



DELHI JAL BOARD: GOVT. OF NCT OF DELHI  
OFFICE OF THE ASSISTANT COMMISSIONER (D)  
VARUNALAYA PHASE-II: KAROL BAGH NEW DELHI  
Varunalaya Ph-II, Karol Bagh, New Delhi-110005  
Tel.: 23551279, www.delhijalboard.nic.in

No. DJB/AC(D)/Apptt.L.Asstt./2020/

40858

Dated:- 28/08/2020

## CIRCULAR

Subject: - Filling of post of Legal Assistant in Delhi Jal Board.

Application are invited to fill up two vacancies of Legal Assistants in the pay band of Rs. 9300-34800/- with grade pay of Rs. 4600/- (pre revised) on regular basis in Delhi Jal Board by selection on the basis of Limited Departmental Competitive Examination from amongst Category 'C' employees working in Delhi Jal Board with three (03) years regular service in the grade of PB-I Rs.5200-20200/- with G.P. of Rs. 2400/- and in the grade pay of PB-I Rs. 5200-20200/- +G.P. of Rs. 1900/-. The incumbent should essentially possess a Degree in Law. Successful candidates in the test/exam will be promoted further subject to all promotional norms.

All the eligible category 'C' employees who desire to apply for the above said post may apply on the prescribed proforma, printed over-leaf/attached. The proforma duly verified and certified by the concerned DDOs along with the required documents should reach in the office of the undersigned through their respective DDOs within a period of 30 days from the date of issue of Circular.

### NOTE:-

1. Direct and incomplete applications will not be entertained.
2. Applications received after the due date will also not be considered.

(SANDEEP GULATI)  
ASSTT. COMMISSIONER(D)

### ALL DDOs

#### Copy for information to:-

1. CEO, Delhi Jal Board.
2. Member(A)/Member(F)/Member(WS)/Member(Dr.)/CVO/Secy., DJB.
3. Director (A&P)/Dir.(F&A)/DOR/Jt. Directors(R)/ACs/LO(W)/DD(LW)/ PRO.
4. Joint Director (F&A)'s/Dy. Director (F&A)s/Sr. AO(F&G).
5. EE(EDP):- with the request to upload on DJB's website.

ASSTT. COMMISSIONER(D)



AE(EDP)  
Prog-I

31-08-2020

## PROFORMA

1	Name	
2	Father's/Husband Name	
3	Designation	
4	Date of Birth	
5	Educational Qualifications (Enclose attested copies)	
6	Date of first appointment (with Designation)	
7	Place of posting	
8	Residential Address	
9	Two Passport size photos	
10	If the appointment as Junior Assistant with the condition of passing Type Test. If so Passed/ Exempted/Not Passed/Not Exempted	

**SIGNATURE OF CANDIDATE**  
(WITH DATE)

Certified that Sh./Smt./Miss \_\_\_\_\_ S/o/D/o/W/o  
Shri \_\_\_\_\_ has been working as \_\_\_\_\_  
since \_\_\_\_\_. He/She has completed \_\_\_\_\_ year's regular service as  
\_\_\_\_\_ on \_\_\_\_\_. The particulars stated by the candidate have been  
verified from his service record and found correct. It is further stated that the employee (who  
has appoint as Junior Assistant) has to qualify Type test as per condition of his appointment.

**(SIGNATURE OF DDO)**  
(WITH DATE AND RUBBER STAMP)