

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

NO : AC(G)-I/Fitter Mate/2016/ \_\_\_\_\_ 8089

Dated : 20-1-16

**C I R C U L A R**

Applications are invited from those eligible regularised/appointed Beldar (E&M) in distribution side of the Delhi Jal Board who are working in Water Dist. (E&M) (excluding transferred employees from DDA & BULK) sides and have completed the tenure of 03 (Three) years regular service as on 31.12.2015, for the post of Fitter Mate in the PB 5200-20200 + GP 1900/- plus usual allowances as admissible under the rules.

The applications are invited against PROMOTION QUOTA POSTS.

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

1. Employee Code : \_\_\_\_\_
2. Name (Capital Letters) : \_\_\_\_\_
3. Father's Name (Capital Letters) : \_\_\_\_\_
4. Designation : \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_
6. Place of Posting : \_\_\_\_\_
7. Residential Address : \_\_\_\_\_
8. Date of initial appointment/Date from which regularized: \_\_\_\_\_
9. Date of appointment on the present post : \_\_\_\_\_
10. Qualification :-
  - (i) Educational : \_\_\_\_\_
  - (ii) Technical : \_\_\_\_\_
11. Whether belong to SC/ST : \_\_\_\_\_
12. Two passport size photographs (Duly attested by the DDO) : \_\_\_\_\_
13. No enquiry is pending/contemplated against the Employee/currency period of penalty, if any : \_\_\_\_\_

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

P.T.O.



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*21-1-16*

The applications duly verified by DDOs & AAOs should only be sent to this office and no direct application shall be entertained in any case. The applications should reach the office of the undersigned by 28.02.2016 and no application will be entertained thereafter.

All the DDOs are requested to check up 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 pasted on Notice Board at conspicuous place of the office.

The DDOs concerned are also requested to furnish the work and conduct report for the last 03(Three) years of the applicant on the following proforma :-

## CERTIFICATE

Certified that the work and conduct report for the last five years in respect of Sh. \_\_\_\_\_ S/o Sh. \_\_\_\_\_ working as \_\_\_\_\_ is satisfactory / unsatisfactory.

SIGNATURE OF THE EXECUTIVE ENGINEER  
( WITH STAMP )

  
(AMIT KUMAR JAIN)  
ASSTT. 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. Chairman, Delhi Jal Board for kind information please
2. Vice Chairman, Delhi Jal Board - do -
3. CEO, DJB / Member(Admn.)/Dir(A&P) - do -
4. All CEs / SEs
5. LWO(W) alongwith 5 spare copies for Unions.
6. PRO(W) for Varun Patrika.
7. EE(EDP) with request to download in DJB website.
8. All ACs / AO / AAO.

  
ASSTT. COMMISSIONER(G)-I