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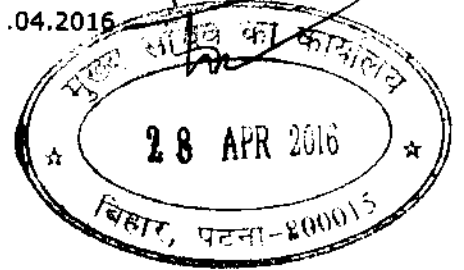


South Delhi Municipal Corporation  
Central Establishment Department  
22<sup>nd</sup> Floor, Dr. S.P. Mukherjee, Civic Centre  
J.L. Nehru Marg, New Delhi-02

No. AC/CED/HC/SDMC/2016/ 352

Dated : 27 .04.2016

**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. National Informatics Centre Services Level '3' B Wing, Delhi Sachivalaya, Delhi-110054.
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. Dept of Information Technology, 9<sup>th</sup> Level, B Wing Delhi Secretariat, Delhi-13
13. National Informatics Centre Services Incorporated, 6<sup>th</sup> Floor, Hall No 2&3, NBCC Tower 15, Bhikaji Cama Place, Delhi -110066.
14. Centre for Development of Advanced Computing, Ist & 2<sup>nd</sup> 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, 2<sup>nd</sup> Floor, Parsvnath Metro Mall, Near Inderlok Metro Station, Inderlok, New Delhi- 110052

**Subject : Sponsoring of Names for Appointment of System Administrator in South Delhi Municipal Corporation (SDMC) on Deputation basis**

Sir/Madam,

I have been directed to communicate that one post of System Administrator in Pay Band 3 Rs 15600-39100 + Grade Pay Rs 5400/- Is required to be filled up urgently in South Delhi Municipal Corporation (SDMC) on deputation basis, the eligibility conditions are as under :-

**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

..2..

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4/5/16

(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, 22<sup>nd</sup> Floor, Dr. S.P. Mukherjee, Civic Centre, J.L. Nehru Marg, New Delhi-110002, within 30 days, to enable us to consider selection for appointment to the above post on deputation basis. Application proforma is attached.

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

  
(B.P. Bhardwaj)  
Assistant Commissioner(Estt.)

Encls : (one)

Copy to :

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

~~6/2/20~~ 2/20

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 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
From	to				

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

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Details of Pay Scale on initial appointment and subsequent promotions.

Sl. No.	Ist appointment/Promotions	Date	Pay Scale/Grade Pay	Whether held on Regular/ Adhoc/ ACP /MACP basis
1.	Initial appointment in service			
2.	1st Promotion			
3.	2 <sup>nd</sup> Promotion			
4.	3 <sup>rd</sup> Promotion			
5.	4 <sup>th</sup> Promotion			
6.	5 <sup>th</sup> Promotion			
7.	6 <sup>th</sup> Promotion			

\*If financial up- gradation on ACP/MACP basis, please give details of regular promotion also.

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.

Remarks

Date:-

Signature of the candidate:-  
Address:-

Countersigned  
(Employer)

**CERTIFICATE**

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

- It is certified that the particulars furnished by the official are correct.
- It is 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.
- 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.