



EAST DELHI MUNICIPAL CORPORATION  
CENTRAL ESTABLISHMENT DEPARTMENT  
419, Udyog Sadan, Ground Floor,  
Patparganj Indl. Area, Delhi-110 092



No.: EDMC/CED/AO/2017/1895

Date: 07/02/2017

**CIRCULAR**



1. All Secretaries, Government of India.
2. All Chief Secretaries, State/Union Territories.
3. Chief Secretary, Govt. of NCT of Delhi.
4. Directorate of Education, GNCTD.
5. Director, NCERT
6. The Secretary (Services), GNCTD, New Sachivalaya, Players building, New Delhi.

**Sub: Filling up the post of Education Officer-cum-Director (Primary Education) on deputation basis in East Delhi Municipal Corporation.**

Sir/Madam,

- I have been directed to communicate that 01 post of Education Officer-Cum-Director (Primary Education) is required to be filled up on urgent basis in the East Delhi Municipal Corporation from eligible and willing officers.
- Accordingly, applications are invited for filling one post of Education Officer-Cum-Director (Primary Education) in the pay scale of Rs. 37400-67000+Grade Pay Rs. 10000/- (or equivalent pay matrix under recommendation of 7<sup>th</sup> CPC) on deputation basis. The provisions of RRs are as under:

**Education Officer-cum-Director (Primary Education)**

**No. of vacancies - 1 (One)**

**Pay Band & Grade Pay: Pay Band - 4 + Grade Pay Rs. 10000/- (or equivalent Pay Matrix under recommendation of 7<sup>th</sup> CPC)**

**Eligibility Conditions:**

(a)	<b>Officers of All India Services/Central/State Govts./U.Ts.:</b>
(i)	Holding analogous post on a regular basis in the parent cadre/department or;
(ii)	With 5 years' regular service in the posts in the scale of pay of Rs. 3700-5000 (pre-revised) (revised PB-3 Rs. 15600-39100 +GP Rs. 7600) or equivalent, or;
(iii)	With 3 years' regular service in the posts in Pay Band- 4 Rs. 37400-67000 + Grade Pay Rs. 8700/- or equivalent, and
(b)	<b>Possessing following Educational Qualifications and experience:-</b>
(i)	Master's Degree from a recognized University or equivalent.
(ii)	12 years' administrative experience including 2 years' experience in the field of education in a responsible capacity.

[Period of deputation/contract including period of deputation/contract in another ex-cadre post held immediately preceding their appointment in the same or some other organization/department of the Central Govt. shall ordinarily not exceed five years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications].



- ⑥
- Since East Delhi Municipal Corporation follows the Rules/Regulations and Instructions of the Govt. of India in regard to the pay/salary, allowances and other perks/benefits, the incumbent of the post will be entitled to all the perks/benefits which are admissible under the said Rules, Regulations and Instructions.
  - The terms and conditions of deputation as laid down in the Ministry of Personnel, Public Grievances and Pension, Govt. of India, Department of Personnel & Training O.M. DOP&T vide O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 shall be applicable mutatis-mutandis to the officer on deputation.
  - You are, therefore, requested that the names of suitable and willing officers along with their complete Bio-data, Integrity Certificate/Vigilance Clearance Report and ACR Dossiers for the last 5 years, may be forwarded to this office within a period of 60 days, from the date of issue of this Circular. Applications not accompanied by the requisite documents or those received after the expiry of stipulated period, shall not be entertained.

*eb*  
(Gauri Shanker) 5/12/17  
Admn. Officer (CED)

Encl: pro-forma of bio-data

Copy to:-

1. Secretary, UPSC for information.
2. Hon'ble Mayor of East Delhi for kind information please.
3. OSD to Commissioner for information of the Commissioner, EDMC.
- ✓ 4. A.O. (IT), South DMC with a request to upload the Circular on East Delhi Municipal Corporation's website.
5. A.O. (IT) East DMC with a request to ensure the uploading the Circular on East Delhi Municipal Corporation's Website.

**(GAURI SHANKER)**  
Administrative Officer  
Central Establishment Department  
East Delhi Municipal Corporation

*PMS*  
*[Signature]*  
8-2-17



APPLICATION FOR THE POST OF \_\_\_\_\_ IN  
EAST DELHI MUNICIPAL CORPORATION ON DEPUTATION BASIS

1. Name and address in Block letters : \_\_\_\_\_
2. Date of Birth (in Christian era) : \_\_\_\_\_
3. Category to which belong viz.SC/ST/OBC etc. to be specified : \_\_\_\_\_
4. Date of retirement under Central/ State Government : Rules : \_\_\_\_\_
5. Educational Qualifications : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Whether education and other qualifications required for the post are satisfied : \_\_\_\_\_  
(Please give details of qualification possessed)
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	TOTAL EMOLUMENTS DRAWN PER MONTH AS ON THE CRUCIAL DATE	OFFICE	NATURE OF DUTIES
FROM	TO					

7. Nature of present employment i.e. Adhoc or temporary or quasi- permanent or permanent : \_\_\_\_\_
8. 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
9. Additional details about present employment : \_\_\_\_\_  
 Please state whether working under:-  
 (a) Central Government  
 (b) State Government  
 (c) Autonomous Organization  
 (d) Government Undertaking



- (c) Universities  
(f) Others

16/c

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

Sl. No.	1 <sup>st</sup> Appointment/ promotions	Date	Pay scale / Grade Pay	Whether held on Substantive/ Regular / Adhoc / ACP/MACP Basis
1.	Initial appointment in service			
2.	1 <sup>st</sup> 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 subsequent regular promotion in that grade also.

11. 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 : \_\_\_\_\_

12. 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 : \_\_\_\_\_

13. Remarks : \_\_\_\_\_

Date :- \_\_\_\_\_

Signature of the Candidate :- \_\_\_\_\_

Address:- \_\_\_\_\_

Countersigning of  
Head of Department

**CERTIFICATE**

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

1. It is certified that the particulars furnished by the officials 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 officials 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 OFFICIALS SEAL OF HEAD OF OFFICE

Date: - \_\_\_\_\_

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