IMMEDIATE

F.No. A-35017/82/2020-AD.II
Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes and Customs

47-B, North Block, New Delhi,
Dated the 24th August, 2020

To

All Principal Chief Commissioner/ Principal Director General/ Chief
Commissioners / Directors General under the Central Board of Excise and Customs.

Subject: Filling up of the post of Deputy Commissioner in South Delhi
Municipal Corporation on deputation basis- reg.

Sir / Madam

The South Delhi Municipal Corporation, vide their vacancy circular No.
F11(9)Pt-VII/CED/DA-I/SDMC/2020/457 dated 22.07.2020 has invited nomination for
filling up of the post of Deputy Commissioner in South Delhi Municipal Corporation
on deputation basis (copy enclosed).

2. It is requested that the above post may kindly be circulated amongst the
eligible IRS (C&CE) Group ‘A’ officers under your charge and duly filled in
applications of willing officers may be sent through proper channel to the Board
latest by 28.08.2020, after verifying the particulars furnished by the applicants from
his Service Book and it may be ensured that the particulars furnished by the
applicants are correct and duly authenticated application in prescribed proforma may
be forwarded through proper channel to the Board.

3. It may please be noted that applications received without authentication
and not through proper channel will not be entertained.

Encl: As above

Yours faithfully,

(Kunwar Balwant Rao)
Deputy Secretary to the Government of India
Tel No.011-23095520
Email: kb.rao@nic.in

Copy to:

(i) The Website Manager, Directorate of Systems, New Delhi with the request
to put the above circular in the department’s Website.

(ii) ADG, HRM-II, Rajendra Place, New Delhi-110008.
CIRCULAR

1. All Secretaries, Government of India
2. All Chief Secretaries, States/UTs.
3. Delhi Metro Rail Corporation
4. The Controller General of Accounts, M/o Finance, 7th Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
5. The Assistant Controller and Auditor General, Office of the Controller and Auditor General of India, 10, Bahadur Shah Jee Marg, New Delhi.
6. The Secretary (Services), GNCTD, New Secretariat, Players Building, N. Delhi-2
7. The Director (Legal/Finance), 9th Level, A Wing, Delhi Secretariat, IFS Estate, New Delhi.
8. The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt-110010.
9. The Chairman, Central Board of Excise & Customs, M/o Finance, North Block, New Delhi.
11. The Director General Works, CPWD, Nirman Bhawan, New Delhi-11.
12. The Secretary, New Delhi Municipal Council, New Delhi.

Sub: Sponsoring names for the post of Deputy Commissioner in South Delhi Municipal Corporation on deputation basis—extension of date for submitting application—regarding.


Sir/Madam,

I am directed to communicate that the following post is required to be filled up in South Delhi Municipal Corporation on deputation basis in terms of guidelines and instructions issued from time to time by DOPT:-

Post: Deputy Commissioner
Pay Scale—Level-13 of pay matrix.

Eligibility conditions/Qualifications:

Officers of the IAS / Central Civil Service/ State Service Union Territories Civil Services—
(i) Holding an analogous post on a regular basis in the parent cadre/department, or
(ii) Officers of the IAS with 11 years of regular service, or
(iii) Officers of Central Services Group-A' with 5 years regular service in pay Level-2 of pay matrix

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

3. It is, therefore, requested that the names of suitable/eligible and willing officers, fulfilling the aforesaid conditions, may please be forwarded to this office alongwith

Closing date: 20.06.2020

for the above-mentioned post on deputation basis:

a) Cadre Clearance
b) Vigilance Clearance
c) Copy of APARs/ACRs for the preceding five (5) years
d) Application, Bio-data duly verified in attached proforma

4. This may please be given TOP PRIORITY.

Enc. Bio-data proforma

[Signature]
Administrative Officer
APPLICATION FOR THE POST OF ___________________________ IN SOUTH
DELHI MUNICIPAL CORPORATION ON DEPUTATION BASIS:

1. Name and address in block letters

2. Date of birth (in Christian era)

3. Date of retirement under Central/State Government fund

4. Educational Qualifications

5. Whether education and other qualifications required for the post are satisfied (Details of given qualification)

6. Please state clearly whether in the light of information given by you above, you meet the requirements of the 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:

<table>
<thead>
<tr>
<th>Period</th>
<th>Post held</th>
<th>Pay Scale/Grade Pay</th>
<th>Office</th>
<th>Nature of Duties</th>
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</thead>
<tbody>
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<td>From</td>
<td>To</td>
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8. Nature of present employment i.e., adhoc or temporary or quasipermanent or permanent.

9. In case the present employment is held on deputation/contract basis, please state:
   (a) The date of order 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 Government
    (c) Autonomous Organisation
    (d) Government Undertaking
    (e) Cooperative
    (f) Others
11. Details of Pay, Scale or Initial appointment and subsequent promotions:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Initial Appointment</th>
<th>Date</th>
<th>Pay Scale/Grade Pay</th>
<th>Whether held on Regular/Academ/ACP/MACP basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td></td>
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<tr>
<td>2</td>
<td>Up Promotion</td>
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<td>3</td>
<td>1st Promotion</td>
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<td>2nd Promotion</td>
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<td>7</td>
<td>5th Promotion</td>
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</table>

*If the officer is promoted 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 applicant 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 officer 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 and the advertisement/circular.

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.