



Delhi Jal Board  
Govt. of N.C.T. of Delhi  
Office of the Asst. Commissioner (D)  
Varunalya Phase-II  
Karol Bagh, New Delhi-05

No.F.DJB/AC(D)/JAO/Apptt/16

DATED: 01/02/2017

**CIRCULAR**

**Subject: Filling up the post of Junior Accounts Officer(now AAO) on deputation basis in Delhi Jal Board.**

Applications are invited for filling up 21 posts of Junior Accounts Officer (now AAO) in Pay Band-2 Rs. 9300-34800/- with the Grade Pay of Rs. 4800/- (as per 6<sup>th</sup> CPC) in Delhi Jal Board on deputation basis initially for a period of one year or till further orders whichever is earlier. The eligibility criteria to apply for the post is as under:-

**Junior Accounts Officer(now AAO)**

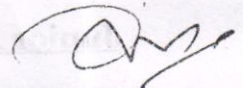
No. Of Posts	21
FOR DEPUTATION	<p>Officers under the Central/State Govts/Union Territory Administration:</p> <p>a) (i) Holding Analogous posts on regular basis in the parent cadre/Department OR (ii) With three years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5500-9000 (as per 5<sup>th</sup> CPC) OR Equivalent in the parent cadre/department; OR (iii) With six years regular service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5000-8000 (as per 5<sup>th</sup> CPC) OR Equivalent in the parent cadre/department; and</p> <p>b) Possessing one of the following education qualifications and experience: (i) Pass in Subordinate Accounts Service OR Equivalent Examination conducted by any Organized Accounts Department of the Central Government; OR (ii) Successfully completed training in cash &amp; accounts work in the IST&amp;M or equivalent and experience in finance/cash/budgeting /accounts work.</p> <p>Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.</p>



Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Govt. shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of application.

It is, therefore, requested that the names of suitable and willing officers fulfilling the above conditions, alongwith their application, bio-data, ACRs for the preceding 05 years, Integrity Certificate, vigilance Clearance and Cadre Clearance etc. may please be forwarded to the Director (Administration and Personnel), Delhi Jal Board, Varunalaya Phase-II, Karol Bagh, New Delhi-110005 within 60 days of publication of this vacancy in Employment News. The willing applicants may download the copy of word format of application form from Delhi Jal Board website i.e. [www.delhijalboard.nic.in](http://www.delhijalboard.nic.in). also

Encl : Application format

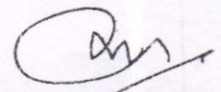


(A.K.SHARMA)

ASSTT.COMMISSIONER(D)

Copy to :-

1. All Secretaries of Govt. of India
2. All Chief Secretaries, States/UTs.
3. All Director General of Police, States/ UTs
4. The Secretary, University Grants Commission, (Ministry of Human Resource Development, Govt. of India), Bahadurshah Zafar Marg, New Delhi-110002
5. The Registrar, Supreme Court of India, New Delhi-110001.
6. The Registrar, Delhi High Court, New Delhi-110001.
7. Central/State Bar Council of advocates.
8. The Controller General of Defence Accounts, West Block-V, R.K. Puram, New Delhi.
9. The Assistant Comptroller and Auditor General, Office of the Comptroller and Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi.
10. The Controller General of Accounts, Ministry of Finance, 7<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
11. The Controller General of Accounts, Posts & Telegraphs Department, Patel Chowk, New Delhi.
12. Director (Local Bodies), 9<sup>th</sup> Level, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi.
13. The Special Secretary (Services), GNCTD, I.P. Estate, New Delhi-110002.
14. The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt -- 110010.
15. The Registrar, Delhi High Court, New Delhi.
16. The District Judges, Tis Hazari Courts, Delhi
17. The Chairman, CBDT, Ministry of Finance, North Block, New Delhi.
18. The Chairman, DDA, Vikas Sadan, INA, New Delhi.
19. The Director General (Works), CPWD, Nirman Bhawan, New Delhi-110011.
20. New Delhi Municipal Committee, East/South/North Delhi Municipal Corporations.
21. PRO: with the direction to advertise the vacancy in the leading news papers in the format being sent separately.
22. EE(EDP) alongwith an application format with the direction to upload the copy of circular and application format on the DJB website immediately.



ASSTT.COMMISSIONER(D)



**BIO-DATA / CURRIGULUM VITAE PROFORMA FOR THE POST OF JUNIOR ACCOUNTS OFFICER(NOW AAO) IN  
DELHI JAL BOARD ON DEPUTATION BASIS**

1.	Name and Address (in Block letters)	
2.	Date of Birth (dd/mm/yy)	
3.	1. Date of initial appointment with designation and Pay Scale 2. Present Designation and Pay Scale	
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)	
6.	Experience	
7.	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.	

8. 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
(i)						
(ii)						
(iii)						

9.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent			
10	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
	10.1 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.			



11.	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	(in Block letter)
12.	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.	
13.	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)