



No.F.73(3)/DJB/AC(D)/Syst.Admn./2016

Dated: 07-03-2016

29334

To

CIRCULAR

SUBJECT : FILLING UP THE POST OF SYSTEM ADMINISTRATOR ON DEPUTATION BASIS IN DELHI JAL BOARD.

Applications are invited for filling up one post of System Administrator in the pay band of in the Pay Band-4 of ₹ 37400-67000 with Grade Pay of ₹ 8700/- plus other usual allowances as admissible under the rules in Delhi Jal Board by deputation including short-term contract. Officers of Central/State Govts./UTs/Universities recognized research institutions/ Public Sector Undertakings/ Semi-Government or autonomous or statutory organization; are eligible to apply for the post The eligibility for the post is as under:-

- (i) holding analogous post on regular basis in the present cadre/department OR
- (ii) With 5 years regular service in the grade rendered after appointment thereto on a regular basis in the pay of PB-3 ₹ 15600-39100 with Grade Pay of Rs. 7600/- or equivalent in the parent cadre/ department; OR
- (iii) With 10 years service in grade rendered after appointment thereto on a regular basis in PB-3 Rs. 15600-39100 with Grade Pay of Rs. 6600/- or equivalent in the parent cadre/department; and possessing the following educational qualifications and experience:-
 - (I) Master's Degree in Computer applications/ Computer Science (with specialization in computer application) or Bachelors Degree in Engineering or Bachelors Degree in Technology in Computer Engineering/ Computer Science/ Computer technology of a recognized University/ Institute.

OR

Pass in associate member examination of a Institution of Engineers (India) in the above disciplines of engineering/ technology

- (II) Ten year's experience in actual computer programming and system design Electronic data processing/ computer oriented optimization/ information or statistical system.


NOTE :

1. Period of deputation including period of deputation (ISTC) in another Ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Govt. shall ordinarily not to exceed five years as on the closing date of receipt of applications.
2. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No. 11012/11/2007-Estt(A) dated 14-12-2007.
3. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M. No. 2/1/2012-Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to.
4. The eligibility will be determined with reference to the last date prescribed



5. The age of applicant should not exceed beyond 56 years as on the date of last date of receipt of applications.
6. Determination of eligibility of the applicants working in Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/ posts may be confirmed by the forwarding authority.
7. The applicants, who have applied for the post in reference to this office circular dt.01-09-2015 need not to apply again.

It is therefore, requested to circulate this vacancy amongst your employees and to forward the applications of suitable and willing officers through proper channel alongwith their complete bio-data, integrity certificate and ACR Dossier for the last five years within 60 days of publication of this vacancy in employment news. The applications received thereafter will not be entertained. The detail of the post and format of application in word document is also available on our website i.e. www.delhijalboard.nic.in.


3.3.16

(U.B. TRIPATHI)

DIRECTOR (ADMN. & PERSONNEL)

1. All Secretaries of Govt. of India
2. All Chief Secretaries, States/UTs.
3. All Director General of Police, States/ UTs
4. The Controller General of Defence Accounts, West Block-V, R.K. Puram, New Delhi.
5. The Assistant Comptroller and Auditor General, Office of the Comptroller and Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi.
6. The Controller General of Accounts, Ministry of Finance, 7th Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
7. The Controller General of Accounts, Posts & Telegraphs Department, Patel Chowk, New Delhi.
8. Director (Local Bodies), 9th Level, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi.
9. The Special Secretary (Services), GNCTD, I.P. Estate, New Delhi-110002.
10. The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt - 110010.
11. The Registrar, Delhi High Court, New Delhi.
12. The District Judges, Tis Hazari Courts, Delhi
13. The Chairman, CBDT, Ministry of Finance, North Block, New Delhi.
14. The Chairman, DDA, Vikas Sadan, INA, New Delhi.
15. The Director General (Works), CPWD, Nirman Bhawan, New Delhi-110011.
16. Consultant (PR) with the direction to advertise the vacancy in the Employment News in the format being sent separately.
17. EE(EDP) alongwith an application format with the direction to upload the copy of circular and application format (in word document) on the DJB website immediately.


3.3.16

DIRECTOR (ADMN. & PERSONNEL)

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BIO-DATA / CURRIGULUM VITAE PROFORMA FOR THE POST OF SYSTEM ADMINISTRATOR

1.	Name and Address (in Block letters)				
2.	Date of Birth (in Christian era)				
3.	(i) Date of entry into service (ii) Date of retirement under Central/ State Government Rules				
4.	Educational Qualifications				
5.	Whether Educational and other Qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)				
	Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular		Qualifications/ experience possessed by the officer		
	Essential				
(A)	Qualification*	Master's Degree in Computer applications/ Computer Science (with specialization in computer application) or Bachelors Degree in Engineering or Bachelors Degree in Technology in Computer Engineering/ Computer Science/ Computer technology of a recognized University/ Institute. OR Pass in associate member examination of a Institution of Engineers (India) in the above disciplines of engineering/ technology			
(B)	Experience	Ten year's experience in actual computer programming and system design Electronic data processing/ computer oriented optimization/ information or statistical system.			
	Desirable				
(A)	Qualification*	Nil			
(B)	Experience	Nil			
	*In the case of Degree and Post Graduate Qualifications Elective/ main subject and subsidiary subjects may be indicated by the candidate.				
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.				

7. Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Sl. No.	Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

*Important : Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of AC/MACP with present pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:-

Office/ Institution	Pay, Pay Band and Grade Pay drawn under ACP/ MACP Scheme	From	To

8.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent			
9	In case of the present employment is held on deputation/ contract basis, please state-			
	a) The date of Initial appointment	b) Period of appointment on deputation/ contract	c) Name of the parent office/ organization to which the applicant belongs.	(d) Name of the post and pay of the post held in substantive capacity in the parent organization
9.1 Note : In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.				
9.2 Note : Information under column 9(c) & (d) above must be				

	given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.			
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
11.	Additional detail about present employment: Please state whether working under (indicate the name of your employer against the relevant column) Central Government State Government Autonomous Organization Government Undertaking Universities Others			
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
14.	Total emoluments per month now drawn			
	Basic Pay in the PB	Grade Pay	Total Emoluments	
15.	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the organization showing the following details may be enclosed.			
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other Allowances etc., (with break-up details)	Total Emoluments	
16.A	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) Work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note : Enclose a separate sheet, if the space is insufficient)			
16.B	Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/ Scholarships/ Official Appreciation (iii) Affiliation with the professional bodies/ institutions/societies and; (iv) Patents registered in own name or achieved for the organization. (v) Any research/ innovative measure involving official recognition (vi) Any other information. (Note : Enclose a separate sheet if the space is insufficient)			

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17.	Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract) # The option of 'STC' / 'Absorption' / Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment".	
18.	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address : _____

Date : _____

Certificate by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selection, he/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- (i) There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt. _____
- (ii) His/her integrity is certified.
- (iii) His/Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (iv) No major/ minor penalty has been imposed on him/her during the last 10 years Or A list of major/ minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with seal)