

OFFICE OF THE ASSTT. COMMISSIONER (G)-I
DELHI JAL BOARD: DELHI SARKAR
VARUNALAYA PH-II, KAROL BAGH, NEW DELHI-5

NO.DJB/AC (G)-I/Vehicle/Driver (Ord.)/2011/ 88943

Dated: 7-8-11

CIRCULAR

**Subject: Filling up the posts of Vehicle Driver (Ordinary Grade) adhoc basis
In the Pay Band-1 Rs. 5200/20200/- with grade pay of Rs. 1900/-.**

Applications are invited from Group 'D' employees working on regular basis in the Delhi Jal Board for preparing a Panel of Selection of suitable candidates for filling up the existing vacant posts of Vehicle Drivers (Ordinary Grade) in the pay Band 1 Rs. 5200/- to 20200/- with Grade Pay of Rs. 1900/- plus usual allowances as admissible under the Rules on ad-hoc basis as per amended Recruitment Rules mentioned below:-

1. Group 'D' employees of the Delhi Jal Board having educational qualification of Middle pass (at least) from a recognized School/Board.
2. Possessing a valid Licence for driving heavy Vehicle.
3. 2 (Two) years driving experience.

Note: - The selection shall be made on the basis of Trade Test.

The applications may be sent to this office in the enclosed proforma duly signed by the DDO after verification of the service particulars of the employee concerned from his P.F. & S.B latest by 31.10.2011 (Monday).

Application in absence of the attested copies of the certificates/Driving Licence or incomplete information or without the signatures of the employee/DDO as stated above are liable to be rejected.

Application should be routed through the DDO concerned and no direct application will be entertained in any case. The application should reach this office on or before 31.10.2011 upto 6:00 PM. No application will be entertained after due date, even if it is diariesed in divisional office prior to 31.10.2011 (Monday).

All the DDOs are requested to please check up all the particulars mentioned in the applications furnished by the employees from their service record especially regarding SC/ST status of the applicant and before forwarding the applications should certify that the particulars of the concerned employees from his PF&SB have been checked & and found correct.

It is specifically mentioned that Muster-roll workers and employees transferred from DDA are not eligible to apply for these posts of Vehicle Drivers (Ordinary Grade) through PROMOTION and all the DDOs are requested not to forward the applications of such workers and employees.

The copy of this circular be pasted on the Notice Boards or at conspicuous place of the office & Zonal Stores. All efforts be made to apprise all the employees of DJB of this circular through the Junior Officers. There should be no complaint at later stage by any employees that he could not come to know about this circular.

All DDOs

This issues with the approval of the Competent Authority.


(PRAKASH CHANDER)
ASSTT. COMMISSIONER (G)-I

APPLICATION FOR THE POST OF VEHICLE DRIVER (Ordinary Grade)

THROUGH PRPOER CHANNAL.

BIO-DATA

1. NAME OF THE EMPLOYEE
2. FATHER'S NAME
3. DESIGNATION
4. PAYS SCALE
5. WORKING WITH (OFFICE NAME)
6. DATE OF APPTT. ON REGULAR BASIS
7. EDUCATIONAL QUALIFICATION
- (Enclose duly attested copy of Certificate)
8. TECHNICAL QUALIFICATION
- (Enclose duly attested copy of Certificate)
9. DATE OF ISSUE OF HMV DRIVING LIC.
- (Enclose duly attested copy of Licence)
10. VALIDITY OF LICENCE UPTO
11. WHETHER SC/ST
- (Enclose duly attested copy of Certificate)
12. RESIDENTIAL ADDRESS
-
-
-

SIGNATURE OF THE APPLICATION

This is to Certified that Shree S/o Shree
..... is holding the post of
on regular basis in DJB since in the pay scale of Rs.to.....
with the Grade pay of Rs. he belongs to GEN/SC/ST Category. His work and
conduct Report for the last three years found satisfactory/ unsatisfactory. His above mentioned
particulars have been thoroughly checked from his Service Book and found correct.

SIGNATURE OF THE DDO WITH STAMP

DATED:.....