



MUNICIPAL CORPORATION OF DELHI

Central Establishment Department
22nd Floor, Dr. Shyama Prasad Mukherjee
Civic Centre, JawaharLal Nehru Marg,
Minto Road, New Delhi-110002



Dated: 24/10/2025

No. SO-IV/CED/MCD/2025/2904

CIRCULAR

1. All Secretaries, Government of India.
2. All Chief Secretaries, States/UTs
3. Controller General of Defence Accounts, west Block V, RK Puram New Delhi-66
4. The Assistant Controller and Auditor General, office of The Controller and Auditor General of India, 10, Bahadur Shah Safar, New Delhi.
5. Controller General of Accounts, Min of Fin, 7th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003
6. Controller General of Accounts, Post & Telegraph Deptt., Patel Chowk, Delhi
7. Director (Local Bodies), 9th Level, A wing Delhi Secretariat, IPS Estate, Delhi
8. The Secretary (services), GNCTD, New Sachivalaya, IPS Estate, New Delhi-02
9. Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt-10
10. Chief Executive Officer, Delhi Jal Board, Barunalya, jhandanwala, Delhi.
11. The Registrar General, Delhi High Court.
12. The Registrar General, All High Courts of all States.
13. All District Judges, Delhi.
14. Chairman CBDT, Ministry of Finance, North Block, New Delhi-110001.
15. Vice Chairman, DDA, Vikas Sadan, INA, New Delhi
16. The Director General Works, CPWDm Nirman Bhawan, New Delhi - 110001
17. The Secretary, New Delhi Municipal Council, New Delhi.
18. The Dy. Secy. (Services), GNCTD, Players Bldg., IP Estate, New Delhi.
19. The Secretary, Min of Environment & Forest, Paryavarn Bhawan, CGO Complex Lodhi Road, New Delhi-03
20. National Informatics Centre Services Level'3' Bwing, Delhi Sachivalaya, Delhi54
21. Educational Consultants India Ltd, EDCIL House, 18A Sector 16A, Noida-201301.
22. Department of Telecommunications, Sanchar Bhawan, Rafi Marg New Delhi 110001
23. Dept of Electronics & Information Technology, Electronic Niketan, 6, CGO Complex Lodhi Road New Delhi-110003
24. Deptt of Information Technology, 9th level, B wing Delhi Secretariat, Delhi 110013.
25. Centre for Development of Advanced Computing, Ist & 2nd Floor, E-25, Hauz Khas, New Delhi - 16
26. Centre of Development of Telematics, C-Dot Campus, Mehrauli, New Delhi 110030
27. Secretary (Environment & Forest), Govt. Of India.
28. Secretary (Agriculture), Govt. Of India.

Sub: - Sponsoring of Names for appointment to the post of Deputy Director (Press and information) in Municipal Corporation of Delhi on deputation basis.

Ref. No. SO-IV/CED/MCD/2024/1915 Dated 11.08.2025

Sir/Madam,

I am directed to communicate that post of Deputy Director (Press and Information) is required to be filled up urgently in Municipal Corporation of Delhi on deputation basis in Pay Level-11 of Pay Matrix as per 7th CPC (Pre-revised Pay Band-3 Rs.15600-39100+GP Rs.6600/-) The eligibility conditions/qualifications are given below:-

Officers of the Central/States Governments/UTs/Public Sector Undertaking/Semi Govt. Autonomous or Statutory Organisations:-

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

OR

(ii) With 05 years service in the grade rendered after appointment thereto on Regular basis in Level-10 Pay Band 3 Rs 15600-39100 + Grade Rs 5400

(Pre-revised) or equivalent.

OR

(iii) With 12 years services in the grade rendered after appointment thereto on regular basis in Level-06; Pay Band 2, Rs. 9300-34800 + Grade Pay Rs. 4200 (Pre-revised) or equivalent in the parent cadre/department.

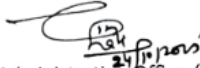
Possessing the following educational qualification and experience:-

- (i) Degree of a recognised University or equivalent with English and Hindi/Urdu as a subject.
- (ii) Degree/P.G. Diploma in Journalism from a recognised University Institution or equivalent.
- (iii) 05 years experience in supervisory capacity of Journalistic/Publicity works under Govt. Department or in a Newspaper/News Agency or Publicity Organisation.

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 officers on deputation basis in MCD. 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 requested that the names of suitable and willing officers fulfilling the above conditions, along with (i) their applications and bio-data with certification that the entries in the applications 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, etc. may please be forwarded to the Director (Personnel), Municipal Corporation of Delhi, 22nd Floor, Dr. SP Mukherjee, Civic Centre, J.L. Nehru Marg, New Delhi -110002, within 30 days of issue of this letter/circular to enable us to consider selection for appointment to the above post on deputation basis. Application Proforma is attached. **An advance copy may be e-mailed at directorpers.sdmc@gmail.com.**

4. This may please be given TOP PRIORITY.


Administrative Office (Estt.)

Encl : Application Proforma

PHOTO

APPLICATION

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

1.	Name in Block Letters	
2.	Father's/Husband's Name	
3.	Date of Birth (in Christian era)	
4.	Date of Retirement under Central/State Govt. Rule	
5.	Nationality	
6.	Male/Female	
7.	Marital Status	
8.	Whether belongs to SC/ST/OBC	
9.	(i) Present/Correspondence Address Phone No. (ii) Permanent Address Phone No.	
10.	Post held on regular basis (a) Name of the post (b) Date from which held (c) Pay Scale (Pay Level)	

11. Educational Qualification

S.No.	Qualification	Subject	Year of passing/Division	Institute

Whether education and other qualification required for the post of are satisfied _____

12. Experience & Employment Details (attach extra sheet, duly authenticated by your signature, if space below is insufficient)

S.No.	Post Held	Organisation / Deptt.	Period		Pay Scale Emoluments	Nature of Duties

13. Nature of present employment i.e. Adhoc or temporary or cuasi-permanent or permanent

14. 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
(c) Name of Parent Office/Organization

15. 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

16. Details of Pay Scale on initial appointment and subsequent promotions.

S. No	1st appointment/Promotions	Date	Pay Scale/Grade Pay	Whether held on Regular/Adhoc/MACP basis

*If financial up-gradation on ACP/MACP basis, please give detail of regular promotions also.

17. 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 less.

18. Remarks if any,

UNDERTAKING

I solemnly affirm that the above information submitted by me is correct to the best of my knowledge & belief. I also undertake that in the event of my selection to the above post, I will not withdraw my candidature or decline the post when offered.

Signature of the candidate
Phone/Contact No. _____

2

Countersigned
(Employer)

Dated: _____

List of enclosures

CERTIFICATE

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

1. It is certified that the particular furnished by the official are correct.
2. It is certified that no disciplinary/Vigilance case in either pending or contemplated against the applicant and he/she is clear from Vigilance perspective.
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.
5. It is certified **that cadre controlling authority** has no objection to the consideration of the applicant for the post of the post mentioned in the post mentioned in the advertisement.

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.