

CIRCULAR

In continuation to the office circular No. DJB/AO (B)/D-mate/2016 /56976 to 57095 dt02.6.2016 & D-63520 to 63578 dt. 13.07.2016 & 69131 to 69194 dt. 08.8.2016 in which the applications were invited from all the erstwhile Group-D employees (now under Category-C) working in **BULK** side of Delhi Jal Board in the following proforma which was reached to this office of A.O (B) on or by 11 July 2016, again on 01.08.2016 and again 22.8.2016 Now the date of receiving of the application has been extended upto 15.9.2016.

Those Group -D, employees (Bulk Side) have not fill-up the application to the post of **D-Mate/ F-Mate/ Jamadar/ Oilman** under promotion quota in PB-I, Rs.5200-20200+GP 1900/- plus usual allowances as admissible under the rules. One more opportunity have been given if those employees have completed 3 (Three) years regular service as on 31.03.2016 and willing to fill-up the application form which is duly filed up and verified by the DDO, must reach to the office of Administrative Officer (Bulk) **on or before 15th September 2016.**

Note: - Transferred employees of DDA and Distribution side needs not to apply.

Latest photograph	attested
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1. Employee Code : _____
2. Name (Capital Letter) : _____
3. Father's / Husband Name (Capital Letter) : _____
4. Designation : _____
5. Date of Birth : _____
6. Place of posting : _____
7. Residential Address : _____
8. Date of Initial appointment/ Date from which regularised: : _____
9. Date of appointment on the present post : _____
10. Qualification:-
 - I. Educational : _____
 - II. Technical : _____
11. Whether belong to SC/ST/PwD : _____
12. Pl. give detail if any enquiry pending/contemplated
13. against the employee/ under currency period
of penalty/ under suspension, if any : _____

2016/1
S. D. J. B.

(Signature of the Applicant)

Note: - (1) ATTESTED COPIES SC/ST/ TWD CERTIFICATES/TWO PASSPORT SIZE PHOTOGRAPHS DULY ATTESTED BY THE DDO BE ENCLOSED. APPLICATIONS WITHOUT ATTESTED COPIES OF THE CERTIFICATE ETC. WILL NOT BE ENTERTAINED.

(2) DDO's are directed to ensure the circular has been circulated amongst all and also gave certificate about that.

The applications duly verified by DDOs & AAOs should only be sent to this office and no direct applications shall be entertained in any case. Any application received beyond the last date i.e. 11th July 2016, will not be entertained in any circumstances.

All the DDOs are required to verify correctness of all the particulars mentioned in the applications furnished by the employees from the Service Book and also ensure that the employee pertains to Bulk side before forwarding the same. 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 Performa:-

Certificate

Certified that the work and conduct report for the last three years in respect of Sh.

S/o Sh. _____

working as _____ is satisfactory/ non-satisfactory

SIGNATURE OF THE D.D.O
(WITH STAMP)

ALL DDOs CONCERNED: - With the directions to give wide publicity to this circular & ensure this circular is to apprise for all the employees with this circular and also the copy of this circular be pasted on Notice Board at conspicuous place of the office.

Further a certificate may be sent to Administration by all the DDO's / Controlling officer that they have circulated this office circular dt. 02.6.2016, 13.07.2016 & 08.8.2016 on behalf of submission among all the employees under their jurisdiction.

Savita
29/8/2016

(SAVITA)

ADMINISTRATIVE OFFICER (BULK)

F.No. DJB/A.O. (B)/ Cir. /D& F Mate, Jamadar, Oilman 2016/D-

DATED:

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 : -do-
5. LWO(W) : Alongwith 05 spare copies for Unions.
6. PRO(W) : for Varun Patrika.
7. EE(EDP) : for request to download in DJB Website
8. All registered Union DJB : for information and to inform wilful employees
9. All ACs/ AO/AAO : for information.

Savita
29/8/2016