

**No. 391-60/2015-STG-III**  
Government of India  
Ministry of Communications & IT  
Department of Telecommunications  
Sanchar Bhawan, 20, Ashoka Road, New Delhi - 1  
(STG-III Section)

Dated, <sup>04.06.15</sup> June, 2015

To

- (i) The Chairman & Managing Director  
Bharat Sanchar Nigam Ltd./  
Mahanagar Telepho nes Nigam Ltd./  
Bharat Broadband Nigam Limited
- (ii) Sr. DDG (TEC)/Sr. DDG (TERM)/DDG (Security)

Subject: Request for deputation of officer in JAG of ITS Group 'A' to the post of Director (IT) in South Delhi Municipal Corporation (SDMC).

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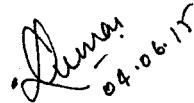
Sir,

I am directed to enclose herewith a copy of SDMC's circular Dir (P)/UDC-1/SDMC/2015/3411 dated 13<sup>th</sup> May, 2015 on the subject mentioned above. It is requested that application of willing officers, through proper channel, complete in all respects as mentioned below, may be forwarded to the undersigned positively by 15<sup>th</sup> June, 2015:

- (i) Bio-data of officers duly certified by the administrative authority, **maintaining the service book.**
- (ii) A certificate that the officer has submitted his/her Annual Property Return for the year 2014 may also be enclosed.
- (iii) Attested photocopies of the ACRs for the last five years.

2. Without the same, application will not be entertained and will be returned.

Enclosure: As above.

  
(Chandan Kumar)  
Section Officer (STG-III)  
Tele No. 23036876

✓ Copy to: Director (IT) with a request to upload the circular on DoT website



**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. Dir(P)/UDC-1/SDMC/2015/3411

Dated 13.9.2015

**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, 7<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003
6. Controller General of Accounts, Post & Telegraph Deptt., Patel Chowk, New Delhi
7. The Director (Local Bodies), 9<sup>th</sup> Level, A Wing Delhi Secretariat, IPS Estate, New 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, Varunalaya, Jhandanwala, Delhi
11. The Chairman CBDT, Min of Fin, North Block, New Delhi-110001
12. The Chairman CBEC, Min of Fin, North Block, New Delhi-110001
13. The Chairman, DDA, Vikas Sadan, INA, New Delhi-110023
14. The Director General (Works), CPWD, Nirmān Bhawan, New Delhi-110001
15. The Secretary, New Delhi Municipal Council, New Delhi
16. National Informatics Centre Services Level '3' B Wing, Delhi Sachivalaya, Delhi-54.
17. Educational Consultants India Ltd, EDCIL House, 18A Sector 16 A, Noida-201301.
18. Department of Telecommunications, Sanchar Bhawan, Rafi Marg New Delhi 110001.
19. Dept of Electronics & Information Technology, Electronic Niketan, 6, CGO Complex Lodhi Road New Delhi-110003.
20. Dept of Information Technology, 9<sup>th</sup> Level, B Wing Delhi Secretariat, Delhi 110013.
21. Centre for Development of Advanced Computing, Ist & 2<sup>nd</sup> Floor, E-25, Hauz Khas, New Delhi -16.
22. Centre for Development of Telematics, C-DOT Campus, Mehrauli, New Delhi 110030.

**Subject : Sponsoring of Names for Appointment of Director(IT), Systems Analyst And Systems Administrator in South Delhi Municipal Corporation (SDMC) 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	Systems Analyst	Pay Band 3 Rs 15600-39100 + Grade Pay Rs 5400
III	System Administrator	Pay Band 3 Rs 15600-39100 + Grade Pay Rs 5400

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..2..

**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. 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:-

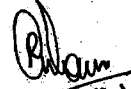
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..4..

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 45 days, 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**.



(Radha Krishan)  
Director (Personnel)/SDMC

**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 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

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

Sl. No.	1st 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.

1.1. 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.

1.2. Remarks

Date:-----

Signature of the candidate:-  
Address:-

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.

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.