

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,  
NEW DELHI.**

No. 1190-Staff (App)-I/05-2022/Vol.II

Dated: 18/07/2022

To

1. All the Heads of Department in IA&AD
2. Director (P).

Subject: Filling up the post of Administrative Officer/ Assistant Assessor & Collector, Level 09 on deputation basis in Municipal Corporation of Delhi, New Delhi.

Sir / Madam,

I am directed to intimate that the Municipal Corporation of Delhi, New Delhi has intimated to fill up the post of Administrative Officer/Assistant Assessor & Collector, Level 09 on deputation basis.

2. The eligibility conditions are as under:-

Name of post	Pay Scale	Eligibility Criteria
Administrative Officer/Assistant Assessor & Collector	Level 09	Asstt. Audit Officer/ Asstt. Accounts Officer with 02 years of regular service in Level 08 Pay Matrix. <b>And</b> A degree from a recognized University & 03 years experience of Assessment and valuation of properties or administrative experience in a responsible position.  Maximum age limit shall not exceed 56 years as on the closing date of receipt of application.

3. In this regard, it is requested to kindly recommend the names of eligible officers who are willing and can be spared immediately in the event of their selection for the post of Administrative Officer/Assistant Assessor & Collector, Level-09 on deputation basis after following the provisions given in Deputation Policy for non-IA&AS Officers for deputation outside IA&AD as circulated vide circular No. 1050-Staff (App)-I/05-2022 dated 28.06.2022. The recommendations accompanied with the following documents / certificates may kindly be sent to the **Asstt. Comptroller and Auditor General (N)-I latest by 05/08/2022:**

- i. Application (in duplicate) only in the prescribed proforma (Bio Data Proforma enclosed) of willing and eligible Candidates with certification by employer.
  - ii. Duly attested copies of each page of APARs for the last 5 years (2017-18 to 2021-22).
  - iii. Cadre and Vigilance clearance.
4. Applications received after **05/08/2022** will not be considered under any circumstance.

Encls:-As above.

Yours faithfully,



(R.K. Tiwari)

Sr. Administrative Officer Staff (App)-I

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

1. Name and address in Block Letters :.....
2. Mobile No. & E-mail 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 qualifications  
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 Organisation  
(d) Government Undertaking  
(e) Universities  
(f) Others

12. 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.	Ist Promotion			
3.	2 <sup>nd</sup> Promotion			
4.	3 <sup>rd</sup> Promotion			
5.	4 <sup>th</sup> Promotion			

\*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 & Mob. No.:-

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.

DATE :-.....

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

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