



Sonipat Metropolitan Development Authority
Deputy Excise & Taxation office, New Building, Fourth Floor, Sector 12, Sonipat
E-mail: aceo.smda@gmail.com, ceosmdasnp@gmail.com

From

Chief Executive Officer
Sonipat Metropolitan Development Authority.

To

1. All Administrative Secretaries, Govt of Haryana.
2. All Heads of Departments in the State of Haryana.
3. All Divisional Commissioners in the State of Haryana.
4. All Managing Directors/ Chief Administrator/ Chief Executive Officer of all Boards/ Corporations/ Nigam/ Agencies/ Councils/ Companies/ and other State Government undertaking in the State of Haryana.
5. Registrar of all State Universities in the State of Haryana.

Memo No. SMDA/2025/448 4451 Dated. 27/01/25

Subject: Requirement of officers/staff on deputation basis in Sonipat Metropolitan Development Authority, Sonipat.

Sonipat Metropolitan Development Authority has been established under the SMDA Act, 2023 for overall development of Infrastructure in Sonipat. The transfer of assets from HSVP, HSIIDC and ULB, being in process, the authority has desired to undertake various development and infrastructure projects, the services of suitable officers from Other Departments of the Government of Haryana are required on deputation basis.

2. Applications are invited on deputation basis from suitable officers of government Departments, boards, Corporations, Statutory Authorities, State Universities and other agencies under Government of Haryana. A list of positions available in SMDA is enclosed for reference at Annexure-I. It is requested that this letter may be publicized in all officers/branches/ field organizations/ attached or subordinate officers of your organization.

3. You are therefore, requested to please forward applications along with bio-data of eligible and willing officials of impeccable integrity from your organization in the format attached at Annexure II along with summary of Annual Confidential Reports of last five years and vigilance clearance within 30 days from the date of issue of this letter on the email id aceo.sdma@gmail.com. Selected officials would be required to join the SMDA immediately. He/she would be initially on deputation for a period of two year or till further orders whichever is earlier. This deputation period may be extended based on the performance of the officer and further requirement of SMDA.

Encl. As above

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ACEO
For CEO, SMDA.

Positions available in SMDA on deputation basis

Sr. No.	Name of Post	Nos. of Vacancy	Essential Qualifications for Deputation	Pay Band applicable in Haryana Revised Pay Rules, 2016
1.	Superintending Engineer (Horticulture)	01	Officer holding post of Superintending Engineer(Horticulture) or equivalent or Executive Engineer (Horticulture) with 10 years experience of the post in Public Works (Buildings and Roads) Department /PHED or other Haryana Government Departments concerned having experience in project and maintenance work along side roads i.e green belts, Parks, building works, Various beautification works etc..	FPL-14
2.	Executive Engineer (Horticulture)	02	Officer holding post of Executive Engineer (Horticulture) in Public Works (Buildings and Roads) Department /PHED or other Haryana Government Departments concerned having experience in project and maintenance work along side roads i.e green belts, Parks, building works, Various beautification works etc.	FPL-11
3.	Executive Engineer (Electrical)	01	Officer holding post of Executive Engineer (Electrical) in Public Works (Buildings and Roads) Department /Power Department or other Haryana Government Departments concerned having relevant experience in project and maintenance work.	FPL-11



4.	Assistant Engineer (Horticulture)	04	Officer holding post of Assistant Engineer (Horticulture) in Public Works (Buildings and Roads) Department /PHED or other Haryana Government Departments concerned having experience in project and maintenance work along side roads i.e green belts, Parks, building works, Various beautification works etc	FPL-9
5.	Junior Engineer (Horticulture)	08	Officer holding post of Junior Engineer (Horticulture) in Public Works (Buildings and Roads) Department /PHED or other Haryana Government Departments concerned having experience in project and maintenance work along side roads i.e green belts, Parks, building works, Various beautification works etc	FPL-6

Handwritten signature or mark

**BIO-DATA FOR DEPUTATION IN
SONIPAT METROPOLITAN DEVELOPMENT AUTHORITY**

1.	Name of Applicant						
2.	Post applied for						
3.	A) Present post held (whether regular, ad-hoc or on deputation basis)						
3.	B) If presently on deputation, please indicate designation of the post held in the parent cadre/ office and scale of pay of the post along with present basic pay in that grade						
4.	Present Pay Band and Grade Pay/FPL as applicable (also mention Basic pay)						
5.	Date of Birth						
6.	Date of entry into Govt service						
7.	Date of retirement on Superannuation						
8.	Office and residential address						
9.	Applicant's Mobile and landline number						
10.	E-mail ID						
11.	Aadhar No.						
12.	Pan No.						
13.	Educational qualification						
	S. No.	University/Institute	Exam passed and year	Subjects	Max obtained	Max Marks	% of marks
	Sr. Sec						
	Graduation						
	Post Graduation						
14.	Details of responsibilities of the posts held in career so far						
	Post held	Regular/adhoc/CDC	From	To	Duties performed		

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15.	Knowledge of working on computers (MS Word, MS Excel, Power Point)	
16	Any commendable achievement during the Govt. service.	
17	Any other Detail	

Dated: -

Signature of the candidate

FOR Office Use Only

Particulars of the applicant have been verified and found correct. No disciplinary proceedings under Rules 7 & 8 of the Haryana Civil Services (Punishment and Appeal) Rules ,2016 and no vigilance enquiry are pending against. He be relieved upon his getting selected for deputation in SMDA.

Signature with stamp of the Head of Department/
Appointing Authority

Sonapat Metropolitan Development Authority

Deputy Excise & Taxation office, New Building, Fourth Floor, Sector 12, Sonapat

E-mail: aceo.smda@gmail.com, ceosmdasnp@gmail.com

From

Chief Executive Officer
Sonapat Metropolitan Development Authority.

To

1. All Administrative Secretaries, Govt of Haryana.
2. All Heads of Departments in the State of Haryana.
3. All Divisional Commissioners in the State of Haryana.
4. All Managing Directors/ Chief Administrator/ Chief Executive Officer of all Boards/ Corporations/ Nigam/ Agencies/ Councils/ Companies/ and other State Government undertaking in the State of Haryana.
5. Registrar of all State Universities in the State of Haryana.

Memo No.SMDA/2025/470-474

Dated: 30-01-2025

Subject: Requirement of officers/staff on deputation basis in Sonapat Metropolitan Development Authority, Sonapat.

Sonapat Metropolitan Development Authority has been established under the SMDA Act, 2023 for overall development of Infrastructure in Sonapat. The transfer of assets from HSVP, HSIIDC and ULB, being in process, the authority has desired to undertake various development and infrastructure projects, the services of suitable officers from Other Departments of the Government of Haryana are required on deputation basis.

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Encl. As above

For

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ACEO, SMDA
CEO, SMDA

Position available in SMDA on deputation basis

Sr. No.	Name of Post	NO. of Vacancy	Essential Qualification for Deputation	Pay Band application in Haryana Revised pay Rules 2016
1.	Deputy Secretary	5	<ul style="list-style-type: none"> • Graduate from a recognized University. • Functional knowledge of common word processing, Spread sheet software applications. • Speed of 30 wpm in English typing or Speed of 25 wpm of Hindi typing. • Knowledge of Hindi up to Matric standard • Knowledge of Manual of Office Procedure. • Ability to analyse proposals, draft notes and letters, file management, records management and official communications. • 20 Years of Experience in Relevant field 	As per their own Pay scale
2.	Office Superintendent	8	<ul style="list-style-type: none"> • Graduate from a recognized University. • Functional knowledge of common word processing, Spread sheet software applications. • Speed of 30 wpm in English typing or Speed of 25 wpm of Hindi typing. • Knowledge of Hindi up to Matric standard • Knowledge of Manual of Office Procedure. • Ability to analyse proposals, draft notes and letters, file management, records management and official communications. • 15 Years of Experience in Relevant field 	As per their own Pay scale
3.	Personal Staff	15	<ul style="list-style-type: none"> • Graduate from a recognized University. • English shorthand speed of 100 words per minutes and transcription of 15 wpm. Mistake up to 4% are allowed 	As per their own Pay scale

			<ul style="list-style-type: none"> • or Hindi shorthand speed of 80 wpm and transcription of 15 wpm. Mistake up to 4% are allowed. • Functional knowledge of common word processing, Spread sheet software applications. • Speed of 30 wpm in English typing or Speed of 25 wpm of Hindi typing. • Knowledge of Hindi up to Matric standard • 15 Years of Experience in Relevant field 	
4.	Stenographer (English, Hindi)	10	<ul style="list-style-type: none"> • Graduate from a recognized University. • English shorthand speed of 100 words per minutes and transcription of 15 wpm. Mistake up to 4% are allowed or Hindi shorthand speed of 80 wpm and transcription of 15 wpm. Mistake up to 4% are allowed. • Functional knowledge of common word processing, Spread sheet software applications. • Speed of 30 wpm in English typing or Speed of 25 wpm of Hindi typing. • Knowledge of Hindi up to Matric standard • 10 Years of Experience in Relevant field 	As per their own Pay scale
5.	Account Officers	2	<ul style="list-style-type: none"> • M.COM/C.A. with C.A being preferred • Functional knowledge of common word processing, Spread sheet software applications • Functional Knowledge of common accounting applications software • Knowledge of Hindi up to Matric standard • 10 Years of Experience in Relevant field 	As per their own Pay scale
6.	Legal Assistant	2	<ul style="list-style-type: none"> • LLB from a recognized University • Experience in Legal drafting • Speed of 30 wpm in English 	As per their own Pay scale

			typing or Speed of 25 wpm of Hindi typing. <ul style="list-style-type: none"> • Knowledge of Hindi up to Matric standard • 5 Years of Experience in Relevant field 	
7.	Programmer	5	<ul style="list-style-type: none"> • Graduate in Computer Science /IT or Post Graduate in Computer Applications from a recognized University • Experience in writing computer programs, Software • Knowledge of Hindi up to Matric standard • 5 Years of Experience in Relevant field 	As per their own Pay scale

**BIO-DATA FOR DEPUTATION IN
SONIPAT METROPOLITAN DEVELOPMENT AUTHORITY**

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3.	B) If presently on deputation, please indicate designation of the post held in the parent cadre/ office and scale of pay of the post along with present basic pay in that grade						
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5.	Date of Birth						
6.	Date of entry into Govt service						
7.	Date of retirement on Superannuation						
8.	Office and residential address						
9.	Applicant's Mobile and landline number						
10.	E-mail ID						
11.	Aadhar No.						
12.	Pan No.						
13.	Educational qualification						
	S. No.	University/Institute	Exam passed and year	Subjects	Max obtained	Max Marks	% of marks
	Sr. Sec						
	Graduation						
	Post Graduation						
14.	Details of responsibilities of the posts held in career so far						
	Post held	Regular/adhoc/CDC	From	To	Duties performed		

15.	Knowledge of working on computers (MS Word, MS Excel, Power Point)	
16	Any commendable achievement during the Govt. service.	
17	Any other Detail	

Dated: -

Signature of the candidate

FOR Office Use Only

Particulars of the applicant have been verified and found correct. No disciplinary proceedings under Rules 7 & 8 of the Haryana Civil Services (Punishment and Appeal) Rules, 2016 and no vigilance enquiry are pending against. He be relieved upon his getting selected for deputation in SMDA.

Signature with stamp of the Head of Department/
Appointing Authority



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)

NAAC ACCREDITED 'A+' GRADE

Email: dr.estb.nt@mdurohtak.ac.in

ESTABLISHMENT NON-TEACHING BRANCH

Establishment Branch(Non- Teaching)

Endst. No. EN-4/200(Vol.-V)/2025/ 1656-57

Dated: 06/02/25

Copy of letter No. SMDA/2025/448-451 dated 27.01.2025 & letter No. SMDA/2025/470-474 dated 30.01.2025 received from the Chief Executive Officer, Sonipat Metropolitan Development Authority, Sonipat is forwarded to the following for information and necessary action:-

1. Librarian, Vivekananda Library, Maharshi Dayanand University, Rohtak with the request to display on the notice board.
2. Director, University Computer Centre, Maharshi Dayanand University, Rohtak with the request to display on the University website.

D.A. as above

R. J. Singh
6/2/25
Superintendent (Estt. NT)
For Registrar

C. S. Sharma
06/02/25

CO

Rec-233
06/02/25