

**OFFICE OF THE ASSISTANT COMMISSIONER (G)-I  
DELHI JAL BOARD, GOVERNMENT OF N.C.T. OF DELHI  
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI**

NO. DJB/AC (G)-I/ E&M/PROM./APD/2017/ 57730

Dated: 30/08/17  
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**CIRCULAR**

Applications are invited from the regular Class -'C' employees of the Delhi Jal Board working in Water Dist./E&M/(excluding transferred employees from DDA & Bulk) sides for the post of Asstt. Pump Driver in the PB -I 5200-20200 + GP 1900(Pre-revised) & Now in Level -2 as per 7<sup>th</sup> CPC pay matrix plus usual allowances as admissible under the rules. They should possess '2<sup>nd</sup> Class Competency Certificate issued from a Competent Authority under the Indian Electricity Rules 1956'.

The applications are invited against PROMOTION QUOTA POSTS.

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

1. Emp. No. :- .....
2. Name (Capital):- .....
3. Father's Name (Capital):- .....
4. Date of Birth: - .....
5. Place of posting: - .....
6. Designation: - .....
7. Residential Address: - .....
8. Date of initial appointment/Date from which regularized: - .....
9. Date of appointment on the present post: - .....
10. Qualification :-
  - i. Education .....
  - ii. Technical .....
11. Date of acquiring technical qualification: - .....
12. Whether belong to SC/ST: - .....
13. Two pass-port size photographs (duly attested by the DDO):-.....
14. 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 CERTIFICATE/PASSPORT SIZE PHOTOGRAPHS BE ENCLOSED. APPLICATIONS WITHOUT ATTESTED COPIES OF THE CERTIFICATES ETC. WILL NOT BE ENTERTAINED.

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 **16.10.2017** and no application will be entertained thereafter.

EE/EDP

All the DDOs are requested to check 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 five 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)

*AK*  
(ALKA SHARMA)  
ASSISTANT 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. Vice Chairman for kind information pl.
2. CEO, DJB/Member (Admn)/Dir (A&P) for kind information pl.
3. CEs/SEs concerned.
4. LWO (W):- along with 5 spare copies for Unions.
5. EE (EDP):- with request to download in DJB website.
6. All DDO's



*AE(EDP)*  
*Sh. Sanjay (Prog-1)*  
*01-09-17*

*AK*  
ASSISTANT COMMISSIONER (G)-I