

DELHI JAL BOARD : GOVT. OF NCT OF DELHI
OFFICE OF THE ASSISTANT COMMISSIONER (D)
ROOM NO.211, PHASE-II, VARUNALAYA PH-II, KAROL BAGH, NEW DELHI

No. DJB/AC(D)/PRO/Deputation/Apptt./2015/ 113/03

Dated:-3-9-15

CIRCULAR

Subject:- Filling up the post of Public Relation Officer by way of transfer on deputation basis in Delhi Jal Board.

Applications are invited from the eligible candidates to fill up the one posts of Public Relation Officer in Delhi Jal Board in PB-3 Rs. 15600-39100 with Grade Pay of Rs. 6600/-by way of transfer on deputation basis initially for a period of one year or till further orders whichever is earlier.

Name of Post	Public Relation Officer
No. of Post	1 subject to variation dependent on workload.
Classification	Category 'A'
Scale of pay	Rs. 1100-50-1600 (Revised under VIth CPC PB-3 Rs. 15600-39100 with Grade Pay of Rs. 6600/-)
Educational and other qualifications required for direct recruits	Essential:- (i) Master's Degree of a recognised University or equivalent with Proficiency in English and Hindi. (ii) 7 years experience in Journalism/Publicity/Public Relation under Govt. or any News Agency or Public Organisation of atanding. Note:1 Qualification(s) are relaxable at the discretion of the UPSC in case of candidates otherwise well qualified. Note:2 The Qualification(s) regarding experience is/are relaxable at the discretion of the UPSC in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if, at any stage of selection. UPSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them. Desirable:- Diploma in Journalism or Diploma awarded by Institute of Mass Communication.
Method of Recruitment.	By transfer on deputation failing which by Direct Recruitment.
In case of recruitment by promotion/deputation/transfer, grades from which promotion / deputation/ on a regular basis; OR transfer to be made	Transfer on deputation:- Officers working in the Central/State Government/Municipal Corporation of Delhi and its undertakings: (a) (i) Holding analogous posts or (ii) With 5 years' service in the scale of Rs. 700-1300 (pre-revised) or equivalent : OR (iii) With 8 years' service in the scale of Rs. 650-1200 (pre-revised) or equivalent; and (b) Possessing the educational qualifications and experience laid down for direct recruitment (Period of deputations including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 3 years.


Since Delhi Jal Board follows the Rules / Regulations / Instructions of the Govt. of India, therefore the laid down terms and conditions of deputation of the Govt. of India shall be applicable mutatis mutandis to the officer on deputation basis in Delhi Jal Board.

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It is therefore, requested to send the names of the suitable and willing officers along with the complete Bio-data in the prescribed format, integrity certificate, vigilance clearance, cadre clearance and ACR dossiers for the last five years to the Director (Administration and Personnel), Delhi Jal Board, Varunalaya Phase-II, Karol Bagh, New Delhi-110005 within 30 days of issue of this circular. The willing applicant may download the copy of format of application form from DJB website i.e. www.delhijalboard.nic.in.


01.09.15
(U.B. Tripathi)

DIRECTOR (ADMN. & PERSONNEL)

1. All Secretaries of Govt. of India.
2. All Chief Secretaries, States/Director General of Police, States.
3. The Controller General of Defence Accounts, West Block-V, R.K. Puram, New Delhi.
4. The Assistant Comptroller and Auditor General, Office of Comptroller and Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi.
5. The Controller General of Accounts, Ministry of Finance, 7th Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
6. The Controller General of Accounts, Posts & Telegraphs Department, Patel Chowk, New Delhi.
7. The Special Secretary (Services), GNCTD, I.P. Estate, New Delhi-110002.
8. The CEO, Delhi Cantonment Board, Delhi Cantt.-110010.
9. The Chairman, CBDT, Ministry of Finance, North Block, New Delhi.
10. The Chairman, DDA, Vikas Sadan, INA, New Delhi.
11. The Director General (Works), CPWD, Nirman Bhawan, New Delhi-110011.
12. Director (Personnel), East Delhi Municipal Corporation, Director (Personnel), South Delhi Municipal Corporation, Director (Personnel), West Delhi Municipal Corporation.
13. Consultant (PR) with the direction to advertise the vacancy in the leading news papers in the format being sent separately.
14. EE (EDP) alongwith an application format with the direction to upload the copy of circular and application format on the DJB website immediately.

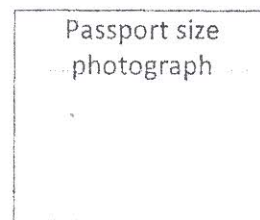
Copy to:-

1. CEO, DJB for information pl.
2. Member (Admn.) for information pl.
3. Director (A&P) for information pl.


01.09.15
DIRECTOR (ADMN. & PERSONNEL)

Format of Application

BIO DATA



1. Post applied for :-.....
2. Name (in capital letters):-
3. Father's/Husband's Name:-.....
4. Date of Birth:-.....

a. Caste/Category:-.....

b. Educational /Technical Qualification:-.....

Name of Course	Name of University / Institution	Year of passing	Maximum Marks	Marks Obtained	% age of marks obtained

c. Details of experience:-.....

d. Residential / Correspondence address with Telephone / Mobile No.....

10. E.Mail :-.....

I hereby declare that all the statements made in the curriculum vitae (Bio-Data is true to the best of my knowledge and belief and nothing has been concealed therefrom).

Encl. _____

Place _____

Date _____

Signature of Applicant
Name of the Applicant