



O/o the Controller General of Defence Accounts

उलान बटार रोड, पालम, दिल्लीकावनी - 110010

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No. AN-I/1320/II/XLIII/Pt-IV

Circular

Dated: 09.04.2025

To,

All PCDA's /CDA's / PIFA's/IFA's  
(Through CGDA HQrs Website and WAN)

**Subject:** Deputation for the post of Chief Vigilance Officer (Pay Level-14) , Deputy Commissioner (Pay Level-13) & Assistant Commissioner/Deputy Assessor & Collector (Pay Level-11) in Municipal Corporation Delhi.

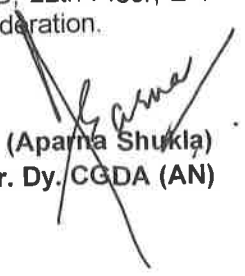
Please find enclosed MCD vacancy circulars, as mentioned below for filling up the post of Chief Vigilance Officer, Deputy Commissioner and Asstt. Commissioner/Deputy Assessor & Collector in Pay level 14, 13 & 11 respectively. Brief details of the posts are as under:-

Sl. No	Dept. Name / Letter No./	Name of the post /No. of Post/Pay Level/No. of Post	Eligibility Criteria/Age	Last date of submission of Application
1.	MCD, CED New Delhi circular F.No. AO(Estt.)-II/SO-I/CE D/MCD/2025/7326 dated 26.03.2025	<b>Chief Vigilance Officer</b>  <b>Pay Level-14</b>  <b>No. of Post-01</b>	(a) (i) Holding analogous post on regular basis in the parent cadre or Department; or  (ii) with 02 years regular service in post in Level-13-A in the Pay Matrix or equivalent in the parent cadre or department; or  (iii) with 03 years of regular service in post in Level-13 in Pay Matrix or equivalent in the parent cadre or department; and  (b) Possesing 5 years experience in the field of Personnel, Vigilance, Investigation, Legal and Public Procurement matters.  (c) Age- shall not exceed 55 years on the closing date of receipt of application.	24.04.2025
2.	MCD CED New Delhi circular F.No.11(9)/CED/MC D/SO-I/2024/6984 dated 07.03.2025	<b>Deputy Commissioner</b>  <b>Pay level-13</b>  <b>No. of Post-01</b>	(a) (i) Holding analogous posts on regular basis in the parent cadre/department; or (ii) Officer of the IAS with 11 years regular service; or (iii) Officers of Central/State/UT Services with 05 years regular service in Pay Scale-12 of Pay Matrix as per 7 <sup>th</sup> CPC.  (b) Age - shall not exceed 56 years on the closing date of receipt of application.	<b>30 days</b> from the issue of vacancy circular
3.	MCD, CED New Delhi circular F.No.11(59)/CED/M CD/SO-I/2025 (Part-I)/7114 dated 19.03.2025	<b>Assistant Commissioner/Dy. Assessor &amp; Collector</b>  <b>Pay Level- 11</b>  <b>Post-01</b>	(a) Suitable officers of the Central Services Class-I and of State Civil Services.  (b) Age: Shall not be exceeding 56 years on the closing date of receipt of applictaion.	<b>30 days</b> from the date of issue of vacancy circular

2. Accordingly, eligible officers as per prescribed criteria may apply for the posts mentioned above on deputation basis.

3. The dully filled application in the prescribed proforma may please forwarded to this HQrs **upto 20<sup>th</sup> April 2025** through proper channel to enable this office to forward the same to O/o the MCD, 22th Floor, E-1 Block, Dr. S.P. Mukherjee Civic Centre, J.L. Nehru Marg, New Delhi-110002 for further consideration.

Encl: As above

  
(Aparna Shukla)  
Sr. Dy. CGDA (AN)

**Copy to:**

1. AN-IV Section (Local)-

For information & necessary action.

2. IT & S Wing (local) -

With a request to upload the circular on CGDA website and WAN.

  
(Aparna Shukla)  
Sr. Dy. CGDA (AN)



**MUNICIPAL CORPORATION OF DELHI**  
**CENTRAL ESTABLISHMENT DEPARTMENT**  
**22<sup>nd</sup> FLOOR, DR.S.P.MUKHERJEE CIVIC CENTRE**  
**J.L.NEHRU MARG, NEW DELHI - 110 002**



No. AO (Estt.)-II/SO-I/CED/MCD/2025/7326

Dated: 26-03-25

**CIRCULAR**

1. All Secretaries, Government of India.
2. All Chief Secretaries, States/ UTs.
3. All Director General of Police, States/ UTs.
4. The Controller General of Defence Accounts, West Block-V, R.K. Puram, N.Delhi.
5. The Assistant Comptroller and Auditor General, O/o the Comptroller & Auditor General of India, 10, BahadurshahZafarMarg, New Delhi.
6. The Controller General of Accounts, Ministry of Finance, 7<sup>th</sup> Floor, LokNayakBhawan, Khan Market, New Delhi.
7. The Controller General of Accounts, Posts & Telegraphs Deptt., Patel Chowk, New Delhi.
8. The Spl. Secretary (Services), Services Department, GNCTD, Delhi Sachivalya, 7<sup>th</sup> Floor, B-Wing, I. P. Estate, N. Delhi-2.
9. The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt-110010.
10. The Registrar, Delhi High Court, New Delhi.
11. The District Judges, Tis Hazari Courts, Delhi.
12. The Chairman, CBDT, Ministry of Finance, North Block, New Delhi.
13. The Chairman, CBIC, Ministry of Finance, North Block, New Delhi.
14. The Chairman, DDA, VikasSadan, INA, New Delhi.
15. The Director General (Works), CPWD, NirmanBhawan, New Delhi-11.

**Sub: Sponsoring names for the post of Chief Vigilance Officer in Municipal Corporation of Delhi on deputation basis – further extension of date for submitting application.**

**Ref. No:** No. AO (Estt.)-II/SO-I/CED/MCD/2025/6725      dated:17.02.2025  
Sir/Madam,

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

**Chief Vigilance Officer**

Pay Scale – Level-14 of Pay Matrix

**2. Eligibility conditions/Qualifications:**

Officers belonging to All India Services/Central Civil Services/ UT Civil Services/ UT Police Services:-

- (b)(i) Holding analogous posts on regular basis in the parent cadre/ Department; or
  - (ii) with two (02) years regular service in post in Level-13-A in the Pay Matrix or equivalent in the parent cadre or department; or
  - (iii) with three (03) years of regular service in post in Level-13 in the Pay Matrix or equivalent in the parent cadre or department; and
- (b) Possessing 5 years experience in the field of Personnel, Vigilance, Investigation, Legal and Public Procurement matters.

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Note 1: The applicant should also fulfill the following criteria for consideration to the post:

- (a) The officer should be clear from vigilance angle and having unblemished record of service and integrity beyond doubt.
- (b) Should not be from Municipal Corporation of Delhi.
- (c) Should not have worked as CVO in Municipal Corporation of Delhi
- (d) Should not have crossed the age of 55 years as on the last date of inviting the applications.
- (e) Must have grading not lower than Very Good in PARs in the last five years.

Note 2: The tenure of the post of CVO shall be for a period of 03 years (non – extendable).

3. Since 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 officer on deputation basis in Municipal Corporation of Delhi.

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 with grading not lower than 'Very Good' (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 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, E-1 Block, Dr. S. P. Mukherjee Civic Centre, J.L. Nehru Marg, New Delhi-110002 within 30 days from the date of issue of circular (i.e. upto 24.04.2025), 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.)

PERSONAL DATA

Application for the Post of CVO



1	Service	
2	Cadre (only for AIS)	
3	Application number	
4	Applying for the post	
5	Applying for level	
6	First Name	
7	Middle Name	
8	Sur Name	
9	Domicile	
10	Contract Details a) E-mail ID: b) Office Telephone: c) Residential Telephone: d) Mobile Number: e) e-mail (Office): f) Residence:	
11	Exam Year	
12	Allotment Year	
13	Date of Joining	
14	Gender	
15	Date of Birth	
16	Date of Superannuation	
17	Category	
18	Pay band + Grade Pay & Date with effect from	
19	Pay Level as per 7 <sup>th</sup> CPC & Date with effect from	
20	Basic Pay	
21	Date of NFSG Grant	
22	Whether Spouse is working in a service participating under Central Staffing Scheme. (a) Service of Spouse (if reply to above is Yes) (b) Cadre of Spouse (if AIS)	
23	Whether Spouse currently working under Central Deputation	Yes/No
24	Whether willing to be considered for Non-CSS posts in PSU/Autonomous Body/Registered Society/ Statutory Body	Yes/No
25	Whether slotted for Foreign Training/Assignments	Yes/No
26	Whether working in the cadre or is on the Central deputation	
27	If on Central Deputation, please mention whether working on a CSS post or a Non-CSS post or an Ex-Cadre Post.	

28. Whether Debarred from Central Staffing Scheme previously. If Yes,  
 a. Date from (of debarment)  
 b. Date to (of debarment) Yes/No  
 Whether worked on Central Deputation before. Yes/No  
 29. If yes, date of reporting to cadre

30. Whether cooling off period completed  
 a. Cooling off period completion date  
 31. Whether retained in Offer List during previous 5 years

32. A brief note (note more than 100 words) highlighting significant/ relevant qualifications and important achievements in support of eligibility.  
 33. Whether applied for CVO during previous 5 years

34. EDUCATIONAL QUALIFICATIONS (Please mention Graduation and above only)

Sl No	Qualification	Subject (1) Subject (2)	Year/ Division	Institution/ University/ Place/ Country
1.				
2.				
3.				

35. TRAINING DETAILS  
 (Please mention trainings of duration of only more than 1 month)

Sl. No	(i) Training Name (ii) Institute (iii) Country	Training related to Specialization in Subjects	From Date to Date
1.			
2.			
3.			

36. EXPERIENCE DETAILS  
 (Please provide up to date experience details)

Sl. No.	Type of Posting (Cadre/Centre)	(i) (ii)	Level/Pay Scale Designation	Ministry Department Office Place	Field of experience acquired during the posting (Major & Minor)	Tenure From & Tenure To
1.						
2.						
3.						

The information furnished above by me is correct.  
 (Signature)

To be filled by the Cadre Controlling Authority.

(This should be filled by the competent authority of State Govt. /Cadre Controlling Authority as prescribed in the letter)

It is certified that the above information given is correct as per record.  
 (Signature)

Name:  
 Designation:

37. Vigilance Experience Details

Sl No	Type of Posting (Cadre/ Centre)	Level/ Scale Designation	Pay	Ministry department Office Place	Details of Experience in Vigilance/ Disciplinary matters	Tenure from Tenure to

The information furnished above by me is correct

(Signature)

To be filled by the Cadre Controlling Authority.

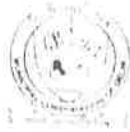
(This should be filled by the competent authority of State Govt. /Cadre Controlling Authority as prescribed in the letter)

It is certified that the above information given is correct as per record.

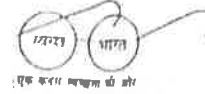
(Signature)

Name:

Designation:



**MUNICIPAL CORPORATION OF DELHI**  
**CENTRAL ESTABLISHMENT DEPARTMENT**  
 22<sup>nd</sup> Floor, Dr. S.P. Mukherjee Civic Centre,  
 J.L. Nehru Marg, New Delhi-110002



No: F.11(9)/CED/MCD/80-1/2024/6984

CIRCULAR

Dated: 07/03/2025

1. All Secretaries, Government of India
2. All Chief Secretaries, States/ UTs.
3. The Controller General of Accounts, Ministry of Finance, 7<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi
4. The Assistant Controller and Auditor General, Office of the Controller and Auditor General of India, 10, Bahadur Shah Jafri Marg, New Delhi
5. The Secretary (Services), GNETD, New Sachdevanya, Players Building, N. Delhi 2
6. Secretary General/Rajya Sabha/Lok Sabha
7. Chairman, Railway Board
8. The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt-110010.
9. The Chairman, Central Board of Direct Taxes, Ministry of Finance, North Block, New Delhi.
10. The Chairperson, Central Board of Excise & Customs, Ministry of Finance, North Block, New Delhi
11. The Vice Chairman, DDA, Vilas Sadan, INA, New Delhi.
12. The Director General (Works), C/PWD, Nirman Bhawan, New Delhi-11
13. Secretary, Department of Telecommunications.

**Sub:- Sponsoring names for the post of Deputy Commissioner in Municipal Corporation of Delhi on deputation basis - further extension of date for submitting application.**

- Ref. No: F.11(9)/CED/MCD/SO-1/2024/2935  
 Ref. No: F.11(9)/CED/MCD/SO-1/2024/3775  
 Ref. No: F.11(9)/CED/MCD/SO-1/2024/4680  
 Ref. No: F.11(9)/CED/MCD/SO-1/2024/5516  
 Ref. No: F.11(9)/CED/MCD/SO-1/2024/6546

- Dated: 05.08.2024  
 Dated: 10.09.2024  
 Dated: 23.10.2024  
 Dated: 09.12.2024  
 Dated: 03.02.2025

Sir/Madam,

I have been directed to communicate the following post which are required to be filled up urgently in Municipal Corporation of Delhi on deputation basis:-

**Deputy Commissioner**

Pay Scale- Level-13 of pay matrix

**Eligibility conditions/Qualifications:**

Officer of the IAS /Central Civil Service/State Service/Union Territories Civil Services:-

(i) Holding analogous posts 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/State/ UT Service with 5 years' regular service in the pay scale Level-12 of pay matrix as per 7<sup>th</sup> CPC.

2. Since 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 officer on deputation basis in Municipal Corporation of Delhi. 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 and willing officers fulfilling the above conditions, along with (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/APARs 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 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 issue of this circular**, to enable us to consider selection for appointment to the above-said post on deputation basis. Application Proforma is attached.

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

ADMIN. OFFICER (E-11)  
 07/03/2025

32/35  
 10/3/2025

10/3/25  
 6511



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
- 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
- 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

S.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-gradation 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)

1. It is certified that the particular furnished by the official are correct.
2. It is certified that no disciplinary/vigilance case in either pending or contemplated against the applicant and he/she is clear from vigilance angle.
3. The record of service of the official 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 mentioned in deputation vacancy 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.



# MUNICIPAL CORPORATION OF DELHI

CENTRAL ESTABLISHMENT DEPARTMENT  
22<sup>nd</sup> FLOOR, DR. S.P. MUKHERJEE CIVIC CENTRE  
J.L. NEHRU MARG, NEW DELHI- 110002

F.11(59)/CED/MCD/SO-1/2025 (Part-I)/ 7114

Date: 17/03/2025

## CIRCULAR

1. All Secretaries, Government of India.
2. All Chief Secretaries, States/UTs.
3. The Controller General of Defence Accounts, West Block-V, R.K. Puram, New Delhi.
4. The Assistant Comptroller and Auditor General, O/o the Comptroller & Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi.
5. The Controller General of Accounts, Ministry of Finance, 7<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
6. The Chairman Railway Board, Ministry of Railways, New Delhi.
7. The Controller General of Accounts, Posts & Telegraphs Deptt., Patel Chowk, New Delhi.
8. The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt-110010.
9. The Chairman, CBDT/CBIC, 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 Secretary General, Rajya Sabha & Lok Sabha.

**Sub- Sponsoring names for the post of Assistant Commissioner/Dy. Assessor & Collector in Municipal Corporation of Delhi on deputation basis.**

Sir/Madam,

I am directed to refer to the subject mentioned above and to say that the following post is required to be filled up in Municipal Corporation of Delhi on deputation basis:-

**Name of Post:- Assistant Commissioner/Deputy Assessor & Collector**

**Pay Scale- Level-11 of pay matrix**

**Eligibility conditions:-**

**Suitable officers of the Central Services Class-I and of State Civil Services.**

2. 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 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.

3. It is, therefore, requested that the names of suitable/eligible and willing officers, fulfilling the prescribed conditions, may please be forwarded to this office alongwith following documents within 30 days from the date of issue of this circular (i.e upto 18.04.2025) to enable us to consider selection for appointment to the above-said post on deputation basis:-

- a) Cadre Clearance for 03 years
- b) Vigilance Clearance.
- c) Grading 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.

Encl:- Bio-data proforma

Administrative Officer (Estt.)

12 Details of Pay Scale on initial appointment and subsequent promotions.

S.N	Ist appointment/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)

- 1 It is certified that the particular furnished by the official are correct.
- 2 It is certified that no disciplinary/vigilance case in either pending or contemplated against the applicant and he/she is clear from vigilance angle.
- 3 The record of service of the official 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 mentioned in deputation vacancy circular.

NAME OF THE OFFICER/DESIGNATION  
WITH OFFICIAL SEAL OF HEAD OF OFFICE

DATE:-.....

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