



रक्षा लेखा महानियंत्रक कार्यालय

O/o the Controller General of Defence Accounts

उलान बटार रोड, पालम, दिल्लीछावनी - 110010

Ulan Batar Road, Palam, Delhi Cantt. 110010

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

Circular

Dated: 09.05.2025



To,

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

Subject: Deputation for the post of Additional Deputy Commissioner/Joint Assessor & Collector in Municipal Corporation of Delhi in Pay Level-12.

Please find enclosed MCD vacancy circular as mentioned below for filling up the post of Additional Deputy Commissioner/Joint Assessor & Collector in Municipal Corporation of Delhi in Pay Level-12. Brief details of the post is 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
i.	MCD vacancy circular bearing No. F.11(02)/CED/MCD/SO-I/2025/430 dated 23.04.2025	Additional Deputy Commissioner/ Joint Assessor & Collector PayLevel-12 Post-01	Officers of the IAS, Central Services Group "A" and State Civil Service Class-I drawing minimum basic pay of Rs.78,800/- under 7 th CPC. Age: shall not be exceeding 56 years as on the closing date of receipt of applications.	22.05.2025

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

3. The dully filled application in the prescribed proforma may please be forwarded to this HQrs upto **15.05.2025** through proper channel to enable this office to forward the same to MCD for further consideration.

Encl: As above


(Geetika Singh Battu)
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.


(Geetika Singh Battu)
Dy. CGDA (AN)



MUNICIPAL CORPORATION OF DELHI
CENTRAL ESTABLISHMENT DEPARTMENT
22nd FLOOR, DR. S.P.MUKHERJEE CIVIC CENTRE
J.L.NEHRU MARG, NEW DELHI- 110002



F.11(02)/CED/MCD/SO-1/2025/130

Date: 23/04/2025

CIRCULAR

1. All Secretaries, Government of India.
2. All Chief Secretaries, States/UTs.
3. The Controller General of Accounts, Ministry of Finance, 7th 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 Jafar Marg, New Delhi.
5. The Secretary (Services), GNCTD, New Sachivalya, Players Building, N. Delhi-2
6. The Secretary General/Rajya Sabha/Lok Sabha.
7. Chairman, Railway Board.
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 Vice Chairman, DDA, Vikas Sadan, INA, New Delhi.
11. The Director General (Works), CPWD, Nirman Bhawan, New Delhi-11.
12. Secretary, Department of Telecommunications.

Sub: - Sponsoring names for the post of Additional Deputy Commissioner/Joint Assessor & Collector in Municipal Corporation of Delhi on deputation basis.

Sir/Madam,

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

Post- Additional Deputy Commissioner/Joint Assessor & Collector
Pay Scale-Level-12 of pay matrix

Eligibility conditions: Officers of the I.A.S., Central Services Group 'A' and State Civil Service Class-I drawing a minimum basic pay of Rs.78,800/- under 7th CPC.

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 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 prescribed conditions, may please be forwarded to this office alongwith following documents within 30 days from the date of issue of circular (i.e. upto 22.05.2025), 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

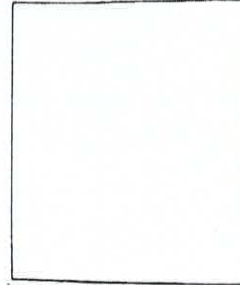
4. This may please be given TOP PRIORITY.

Encl:- Bio-data proforma


Administrative Officer (Estt.)

APPLICATION FOR THE POST OFIN 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

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

S.No.	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 particulars furnished by the official 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 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.