

# E-Mail

E-4993233

**Circular regarding sponsoring names for the post of Assistant Commissioner/Dy. Assessor & Collector in Municipal Corporation of Delhi on deputation basis.**

**Director Personnel < director-ced@mcd.nic.in >**

Wed, 24 Dec 2025 3:49:50 PM +0530

*Acs, GrA*

*To "K. Vijayanand, IAS" <cs@ap.gov.in>, "Manish Kumar Gupta" <cs-*

*मुख्य सचिव कर्मसूल विभाग" <arunachal@nic.in>, "Dr. Ravi Kota" <cs-assam@nic.in>, "Chief Secretary, Bihar" <cs-bihar@nic.in>, "Chief Secretary Office Chhattisgarh" <csoffice.dg@gov.in>, "Dr. V Candavelou IAS" <cs-goa@nic.in>, "chiefsecretary*

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*<cs@gujarat.gov.in>, "Sh. Anurag Rastogi, IAS" <cs@hry.nic.in>, "Sanjay Gupta" <cs-hp@nic.in>, "Avinash Kumar" <cs-jharkhand@nic.in>, "cs" <cs@karnataka.gov.in>, "officeofcs" <officeofcs@gmail.com>, "Dr. A Jayathilak IAS"*

*26(1)*

*<chiefsecy@kerala.gov.in>, "Anurag Jain" <cs@mp.nic.in>, "cs" <cs@maharashtra.gov.in>, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "MSRao" <raoms@gov.in>, "cs\_miz" <cs\_miz@rediffmail.com>, "CS Mizoram" <cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csnlg@nic.in>, "Shri Manoj Ahuja" <csori@nic.in>, "Chief Secretary, Punjab" <cs@punjabmail.gov.in>, "csraj" <csraj@rajasthan.gov.in>, "Shri Ravindra Telang, IAS" <cs-skln@hub.nic.in>, "cs" <cs@tn.gov.in>, "CS Telangana" <cs@telangana.gov.in>, "Shri Jitendra Kumar Sinha" <cs-tripura@nic.in>, "CHIEF SECRETARY OFFCE GOVT OF UP" <csup@nic.in>, "chiefsecyuk" <chiefsecyuk@gmail.com>, "chief secretary" <cs-uttarakhand@nic.in>, "chief secretary" <cs-uttaranchal@nic.in>, "Dr. Manoj Pant" <cs-westbengal@nic.in>*

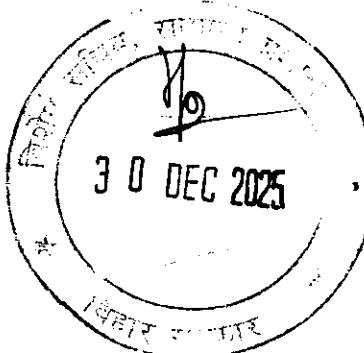
Please find attached Circular No. F.11(59)/CED/MCD/SO-I/2025(Part-II)/3679 dated 24.12.2025 regarding sponsoring names for the post of Assistant Commissioner/Dy. Assessor & Collector in Municipal Corporation of Delhi on deputation basis and along with proforma for application. The names of suitable and willing officers fulfilling the prescribed conditions, along with their application, Bio-data duly attested by Employer, ACRs for the preceding five (5) years, integrity Certificate, Vigilance Clearance and Cadre Clearance etc. may please be forwarded, within a period of 30 days to the office of Director Personnel, Municipal Corporation of Delhi, 22nd Floor, Dr. S.P. Mukherjee Civic Centre, J.N. Nehru Marg, New Delhi-110002.

**Administrative Officer  
Central Establishment Department  
Municipal Corporation of Delhi**

*U.S-01*

**1 Attachment(s)**

DOC-20251224-WA0005\_.pdf  
836.6 KB



*16/40-01  
2-1-2026*

*91-21/22  
31/12/25*



## 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-I/2025 (Part-II)/3679

Date: 24/12/2025

### 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- further extension of date for submitting application.**

Ref.: F.11(59)/CED/MCD/SO-I/2025 (Part-II)/3270

Dated: 14.11.2025

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 (₹ 67,700-2,08,700/-) 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 22.01.2026) 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 Certificate of APARs/ACRs for the preceding five (5) years alongwith certified copies of APARs/ACRs.
- d) Application, Bio-data duly verified in attached proforma

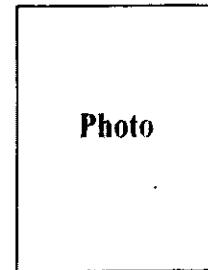
4. This may please be given **TOP PRIORITY**.

Encl:- Bio-data proforma

  
Administrative Officer (Estt.)-II

**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. Father's/ Husband's Name :- .....
5. Date of retirement under Central/State Government Rules .....
6. Educational Qualifications .....
7. Whether education and other qualification required for the post are satisfied (Details of given qualification)
8. 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.
9. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.



**Photo**

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

10. Nature of present employment i.e. Adhoc or temporary or quasi-permanent or permanent :-
11. 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
12. 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.	I <sup>st</sup> appointment/ 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. Whether worked earlier in MCD/ erstwhile South DMC/North DMC/East DMC :-  
on deputation basis (Yes/No). If Yes, please give details

15. Remarks

Date:-.....

Signature of the candidate:-

Address:-

Countersigned (Employer)