

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
(LABOUR DEPARTMENT)  
5-SHAM NATH MARG, DELHI-54**

No. F-1/31/642/LC/Estt/Misc/10/5650

Dated :- 11/31/10

**CIRCULAR**

Find enclosed herewith copy of the under mentioned letter/circulars for necessary action/compliance.

*S. K. Nigam*

**(S. K. NIGAM)**

**Assistant Labour Commissioner (HQ/Admn.)**

List of paper(s) forwarded :-

Sl. No.	Name of the Officer & Ministry/ Department	O.M. No./ Endorsement No.	Subject
1	Secretary (AR), Govt. of NCT of Delhi	No. F.4/1/2010-AR/526-685/C dated 2/2/2010	Manual of Office Procedure Test-2010 to be held in July, 2010 (Desirous candidates may please be sent the filled application form to undersign before 08/6/09 for onward submission in AR Department.
2.	Dy. Secy. (Power), Govt. of NCT of Delhi	F. No. 11(86)/2007/Power /239 dated 2/2/2010	Filling up the post of Director (Technical) in Indraprastha Power Generation Company Limited/ pragati Power Corporation Limited (IPGCL/PPCL), Delhi (Pre Revised Pay Scale Rs. 18,600-23,100) on deputation basis-reg.
3	Controller (W&M), GNCTD	F-5(52)/86/MWM/ Pt.II/ 2712-91 dated 09.2.10	Circular
4	Dy. Secy. (Services), GNCTD	No. F3/14/2001/S-II/ pt.file-II/1040 dated 12/2/10	Regarding filling up the post of Reader in Delhi School Tribunal on deputation basis

Copy forwarded for information and necessary action to :-

- 1 PA to LC, Labour Department, Delhi.
- 2 PA to JLC-I, II, Labour Department, Delhi.
- 3 All DLCs and Branch Incharge.
- 4 A.D.(Plg.)/EDP Cell, for updation on the web site of Labour Department.
- 5 Guard File

*d. Anshu*  
*Kon*  
*16/3*

*2908/PBS*  
*16-3-10*

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT (II)  
DELHI SECTT., 5<sup>TH</sup> LEVEL : A-WING, I.P. ESTATE, NEW DELHI  
(<http://services.delhigovt.nic.in>)

*L. Gannu*

No.F.3/14/2001/S-II/Pt.File-II/ 1040

Dated: 12/2/10

To

All the Head of Departments  
Govt. of N.C.T. of Delhi,  
Delhi/New Delhi.

*15825/ke  
16/2/10*

**Sub:- Regarding filling up the post of Reader in Delhi School Tribunal on deputation basis.**

Sir/Madam,

I am directed to forward herewith copy of letter No.DE.1(5)/15/RR/Reader/E-I/08/784 dated 28/01/2010, received from the Joint Director of Education (Admn.), Govt. of NCT of Delhi, Directorate of Education, Establishment-I Branch, Room No. 211, E-I Old Secretariat, Delhi-110054, on the subject mentioned above and to say that the contents of the letter may be brought to the notice of all the concerned officials working under you control and names of the suitable and willing officials may be sent directly to the Directorate of Education.

Kindly note that on selection, the officials concerned are to be relieved only after obtaining the approval of the Cadre Controlling Authority.

Yours faithfully,

(D. VARMA)

DY. SECRETARY (SERVICES)

**Encl: As Above.**

No.F.3/14/2001/S-II/Pt.File-II/

Dated:

Copy forwarded for information to Joint Director of Education, Govt. of NCT of Delhi, Directorate of Education, Establishment-I Branch, Room No. 211, E-I, Old Secretariat, Delhi-110054.

(D. VARMA)

DY. SECRETARY (SERVICES)

*OS(A)  
18/2*

*S. Singh -  
28/2/10*

29/11/10

By special message

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: ESTABLISHMENT- I BRANCH  
ROOM NO.211- E-I, OLD SECRETARIAT DELHI-110054.**

No.DE.1(5)/15/RR/Reader/E-I/08/ 784

Dated: 25/01/2010

To  
✓ The Addl. Secretary (Services)  
Services Department,  
GNCT of Delhi,  
Delhi Sachivalaya,  
IP Estate,  
**NEW DELHI.**

GAD/10/3359

**Sub.: Filling up of the post of the Reader in Delhi School Tribunal.**

Respected Madam,

This is to inform you that the Recruitment Rules for the post of Reader in Delhi School Tribunal have been notified and published by Delhi Gazette Extraordinary No.233 issued on 18.11.2009. The Recruitment Rules for the post stipulate that it will be filled up by deputation. A copy of the Gazette notification is enclosed herewith. As the post is to be filled up by the deputation from among officers of Central/State Govt./UT holding analogous post on regular basis, you are requested to initiate necessary action for filling up the post of Reader for the Delhi School Tribunal at the earliest.

Yours faithfully,

(SURESH GUPTA) 25/01/2010  
JOINT DIRECTOR OF EDUCATION (ADMN.)

Encl.: As above. SHT

No.DE.1(5)/15/RR/Reader/E-I/08/

Dated: .01.2010

Copy to:-  
The Hon.'ble Presiding Officer, Delhi School Tribunal, Patrachar Complex,  
Lucknow Road, Timarpur, Delhi for kind information through Reader.

(SURESH GUPTA) 25/01/2010  
JOINT DIRECTOR OF EDUCATION (ADMN.)

SHT  
Affect  
25/01/10

# दिल्ली राजपत्र

## Delhi Gazette



असाधारण

EXTRAORDINARY

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 181 ] दिल्ली, बुधवार, नवम्बर 18, 2009/कार्तिक 27, 1931 [ रा.रा.रा.क्षे. दि. सं. 233  
No. 181 ] DELHI, WEDNESDAY, NOVEMBER 18, 2009/KARTIKA 27, 1931 [N.C.T.D. No. 233

भाग—IV

PART—IV

राष्ट्रीय राजधानी राज्य क्षेत्र दिल्ली सरकार  
GOVERNMENT OF THE NATIONAL CAPITAL TERRITORY OF DELHI

शिक्षा निदेशालय

अधिसूचना

दिल्ली, 18 नवम्बर, 2009

सं. फा. डी. ई. 01(05)/15/रीडर/स्था.-1/08/18540.—गृह मंत्रालय, भारत सरकार की दिनांक 13 जुलाई, 1959 की अधिसूचना सं. 27/59-एचआईएम(आई) के साथ पठित संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, राष्ट्रीय राजधानी क्षेत्र दिल्ली के उपराज्यपाल, दिल्ली स्कूल शिक्षा अधिनियम, 1973 की धारा 11 के अधीन पठित दिल्ली स्कूल न्यायाधिकरण में रीडर के पद पर नियुक्ति हेतु भर्ती पद्धति तथा आवश्यक योग्यताओं के संबंध में यहाँ संलग्न अनुसूची में निम्नलिखित नियम बनाते हैं, अर्थात् :—

अनुसूची

राष्ट्रीय राजधानी राज्य क्षेत्र दिल्ली सरकार के शिक्षा विभाग के दिल्ली स्कूल न्यायाधिकरण में रीडर के पद भर्ती नियम

पद का नाम	पदों की संख्या	वर्गीकरण	वेतनमान	क्या चयन पद है या गैर-चयन पद	सीधी भर्ती वाले उम्मीदवारों के लिए आयु-सीमा
(1)	(2)	(3)	(4)	(5)	(6)
रीडर	*01(2008) *इसमें परिवर्तन कार्यभार पर निर्भर।	सामान्य केन्द्रीय सेवा समूह 'ग' अराजपत्रित, अलिपिकीय	4000-100- 6000 रु.	लागू नहीं	लागू नहीं
क्या के. सि. सेवा (पेंशन) नियमावली, 1972 के नियम 30 के अन्तर्गत जोड़े गये सेवा वर्षों का लाभ ग्राह्य है			सीधी भर्ती वाले उम्मीदवारों से अपेक्षित शैक्षिक तथा अन्य योग्यताएं		
(7)			(8)		
लागू नहीं			लागू नहीं		

क्या सीधी भर्ती वाले उम्मीदवारों के लिए निर्धारित शैक्षिक योग्यता एवं-आयु-सीमा पदोन्नति वाले उम्मीदवारों पर भी लागू होगी	परिवीक्षा की अवधि, यदि कोई हो
(9)	(10)
लागू नहीं	लागू नहीं
भर्ती की पद्धति : सीधी भर्ती द्वारा या पदोन्नति द्वारा या प्रतिनियुक्ति/स्थानान्तरण द्वारा विभिन्न पद्धतियों से भरे जाने वाले रिक्त पदों का प्रतिशत	यदि पदोन्नति/प्रतिनियुक्ति/स्थानान्तरण द्वारा भर्ती होनी हो तो ग्रेड जिनसे पदोन्नति/प्रतिनियुक्ति/स्थानान्तरण किया जाना है
(11)	(12)
प्रतिनियुक्ति द्वारा	प्रतिनियुक्ति : केन्द्रीय/राज्य सरकार/संघ राज्य क्षेत्र के निम्नलिखित अधिकारी : (क)(i) मूल संवर्ग/विभाग में नियमित आधार पर समरूप पद धारण करने वाले ; अथवा (ii) मूल संवर्ग/विभाग में 3200-4900 रु. के वेतनमान में नियमित आधार पर नियुक्ति के उपरांत ग्रेड में पांच वर्ष की सेवा सहित; अथवा (iii) मूल संवर्ग/विभाग में 3050-4590 रु. या समकक्ष के वेतनमान में नियमित आधार पर नियुक्ति के उपरांत ग्रेड में आठ वर्ष की सेवा सहित; तथा (ख) किसी पीठासीन न्यायालय/अपीलीय न्यायालयों/न्यायाधिकरण में रीडर अथवा अहलमद के रूप में कार्य अनुभव । टिप्पण : प्रतिनियुक्ति की अवधि केन्द्र सरकार/राज्य सरकार/संघ राज्य क्षेत्र के किसी अन्य संगठन/विभाग में इस नियुक्ति से तुरन्त पूर्वधारित किसी अन्य गैर-संवर्ग पद में प्रतिनियुक्ति की अवधि सहित तीन वर्षों से अधिक नहीं होगी । प्रतिनियुक्ति पर स्थानान्तरण द्वारा नियुक्ति हेतु अधिकतम आयु-सीमा आवेदन प्राप्ति की अन्तिम तारीख को 56 वर्षों से अधिक नहीं होगी ।
यदि कोई विभागीय पदोन्नति समिति हो तो इसकी संरचना क्या है ?	वे परिस्थितियां जिनमें भर्ती के लिए संघ लोक सेवा आयोग का परामर्श लिया जाना है
(13)	(14)
लागू नहीं	लागू नहीं ।

राष्ट्रीय राजधानी राज्य क्षेत्र दिल्ली के उपराज्यपाल के आदेश से तथा उनके नाम पर  
जी. एल. मीणा, अतिरिक्त सचिव

EDUCATION DEPARTMENT  
NOTIFICATION

Delhi, the 18th November, 2009

No. F. D.E. 1(5)/15/RR/Reader/E-I/08/18540.—In exercise of the powers conferred by the proviso to article 309 of the Constitution, read with Government of India, Ministry of Home Affairs' Notification No. F. 27/59-Him (i), dated the 13th July, 1959, the Lt. Governor of the National Capital Territory of Delhi is pleased to make the rules in the schedule annexed thereto regarding the method of recruitment and qualifications, necessary for appointment to the post of Reader in the Delhi School Tribunal, constituted under Section 11 of the Delhi School Education Act, 1973 in the Department of Education, Government of the National Capital Territory of Delhi.

## SCHEDULE

**Recruitment Rules for the post of Reader in the Delhi School Tribunal in the Department of Education,  
Government of N.C.T. of Delhi**

Name of the post	No. of posts	Classification	Scale of Pay	Whether selection by merit or selection-cum-seniority or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Reader	01*(2008) *Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Rs. 4000-100-6000	Not applicable	Not applicable

Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rules, 1972	Educational and other qualifications required for direct recruits
(7)	(8)
Not applicable	Not applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any
(9)	(10)
Not applicable	Not applicable

Method of recruitment : Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made
(11)	(12)
By deputation	<p><b>Deputation :</b> Officers of the Central Government/State Government/Union Territories :</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; or</p> <p>(ii) With 5 years service in the grade rendered after appointment thereto on a regular basis in the pay scale of Rs. 3200—4900 or equivalent in the parent cadre/department; or</p> <p>(iii) With 8 years service in the grade rendered after appointment thereto on a regular basis in the pay scale of Rs. 3050—4590 or equivalent in the parent cadre/department; and</p>

(12)

(b) Working experience as Reader or Ahmed in any Presiding Court/Appellate Courts/Tribunal.

Note: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government/State Governments/Union Territories shall ordinarily not to exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on closing date of receipt of applications.

If a DPC exists, what is its composition

Circumstances in which UPSC is to be consulted in making recruitment

(13)

(14)

Not applicable

Not applicable.

By Order and in the Name of the Lt. Governor of the National Capital Territory of Delhi,  
G. L. MEENA, Addl. Secy.

106

789/ke  
15/2/10

**GOVERNMENT OF NCT OF DELHI  
WEIGHTS AND MEASURES DEPARTMENT  
117-118, C-BLOCK, VIKASH BHAWAN, I.P. ESTATE,  
NEW DELHI-110002**

F 5(52)/86/MWM/Pt. II/2412-91

Date: 09.2.10

**CIRCULAR**

To

All Heads of Deptt.  
Govt. of NCT of Delhi

Labour

In the Weights and Measures Department there are 12 Gr. D Posts of Mannual Assistants in the pay-scale of Rs. 2650-65-3300-70-4000 which are to be filled by "Selection" out of Group D employees of Delhi Govt. with 4 years regular service in the pay scale of Rs. 2550-55-2660 -60-3200 and possessing Matriculation certificate/degree or equivalent. from a recognized Board/Universities

The requirements as per RRs in brief for the post of Mannual Asstt. are as under:

- |  |  |
|--|--|
| 1. Pay-Scale                                 | Rs.2650-4000/-(PR)   |
| 2. Method of selection                       | Selection  |
| 3. Mode of recruitment                       | By promotion from amongst Class-IV employees of Govt. of NCT of Delhi having educational qualifications as given at S. No. 4 below   |
| 4. Grade from which promotion are to be made | From Group D employees of Govt. of NCT of Delhi possessing Matriculation certificate/degree or equivalent from a recognized Board / Universities with four years regular service in the scale of Rs. 2550-3200/-(PR) |
| 5. Vacant Posts                              | SC- 2, General - 10  |

All the Heads of Departments/Heads of Offices are requested to circulate the vacancies in their department. Applications of all the willing Group D officials fulfilling the minimum requirement as per RRs reproduced at above S.No. 4 may be forwarded by them to this deptt. by 10-03-2010 along with work and conduct report and Vigilance clearance of the applicant. The application should contain name of employee, his date of birth, year of appointment in the pay-scale of Rs. 2550-3200/- and his educational qualifications, etc.

All the Group D employees of Delhi Government in the pay scale of Rs. 2550-3200 having above qualifications are required to apply for the above post. A duly constituted DPC for Group D shall consider the applications so received. It is clarified that as on date in Weights & Measures deptt. there are no promotional avenues for the Mannual Asstt. Presently 14 Mannual Asstts are already working in the department and all those selected shall be placed below the Mannual Asstts working at present.

9.2.10  
CONTROLLER (W&M)

Copy to:

1. All Pr. Secretaries/ Secretaries
2. Office Superintendent
3. Notice Board



9k

**GOVERNMENT OF NCT OF DELHI  
WEIGHTS AND MEASURES DEPARTMENT  
117-118, C-BLOCK, VIKASH BHAWAN, I.P. ESTATE,  
NEW DELHI-110002**

**NOTIFICATION**

No.5(52)/86/MWM/Pt-II In exercise of the Powers conferred by Proviso to article 309 of the constitution read with the Government of India. Ministry of Home Affairs Notification No.F27/59-Him (i) dated the 13th July 1959, the Lt. Governor of the National Capital Territory of Delhi is pleased to make the rules in the schedule here to annexed regarding the method of recruitment and qualification necessary for appointment to the post of Mannual Assistant in the Weights and Measures Department under the Department of Food & Supplies Consumer Affairs and Weight & Measures GNCT of Delhi.

By order and in the name of the Lt.  
Governor of the National Capital  
Territory of Delhi.

  
(D.P. DWIVEDI) 21-8-09  
CONTROLLER W&M)

No.F 5(52)/86/MWM/Pt.II / 13A2-50

Dated: 21.8.09

Copy forwarded for information and necessary action to the

1. Commissioner of Food & Supplies, GNCT of Delhi
2. Deputy Secretary (Services) IV Delhi Sectt. Delhi with reference to his U.O.F2/3/RR/06/S.IV/709. dt 14-5-2009.
3. Deputy Director Language, GNCT of Delhi.
4. Secretary-(Law & Judicial) Delhi Admn. Delhi.
5. P.S to Chief Secretary GNCT at Delhi. Delhi.
6. Dy. Secy. GAD Co-ordination Branch GNCT of Delhi in duplicate for publication in the Delhi Gazette, Part IV(Extra -Ordinary) five copies of the Gazette may please be supplied to this department and Services Department IV separately for official use.
7. Director, Information & Publicity GNCT of Delhi
8. Director of Legal Metrology Krishi Bhawan GNCTof Delhi.
9. Guard File.


  
(D.P. DWIVEDI) 21-8-09  
CONTROLLER (W&M)

121

w

**RECRUITMENT RULES FOR THE POST OF MANNUAL ASSTT. IN WEIGHTS & MEASURES DEPARTMENT UNDER FOOD & SUPPLIES, WEIGHTS AND MEASURES & CONSUMER AFFAIRS DEPTT. OF GNCT OF DELHI**

S.NO.	Column Number	Revised Provisions of RRs
1.	Name of the Post	Manual Assistant
2.	Number of Posts	26* (twenty six) (2009) *Subject to variation dependent on workload
3.	Classification	General Central Service Group 'D' Non Gazetted Non Ministerial
4.	Scale of Pay	2650-4000 (PR)
5.	Whether Selection by merit or Selection-Cum-Seniority or Non-Selection Post	Selection
6.	Whether benefit of added years of Service admissible under rule 30 of the CCS (Pension) Rules, 1972	No
7.	Age limit for direct recruits	Not applicable.
8.	Educational & Other qualification required for Direct Recruits	Not applicable.
9.	Whether age & educational qualification prescribed for direct recruits will apply in the case of Promotees	Not applicable.
10.	Period of Probation, if any	Not applicable.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer & % age of the vacancies to be filled by various methods	By Promotion.
12.	In case of recruitment by promotion /deputation /transfer to be made	Promotion: from amongst Group 'D' employees in Departments of Delhi Government possessing Matriculation or equivalent from a recognized Board / University with 04 years regular service in the scale of Rs. 2550-3200 (PR)
13.	If a DPC exists, what is its composition	Group 'D' DPC for promotion. 1. Deputy Commissioner (Admn.) Department of Trade & Taxes. GNCTD Chairman 2. Assistant Controller (W&M)-Member 3. An officer not below the rank of Deputy Secretary in Govt. of NCT of Delhi belonging to SC/ST community-Member
14.	Circumstances in which UPSC to be consulted in making recruitment	Not Applicable

  
 (D.P. DWIVEDI)  
 CONTROLLER(W&M)

61

GOVERNMENT OF NCT OF DELHI  
DEPARTMENT OF POWER  
8<sup>TH</sup> LEVEL, B-WING, DELHI SECRETARIAT  
I.P.ESTATE, NEW DELHI -110 002.

15646/le  
10/2/10

No. F.11(86)/2007/Power/239

Dated : 2-2-2010

1. All the Secretaries, Govt. of India.
2. All the Chief Secretaries of States/Union Territories.
3. All the Autonomous Bodies of Govt. of India/Union Territories.
4. All Directors, IITs.
5. All Directors, IIMs.
6. Chairman, Central Electricity Authority.
7. All Central Power Sector Utilities.
8. Union Ministries of Laws and Parliamentary Affairs.
9. Department of Personnel Training, Govt. of India/ Ministry of Power, Govt. of India/Ministry of Finance, Govt. of India.
10. CAG
11. All the HODs, GNCTD.
12. C.M.D, Delhi Transco Limited.

L.C.

6

12/Secy (wr)  
8/2/10

Sub.: Filling up the post of Director (Technical) in Indraprastha Power Generation Company Limited/Pragati Power Corporation Limited (IPGCL/PPCL), Delhi (Pre Revised Pay Scale Rs. 18,600 - 23,100) on deputation basis - reg.

Sir/Madam,

This is to inform that the post of Director (Technical) in IPGCL/PPCL, Delhi in the pay scale of Rs. 18,600 - 23,100 (Pre-revised) is going to be vacant on 31.01.2010. The post is to be filled on deputation basis by the Government of NCT of Delhi (GNCTD). The GNCTD has constituted a DPC/Selection Committee vide Government order dated 01.12.2009 for selection to the post.

M. J. I (wr)  
10/10/10

The details of eligibility criteria and qualification for the post are given in **Appendix**. The bio-data of the candidate should include following details :-

1. Name.
2. Full Address (office/Residence) with Telephone/Mobile/Fax/E-mail.
3. Nationality.
4. Age (as on the closing date of receipt of applications) & date of Birth.
5. Present position.
6. Office/Department.
7. Scale of Pay and details of present emoluments.
8. Educational qualification (Academic & Professional).
9. Details of posts previously held with a brief on nature of job.
10. Details of experience.
11. Any other information.

244/2010  
11/2/10  
Safin

It is requested that wide publicity may be given to this vacancy among eligible officers and names of eligible and suitable officers who can be spared immediately on selection for appointment as Director (Technical), IPGCL/PPCL alongwith their detailed bio-data accompanied by their complete and up to date CR Dossiers for the last five years and Vigilance Clearance may be sent to us. Applications may be sent to the following address before 22/2/2010. Applications received after the stipulated date/time or incomplete in any respect will not be considered.

Office Superintendent,  
Department of Power,  
Government of NCT of Delhi,  
8<sup>th</sup> Level, B-Wing,  
Delhi Secretariat,  
New Delhi - 110002.

Yours faithfully,

(S.M. Ali)

Dy. Secretary (Power)

Encl.: As above.

**APPENDIX**

**ELIGIBILITY CRITERIA AND QUALIFICATIONS FOR THE POST OF DIRECTOR (TECHNICAL) IN INDRAPRASTHA POWER GENERATION COMPANY LIMITED/ PRAGATI POWER CORPORATION LIMITED (IPGCL/PPCL), DELHI :-**

- 1. Name/Scale of the Post                      Director (Technical).  
18,600-23,100/- plus special pay  
(pre-revised)
- 2. Job Profile & Responsibilities              Director (Technical) is a member of the Board of Directors IPGCL/PPCL and reports to Managing Director. He is responsible for entire technical activities of the companies.
- 3. Eligibility:

**I. AGE: On the date of occurrence of vacancy.**

Not more than 58 years for internal candidates and not more than 56 years for others.

The age of superannuation is 60 years.

**II. QUALIFICATION & EXPERIENCE:**

The incumbent should be a Graduate in Engineering or equivalent with good academic record from a recognized University/Institution. He should have adequate experience of at least 15 years of strategic planning, operation & maintenance of power generation and dealing with power projects/connected fields at Senior level, of which at least 02 years he must have worked as I/C of Power generation unit.

**III. PAY SCALE (PRE-REVISED) FROM WHICH DEPUTATION TO BE MADE :**

Officers under the Central/State Govts./Electricity Boards/Public Sector Undertakings/Semi-Govt., Statutory or Autonomous Organizations: -

- (iii) Holding analogous posts; or
- (iv) Of the rank of Chief Engineer/General Manager (Technical) or equivalent, in the scale of Rs.18,400-22,400 (CDA) or Rs.20,500-26,500 (IDA) with 2 years service in the grade

Note : The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Govt. shall ordinarily not to exceed 3 years. The maximum age limit for appointment by transfer or deputation (including short-term contract)/transfer shall be not exceeding 56 years, as on the closing date of receipt of applications.

*L. Gaur*  
*12/Secy (L&S)*  
*8/2/10*

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**ADMINISTRATIVE REFORMS DEPARTMENT**  
**7<sup>TH</sup> LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEWDELHI**  
<http://ar.delhigovt.nic.in>

No.F.4/1/2010-AR/ **526 - 685/C** Dated: 2.2.10

*15645Kc*  
*10/2/10*

To

1. All Pr. Secretaries/ Secretaries/ Head of Departments, Govt. of NCT of Delhi, Delhi/New Delhi.
2. All M.D.'s/Chairman of Local / Autonomous bodies, Undertakings/ Corporations, Govt. of NCT of Delhi, Delhi/New Delhi.

**Sub: - Manual of Office Procedure Test - 2010, to be held in July-2010.**

Sir,

With a view to encourage the officers and staff to get acquainted with the provisions of "Manual of Office Procedure" and use the knowledge so gained in their day-to-day working, a scheme of "Self Learning" was launched in the year 1991.

*Mohd/w/o*  
*JC-I (VNH)*

Under this scheme, the officers can also participate in the test, apart from LDC, UDC, Assistants, Superintendents and their equivalents, working in the Government of Delhi & its Subordinate Offices/ Undertakings & Local Bodies.

*18/2*

The test would be confined to the provisions of "Manual of Office Procedure" (MOP) and the Right to Information (RTI) Act, 2005 consists of 80% questions from MOP and 20% questions from RTI Act 2005. The paper would contain objective type questions. The duration of the test would be 1½ hour and separate papers would be set out for each category.

*OSIA)*

Each incumbent who secures 40% and above marks would be given a cash award on the basis of his/her performance in the test at the following rates: -

*19/2*

**Slab of Marks**

**Amount of Prize**

- 80% and above
- 70% to 79%
- 60% to 69%
- 50% to 59%
- 40% to 49%

- Rs. 1,100/-
- Rs. 800/-
- Rs. 600/-
- Rs. 400/-
- Rs. 200/-

*245/2000*  
*11/2/10*

Contd...2

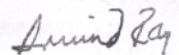
In addition to the above cash prizes, the candidates who secure the first three positions by securing 80% and above marks in the respective categories viz. LDC, UDC, Assistants and Superintendent & above, would also be given an additional cash award of Rs.1,000/- for standing first, Rs.700/- for standing second and Rs.500/- for standing third, in their respective categories.

The employees who secure 80% and above marks and win a cash prize of Rs.1,100/- in the Manual of Office Procedure Test, would not be allowed to participate in the next year's test.

It is requested that wide publicity may be given to this test so that more and more employees could be able to participate in the test.

Applications from desirous candidates may please be sent to Administrative Reforms Department on the enclosed proforma by 15th MAY, 2010. The test is likely to be held in the month of July 2010. The date, time and venue of the test will be intimated in due course. In case, the roll numbers for the test are not received by mid-July, concerned candidate may obtain the same from A.R. Department, in person.

Yours faithfully,



(ARVIND RAY)  
SECRETARY (AR)

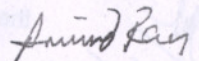
No.F.4/1/2010-AR/

526-685/c

Dated: 2.2.10

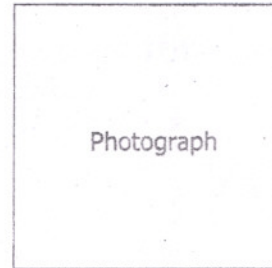
Copy forwarded for necessary action to: -

1. All Dy. Secretaries/ Joint Secretaries/Dy.Secretaries/ Under Secretaries, Govt. of NCT of Delhi.
2. P.S. to Lt. Governor, Raj Niwas, Delhi
3. P.S. to Chief Minister/ Ministers, Delhi Govt., Delhi Secretariat.
4. OSD to Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat.



(ARVIND RAY)  
SECRETARY (AR)

Roll Number \_\_\_\_\_  
(To be allotted by A.R. DEPARTMENT)



### APPLICATION FORM

## MANUAL OF OFFICE PROCEDURE TEST - 2010

(Note: Incomplete application forms would be rejected)

1. Name in capital letters (in English) .....  
(in Hindi) .....
2. Date of Birth .....
3. Male/Female (Tick Mark)                      Male/ Female
4. Father`s/ Husband`s Name .....
5. (a) Designation .....
- (b) Date since when holding the post .....
6. Pay Band & Grade Pay .....  
(Don't mention basic pay)
7. Category for which eligible      **LDC/ UDC/ ASSTT./ SUPDIT. & ABOVE**  
(Please tick mark the category)
8. Complete Office address .....  
with name of section/branch .....
9. Telephone No.                      (Office) ..... (Resi.) .....
10. Residential Address .....  
.....
11. Whether appeared in the last year's test?                      Yes/ No  
If yes, did you secure 80% or more marks?                      Yes/ No

*Certified that the above information is correct to the best of my knowledge, any information found suppressed will be liable for disciplinary proceedings and that the knowledge gained would be properly utilized for office use.*

Signature of the Applicant .....