

OFFICE OF THE ASSISTANT COMMISSIONER (G)-I
DELHI JAL BOARD: GOVT. OF NCT OF DELHI
VARUNALAYA: PHASE-II: KAROL BAGH: NEW DELHI-5

No. DJB/AC (G)-I/DDA/Prom./2014/D- 123888

Dated:- 01-10-14

CIRCULAR

Applications are invited for identifying the eligible employees transferred from DDA who possess the Technical Qualification i.e ITI or 'IInd Class Competency Certificate in the trade of Wiremen/Electrician etc. for considering their cases for promotion to the post of APD/Fitter etc.

The applications may be sent to this office in the following format:-

1. Emp. No.:- _____
2. Name (Capital):- _____
3. Father's Name (Capital):- _____
4. Date of Birth: - _____
5. Place of Posting: - _____
6. Designation: - _____
7. Residential Address: - _____
8. Date of initial appointment/
Work Charge in DDA (with designation) - _____
9. Date of appointment on the present post: in DJB - _____
10. Qualification:-
(i) Educational _____
(ii) Technical _____
11. Date of acquiring Technical Qualification _____
12. Whether belong to SC/ST: - _____
13. Two pass-port size photographs (duly attested by the DDO):- _____
14. Certificate from the DDO whether any enquiry is pending /contemplated
against the Employee/currency period of penalty, or not? - _____

Note:-1. SELF ATTESTED COPIES OF EDUCATIONAL CERTIFICATE/TECHNICAL QUALIFICATION CERTIFICATE/SC/ST CERTIFICATE / PASSPORT SIZE PHOTOGRAPHS BE ENCLOSED. APPLICATIONS WITHOUT ATTESTED COPIES OF THE CERTIFICATES ETC. WILL NOT BE ENTERTAINED.

EXECUTIVE ENGINEER (EDP)

DIARY No. 3657

DATE 01/10/2014

Sh. Sanjay Prasad

EE/EDP

P.T.O.

The application duly verified by DDOs & AAOs concerned should be sent to this office through proper channel and no direct application shall be entertained in any case. **The application should be reached in the office of the undersigned latest by 31.10.14 and no application will be entertained thereafter.**

All the DDOs are requested to check all the particulars mentioned in the applications furnished by the employees from the Service Book and ensure before forwarding the same that these are correct and they possess the prescribed minimum qualifications. The copy of this Circular be also pasted on Notice Board at conspicuous place of the office.

The DDOs concerned are also requested to furnish the work and conduct report for last three years of the applicant on the following proforma:-

CERTIFICATE

Certified that the work and conduct report for the last three years in respect of Sh. ----- S/o Sh. ----- Working -----
-----as-----is satisfactory/unsatisfactory.

SIGNATURE OF THE EXECUTIVE ENGINEERS
(WITH STAMP)

16/10/14
(PRAKASH CHANDER)
ASSISTANT COMMISSIONER (G)-I

All DDOs concerned: - With the direction to get pasted this circular on the Notice Board of each store & every effort be made to apprise all the employees with this Circular.

Copy to:-

1. Secy.to C.E.O, DJB/Member (Admn.)/Dir (A&P) for kind information please.
2. CEs/SEs concerned.
3. EE (EDP):- with request to upload on DJB website.
4. All ACs/AO/AAO.

16/10/14
ASSISTANT COMMISSIONER (G)-I
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