

DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE, NEW DELHI-02
(ADMINISTRATION BRANCH)

No.F.10(232)/2015/DSW/Cir/Estt./Part-II 1982

Dated: 17/3/17

CIRCULAR

Please find enclosed the copies of letters vide No. DA-Ao12/2/2016-Administration/22872 dated 16/02/17 received from Sh. Sanjay Kumar Garg, Head of Office (Archives) Department of Delhi Archives regarding filing up the post of Gestetner Operator in the pay scale of Rs. 5200-20200 with Grade pay Rs. 1800/- (Revised) in Department of Delhi Archives, GNCTD on Promotion basis alongwith its enclosures for information and further necessary action.

This issues with the prior approval of the Competent Authority.

Encls: As above.

Abhulash
16/3/17
Supdt. (Admn.II)

No.F.10(232)/2015/DSW/Cir/Estt./Part-II 1982

Dated: 17/3/17

Copy to:

1. System Analyst, DSW for uploading the circular on the Departmental website.
2. Guard file.

Please do needful.

Abhulash
16/3/17
Supdt. (Admn.II)

MR OAR
17/03/2017

2953/CC
17/3/17

Sh. Sanjosh, A.P.

uploading (177)
cr (2017) / 73 / 177

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Dy. No.....

DEPARTMENT OF DELHI ARCHIVES

Government of NCT of Delhi

8-A, Satsang Vihar Marg, Spl. Institutional Area, New Delhi-110067.

File No: DA-A013/2016-Administration 22872

Dated 16/2/17

VACANCY CIRCULAR

SUBJECT: Filling up of the post of Gestetner Operator in the pay scale of Rs. 5200-20200 with Grade Pay of Rs. 1800/- (Revised) in Department of Delhi Archives, Govt. of NCT of Delhi on Promotion Basis.

3046/2017
27/2/17
D/SW

Sir,
It is proposed to fill up the post of Gestetner Operator in the pay scale of Rs. 5200-20200 with Grade Pay of Rs. 1800/- in Department of Delhi Archives, Govt. of NCT of Delhi on promotion basis. The eligibility conditions for the recruitment to the post of Gestetner Operator are listed at Annexure-I.

2. It is requested that the applications from the eligible and willing officers may be forwarded in the prescribed proforma as in Annexure-II, to the Department of Delhi Archives, Govt. of NCT of Delhi within 60 days from the date of issue of this Circular along with the following documents: -

- (a) Vigilance clearance/ Integrity Certificate.
- (b) Work & Conduct report for the current year.

23/2/17

3. Application received incomplete, otherwise than through proper channel and without the above-mentioned documents and after the due date will not be entertained. Further, any candidate who applies for the post will not be allowed to withdraw his/her candidature subsequently.

Yours faithfully,

(Signature)

(SANJAY KUMAR GARG)
Head of Office (Archives)
Phone-26535611, 26512594
E-mail-ddarchives.nic.in

sl. sh. (sw)
27/2/17

HOD of All Department/ Autonomous Bodies of the Govt. of NCT of Delhi except Dte. of Education, Govt. of NCT of Delhi.

DD (A)
Pl circulate
Bawp
28/2/17



Supdt
28-2-17

MS. Narain
Sr. System Analyst
In up level digital
in work

ANNEXURE-I

1. Name of the post: Gestetner Operator
2. Classification: General Central Service Group 'C', (Non-Gazetted, Non-Ministerial)
3. No. of Posts : One
4. Pay Scale: Rs.5200-20200 with Grade Pay of Rs. 1800/-
5. Method of appointment:: By promotion
6. Upper age Limit: Not applicable
7. Essential Qualification:-
 - i) Middle pass with English
8. Desirable:
 - i) Knowledge of handling duplicating machine..

8. Eligibility conditions:-

Promotion:

The post has to be filled from amongst Group 'D' employees working in the Department in which the vacancy arises. If none of the Group 'D' employees of the Department in which the vacancy arises is eligible for the post, the post should be first circulated among Group 'D' employees of other Departments (except Dte. Of Education) for inviting application within a reasonable time and be filled in strictly as per Recruitment Rules subject in seniority of such Group 'D' employees failing this only, the post should be filled in by direct recruitment.

8. Nature of present employment i.e. ad- hoc or temporary or permanent:

9. In case 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 you belong. :

10. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

11. Present Basic Pay &total emoluments per month now drawn.

12. Additional information, if any, which you would like to mention 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 work experience over and above prescribed in the

Vacancy Circular (Note: Enclose a separate sheet, if the space is insufficient).

13. Whether belongs to SC/ST/OBC

I have carefully gone through the vacancy circular and I am well aware that the curriculum Vitae duly supported by documents submitted by me for the post.

Date Signature of the Candidate

Address _____

Counter signed by Employer
