DELHI JAL BOARD: GOVT. OF NCT OF DELHI
OFFICE OF THE DEPUTY DIRECTOR (D)
VARUNALAYA PHASE-II: KAROL BAGH
NEW DELHI-110005

No. DJB/DD (D)/LDCE(Hindi Assistant/Translator)/2026/29289 **Dated: 19.08.2026**

CIRCULAR

Subject: Ascertain essential qualification and experience amongst the eligible departmental employees under the provision of notified RRs for the post of Hindi Assistant/Translator.

It is hereby informed that Recruitment Rules for the post of Hindi Assistant/Translator has been notified by the UD Department in July 2025, containing with the following provision to filling up the lying vacant post through Limited Departmental Competitive Examination quota:

Column no.	Name	Provision
1	Educational & other qualification required for direct recruits	**Essential**: - Master's degree of a recognized university in Hindi with English as a compulsory/elective subject or as the medium of examination at the degree level; or Master's degree of a recognized university in English with Hindi as a compulsory subject/elective subject or as the medium of examination at the degree level; or master's degree of a recognized university in any subject other than Hindi or English with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at degree level; or master's degree of a recognized university in any subject other than English or Hindi with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; and a recognized diploma/ certificate course in translation from Hindi to English and vice-versa or two years experience of translation work from Hindi to English and vice versa in a central/state government office/ government of India undertaking/ statutory autonomous organisation.
2	In case of recruitment by promotion/ deputation / absorption, grades from which promotion deputation/ absorption to be made	promotion through limited departmental competitive examination:— promotion shall be through limited departmental competitive examination to be conducted by the Delhi Jal Board, limited to employees of the board:— (a)(i) with five years regular service in posts in level-6 (Rs. 35400 – Rs. 112400) in the pay matrix. (ii) with fifteen years regular service in posts in level-4 (Rs. 25500- Rs. 81100) in the pay matrix.;

Dy. Director (IT)
Delhi Jal Board, GNCTD
Dy. No. 1458 dt 19/8/26

To ascertain the eligibility of departmental employees for filling up 02 (two) posts of Hindi Assistant/Translator against the vacancies earmarked for the LDCE quota, strictly in accordance with the provisions of the notified Recruitment Rules, information in the prescribed format is hereby invited amongst the eligible departmental employees i.e. qualifying service and essential qualification as prescribed in column no. 1 & 2.

All eligible employees who wish to submit his eligibility, may submit the requisite details with documentary proof in the prescribed format annexed with this letter.

Encl: As above

19/08/2026

(SUVARNA TUSHABA SHINDE OGALE)
DEPUTY DIRECTOR (D)

All DDOs

Copy to:

1. CEO, DJB: for kind information
2. Member(A)/Member(Fin.)/Member(Dr.)/Member(Fin.)/CVO for information please.
3. Director (A&P)/ Director (F&A)/DOR/All Joint Directors/DDs/LO/LWO/PRO.
4. EE(EDP): to upload the copy of circular along with the application format on the DJB website. / DD(IT)
5. Office Copy

19/08/2026

DEPUTY DIRECTOR (D)

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PROFORMA

Paste one Passport Size Photo

1	FULL NAME (IN CAPITAL LETTERS)			
2	GENDER			
3	EMP. CODE NO. (P.F. NO.)			
4	DATE OF BIRTH			
5	PRESENT ADDRESS			
6	PHONE NO.			
7	CATEGORY (SC/ST/UR/PH)			
8	DETAIL OF PRESENT POST WITH PAY LEVEL/ PAY SCALE AND BASIC PAY			
9	EDUCATIONAL QUALIFICATION			
10	DATE OF INITIAL APPOINTMENT			
11	EXPERIENCE DETAILS (COMPLETE SERVICE PROFILE)			
	TYPE OF POSTING	PAY LEVEL	DESIGNATION	TENURE PERIOD
i)				
ii)				
iii)				
12	EXPERIENCE DETAILS IN TRANSLATION FROM HINDI TO ENGLISH AND VICE VERSA (IF ANY)			

SIGNATURE OF CANDIDATE

Certify that Mr./Mrs./Miss..... S/o, W/o, D/o ..... has been working in DJB since..... He/she has completed five years/fifteen years regular and continuous service. The particulars stated by the candidate have been verified from his/her service record and found correct.

Signature of DDO/Controlling Officer
(Full Name & Designation of DDO/Controlling Officer)
With date and office stamp