

E-mail

South Delhi Municipal Corporation
Central Establishment Department
22nd Floor, Dr. S.P. Mukherjee, Civic Centre
J.L. Nehru Marg, New Delhi-02

No. AO/CED/SDMC/HC/2016/1767

Dated 19.09.2016

CIRCULAR

1. All Secretaries, Government of India.
2. All Chief Secretaries, States/ UTs.
3. The Director General, CPWD
4. The Vice Chairman DDA, Vikas Sadan, INA, New Delhi
5. The Secretary, New Delhi Municipal Council, New Delhi
6. The Secretary, Min of Environment & Forest, Paryavarn Bhawan, CGO Complex Lodhi Road, New Delhi
7. Deputy Director General, National Informatics Centre, Department of Electronics & Information Technology, Ministry of Communications & Information Technology, A-Block, CGO Complex, Lodhi Road, New Delhi -03
8. Electronics Corporation of India Ltd, B-2, Local Shopping Centre, DDA, B-7, A Block, Ring Road Naraina, Delhi -110028.
9. Educational Consultants India Limited, EDCIL House, 18A Sector 16 A, Noida-201301.
10. Department of Telecommunications, Sanchar Bhawan, Rafi Marg New Delhi-01
11. Dept of Electronics & Information Technology, Electronic Niketan, 6, CGO Complex Lodhi Road New Delhi-110003.
12. The Director, Department of Information Technology, 9th Level 'B'-Wing, Delhi Secretariat, New Delhi-113
13. National Informatics Centre Services Incorporated, 6th Floor, Hall No 2&3, NBCC Tower 15, Bhikaji Cama Place, Delhi -110066.
14. Centre for Development of Advanced Computing, 1st & 2nd Floor, E-25, Hauz Khas, New Delhi -16.
15. Centre for Development of Telematics, C-DOT Campus, Mehrauli, New Delhi-110030.
16. The Director, NIELIT Delhi Centre, 2nd Floor, Parsvnath Metro Mall, Near Inderlok Metro Station, Inderlok, New Delhi- 110052

Subject : Sponsoring of Names for Appointment of Director(IT), Additional Director (IT), Systems Analyst & Systems Administrator in South Delhi Municipal Corporation on deputation basis

Sir/Madam,

I have been directed to communicate that the following posts are required to be filled up urgently in South Delhi Municipal Corporation (SDMC) on deputation basis, the eligibility conditions are indicated against each :-

Ser No	Post	Pay Band
I	Director(IT)	Pay Band 4 Rs 37400-67000 + Grade Pay Rs 8700
II	Additional Director (IT)	Pay Band 3 Rs 15600-39100 + Grade Pay Rs 7600
III	Systems Analyst	Pay Band 3 Rs 15600-39100 + Grade Pay Rs 5400
IV	System Administrator	Pay Band 3 Rs 15600-39100 + Grade Pay Rs 5400

सं. सं. 9394
दिनांक 19/9/16

मुख्य सचिव का कार्यालय
20 SEP 2016
बिहार, पटना - 800015

A-5 (2015)

I) Director (IT) :

No of Post : 01

Pay Band 4 Rs. 37400-67000 + Grade Pay Rs. 8700.

Eligibility conditions : Officers under the Central/State Govts./UTs/ Universities/Autonomous Organisations/Public Sectors Undertaking/Statutory Organizations:-

(a) (i) Holding analogous posts on a regular basis in the parent cadre/department;

OR

(ii) With 05 years service in the grade rendered after appointment thereto on regular basis in Pay Band -3 Rs.15600-39100 + Grade Pay Rs. 7600 in the parent cadre/Department;

(b) Possessing the following educational qualifications and experience:-

(i) Master's Degree In Information Technology/Computer Application/Computer Science from a recognised University.

OR

(ii) B.E/B. Tech in IT/Computer Science/Computer Technology/Computer Application from a recognised University.

(c) 08 years experience in case of Post Graduate Degree holders/10 years experience in case of Degree holders, in the field of e-governance applications, IT policy related matters, promotion of IT related industry, procurement of computers and accessories through centralized purchase system, development of Software Applications, Project Management skills and ICT experience, direction and administration of IT related activities of which at least 04 years experience should be in software development, information storage and retrieval systems, related matters of IT policy & promotion of IT related industries.

Desirable:-

M.Tech with specialization with computer application from a recognised University & e-governance implementation experience in any organised sector with standards & proven practices.

II) Additional Director (IT) :

No of Post : 01

Pay Band 3 Rs. 15600-39100 + Grade Pay Rs. 7600.

Eligibility Conditions : Officer under Central/State Govt./UTs/ Universities/Autonomous Organisations/Public Sector Undertaking/Statutory Organizations are eligible to be considered for appointment on deputation basis :-

(a) (i) Holding analogous post on a regular basis in the parent cadre/department,

OR

(ii) With 05 years regular service in the grade rendered after appointment thereto on regular basis in Pay Band 3 (Rs 15600-39100) + Grade Pay Rs 6600 in the parent cadre/department, and

(b) Possessing the following educational qualification and experience :-

Essential:-

(i) B.E./B.Tech. in IT/Computer Science/Computer Technology/Computer Application from a recognized University.

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(ii) 05 years experience in case of Post Graduate Degree holders/08 years experience in case of Degree holders in the field of e-Governance applications, IT Policy related matters, promotion of IT related industry, procurement of computers and accessories through centralized purchase system, development of software application, project management skills and ICT Experience, directions and administration of IT related activities of which at least 04 years experience should be in software development, information storage and retrieval systems, related matters of IT policy and promotion of IT related industries.

Desirable :

(i) Master Degree in Information Technology/Computer Application/Computer Science from a recognized University, or

(ii) M. Tech with specialization with computer application from a recognised University and e-Governance implementation experience

III. Systems Analyst

No of Post : 01

Pay Band 3 Rs 15600-39100 + Grade Pay Rs 5400.

Eligibility Conditions/Qualifications. Officers under Central/State Govt./UTs/Universities/autonomous organizations/Public Sector Undertakings/Statutory Organisations/Research Institutions :-

(a) (i) Holding analogous post on regular basis in the parent cadre/department,

OR

(ii) With three years service in the grade rendered after appointment there to on regular basis in pay band 2 Rs 9300-34800 + grade pay Rs 4800 in the parent cadre/department, and

(b) Possessing the following educational qualifications and experience:-

Essential

(i) Degree in Information technology/Computer Science/Computer Applications/ Electronics and Communication/Computer Engineering from a recognised University.

(ii) With 05 years experience of Electronics data processing work, out of which at least 03 years experience should be in actual programming on the electronic computer.

Desirable

(i) Master's Degree in Information Technology/Computer Application/Computer Science from a recognized University.

(ii) Knowledge of any assembler language and at least one of the language from FORTRAN, COBOL, PL/I, ALGOL, C++.

IV Systems Administrator

No of Post : 01

Pay Band 3 Rs 15600-39100 + Grade Pay Rs 5400.

Eligibility Conditions/Qualifications Officers under Central/State Govt./UTs/Universities/autonomous organizations/Public Sector Undertakings/ Statutory Organisations/Research Institutions :-

(a) (i) Holding analogous post on regular basis in the parent cadre/department,

OR

(ii) With three years service in the grade rendered after appointment there to on regular basis in pay band 2 Rs 9300-34800 + grade pay Rs 4800 in the parent cadre/department, and

(b) Possessing the following educational qualifications and experience:-

Essential

(i) Degree in Information technology/Computer Science/Computer Applications/Electronics and Communication/Computer Engineering from a recognised University.

(ii) With 05 years experience of Electronics data processing work, out of which at least 03 years experience should be in actual programming on the electronic computer.

Desirable

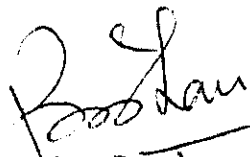
(i) Master's Degree in Information Technology/Computer Application/Computer Science from a recognized University.

(ii) Knowledge of any assembler language and at least one of the language from FORTRAN, COBOL, PL/I, ALGOL, JAVA, JavaBeans, Struts, C, C+, C++.

2. Since, the SDMC 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 SDMC. 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, 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/APARs for the preceding 05 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), South Delhi Municipal Corporation, 22nd Floor, Dr. S.P. Mukherjee, Civic Centre, J.L. Nehru Marg, New Delhi-110002, upto 15.10.2016, to enable us to consider selection for appointment to the above posts on deputation basis. Application proforma is attached.

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


(Bishan Dass)
Administrative Officer

Encl: Application Proforma

Copy to:

Director (IT) - with a request to upload the Circular on SDMC's website.

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

1. Name and address in Black Letters
2. Date of Birth (in Christian era)
3. Date of retirement under Central/ State Government Rules
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 entries made 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

Period	Post held	Pay Scale/Grade Pay	Office	Nature of Duties

8. Nature of present employment i.e. Adhoc or temporary or quasi-permanent or permanent.

9. 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

10. Additional details about present employment. Please state whether working under:
 (a) Central Government
 (b) State Govt.
 (c) Autonomous Organisation
 (d) Government Undertaking
 (e) Universities
 (f) Others

C/C
S/24/12

Details of Pay Scale on initial appointment and subsequent promotions

No.	Appoint/ Promotions	Date	Pay Scale/Grade Pay	Whether held on Regular/ Adhoc / ACP / MACP basis
1	Initial appointment in []			
2	[]			
3	[]			
4	[]			
5	[]			
6	[]			
7	[]			
8	[]			

If special up-gradation on ACP/MACP basis, please give details of regular promotion also

If you have any other information, if any, which you would like to mention in support of your candidature for the post, enclose a separate sheet. Do not exceed 100 words.

Signature of the candidate: _____

Address: _____

Date: _____

CERTIFICATE

(To be given by Head of Office of the Applicant)

- I have certified that the particulars furnished by the official are correct.
- I have 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.
- I have certified that the officer is eligible to hold this post as per the provisions of the Rules and Rules mentioned in deputation vacancy circular.

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

Signature: _____

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