Government : <ol style="list-style-type: none"> <li>(a) (i) Holding analogous posts on regular basis in the parent cadre or department; or</li> <li>(ii) With 2 years' service in the grade rendered after appointment thereto on a regular basis in Level- 08 of pay matrix or equivalent in the parent cadre/ department; or</li> <li>(iii) With 3 years' service in the grade rendered after appointment thereto on a regular basis in Level- 07 of pay matrix or equivalent in the parent cadre/ department; and</li> <li>Essential:               <ol style="list-style-type: none"> <li>(i) A degree from a recognized University.</li> <li>(ii) 3 years experience of Assessment and valuation of properties or administrative experience in a responsible position.</li> </ol> </li> <li>Desirable: A degree in law from a recognized University.</li> </ol>		

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Since, the North Delhi Municipal Corporation follows the Rules & Regulations/ Instructions issued by the Government of India from time to time, the laid down terms and conditions of deputation of the Government of India shall be applicable *mutatis mutandis* to the officer on deputation basis.

It is, therefore, requested that the names of suitable and willing officers along with their Application (Specimen enclosed), Bio-data, ACRs for the preceding five (5) years, Integrity Certificate, Vigilance Clearance and Cadre Clearance etc. must be reached in the office of **Director (Personnel), Central Establishment Department, North Delhi Municipal Corporation, 13<sup>th</sup> Floor, Dr. Shyama Prasad Mukherjee Civic Centre, New Delhi-110002** within a period of 45 days from the issuing date of Circular.

This may kindly be given **PRIORITY.**

**Encl:** - As above

  
(Dr. Deepak Sharma)  
Director (Personnel)

**Copy to:**

1. Addl. Director (IT) / S.O-I/ (CED) with the request to upload the same on the website of North DMC

  
(Dr. Deepak Sharma)  
Director (Personnel)

**APPLICATION**

PHOTO

**Post applied for: Additional Deputy Commissioner / Joint Assessor & Collector, Assistant Commissioner / Deputy Assessor & Collector and Administrative Officer / Assistant Assessor & Collector on deputation basis in the North DMC.**

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

**11. Educational Qualification**

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

**12. Experience & Employment Details (attach extra sheet, if required)**

S.No.	Post Held	Organisation/ Deptt.	Period		Pay Scale Emoluments	Nature of Duties

**UNDERTAKING**

I solemnly affirm that the above information submitted by me is correct to the best of my knowledge & belief. 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.

Dated: \_\_\_\_\_

Signature of the candidate  
Phone/Contact No. \_\_\_\_\_

**List of enclosures**