



Delhi Jal Board  
Govt. of N.C.T. of Delhi  
Office of the Asst. Commissioner (D)  
Varunalya Phase-II  
Karol Bagh, New Delhi-110005

No. DJB/AC(D)/Apptt./LO/2018

Dated:- 9 /3/2018

**CIRCULAR**

**SUBJECT : FILLING UP THE POST OF LAW OFFICER IN DELHI JAL BOARD ON DEPUTATION BASIS.**

Applications are invited from eligible officials of Delhi Jal Board for filling up one post of Law Officer in the pay band 3 of Rs.15600-39100 with the Grade Pay of Rs. 7600/- (Pre-revised) in Delhi Jal Board on (Composite method) deputation (Including Short-term contact) Plus promotion. The eligibility criteria to apply for the post as under:-

|   |   |
|---|---|
| Eligibility criteria for deputation               | <p>Officer under the Central/State Government/UTS/Universities/Recognized Research Institutions/PSUS/Semi Government OR Autonomous OR Statutory Organizations:-</p> <p>(A) (I) Holding analogous post on regular basis in the parent cadre/ department; or</p> <p>II) with 5 years service in the grade rendered after appointment thereto on a regular basis in PB-3, Rs. 15,600/-39100/- with Grade Pay of Rs. 6500/- (Pre-revised) or equivalent in the parent cadre/ department; <b>OR</b></p> <p>III) A member of the state judicial service with ten years of regular service. <b>AND</b></p> |
| Educational Qualification and experience required | <p>(i) Bachelor's degree from a recognized university/institute <b>AND</b></p> <p>(II) Three Years Bachelor's degree in Law from a recognized university institute <b>AND</b></p> <p>(III) Seven year experience as legal practitioner or Seven year experience in legal work <b>OR</b></p> <p>(I) Five year integrated degree in law from a recognized university / institute : <b>AND</b></p> <p>(I) Eight year experience as legal practitioner or Eight years experience in Legal Work</p>  |

**Note 1:-**The departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2:-** (Period of deputation (ISTC) including period of deputation (ISTC) in another Ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed four

years. The maximum age-limit for appointment by deputation (ISTC) shall be not exceeding 56 years as on the closing date of receipt of applications.

**Note 3:-** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>ST</sup> January of 2006 (the date from which the revised pay structure based on the 6<sup>TH</sup> CPC recommendations has been extended) shall be deemed to service rendered in the corresponding grade pay /pay scale extended based on the recommendations of the pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any up-gradation.

The departmental Assistant Law Officer in pay band 2. Rs.9300-34800/- with grade pay of Rs.4600/- with twelve years of regular service in the grade will also be considered along-with deputationists and in case he/she is selected for appointment the post shall be deemed to have been filled by promotion.

The applications of suitable and willing officers must reach the office of the undersigned through proper channel along-with their complete bio-data in the enclosed format, integrity certificate and ACR Dossier for the last five years within 60 days of issue of this circular. The applications received thereafter will not be entertained. The detail of the post is also available on our website i.e. [www.delhijalboard.nic.in](http://www.delhijalboard.nic.in).

  
(SANDEEP GULATI)

ASSISTANT COMMISSIONER (D)

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, ND-2
5. The Registrar, Supreme Court of India, New Delhi-110001
6. The Registrar, Delhi High Court, New Delhi-110001
7. Central/State Bar Council
8. The Controller General of Defence Accounts, West Block-V, R.K. Puram, N.D.
9. The Assistant Controller and Auditor General, Office of the Controller and Auditor General of India, 10, Bahadur Shah Zafar Marg, ND
10. The Controller General of Accounts, Post & Telegraphs Department, Patel Chowk, ND.
11. The Controller General of Accounts, Ministry of Finance, 7<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, ND.
12. Director (Local Bodies), 9<sup>th</sup> Level, A-Wing, Delhi Secretariat, I.P. Estate, ND
13. The Special Secretary (Services), GNCTD, I.P. Estate, N.D.-110002.
14. The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt-110010
15. The Chairman, CBDT, Ministry of Finance, North Block, ND.
16. The Chairman, DDA, Vikas Sadan, INA, New Delhi.
17. The Director General (Works), CPWD, Nirman Bhawan, N.D. 110011.
18. All Municipal Corporation of Delhi.
19. PRO, with the direction to advertise the vacancy in the Employment news and 5 Nos. of national newspaper in the format being sent separately.
20. EE(EDP), with direction to upload the copy of circular and application format on the DJB website.

  
ASSISTANT COMMISSIONER (D)



**BIO-DATA / PROFORMA FOR THE POST OF LAW OFFICER IN DELHI JAL BOARD**

|     |  |  |  |  |  |
|-----|--|--|--|--|--|
| 1.  | Name and Address<br>(in Block letters)   |  |  |  |  |
| 2.  | Date of Birth (in Christian era)   |  |  |  |  |
| 3.  | (i) Date of entry into service<br>(ii) Date of retirement under Central/ State Government Rules  |  |  |  |  |
| 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) |  |  |  |  |
|     | <b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>   |  |  | <b>Qualifications/ experience possessed by the officer</b> |  |
|     | Essential  |  |  |  |  |
| (A) | Qualification*   | <p>1) Bachelor's degree from a recognized university/institute AND</p> <p>II) Three Years Bachelor's degree in Law from a recognized university/institute AND</p> <p>III) Seven year experience as legal practitioner or Seven years experience in legal work OR Five year integrated degree in law from a recognized university/institute</p> |  |  |  |

|     |            |   |  |
|-----|------------|---|--|
| (B) | Experience | Eight year experience as legal practitioner or Eight years experience in Legal Work.  |  |
|     | Desirable  | <p>Note 1 : The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2:- (Period of deputation (ISTC) including period of deputation (ISTC) in another Ex-cadre post held immediately preceding this appointment in the same or same other organization/department of the central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation(ISTC) shall be not exceeding 56 years as on the closing date of receipt of application)</p> <p>Note 3 :- For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1.1.2006 ( The date from which the revised pay structure based on the 6<sup>th</sup> Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common</p> |  |

|   |   |   |  |
|---|---|---|--|
|   |   | <p>grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.</p> <p>2. The departmental Assistant Law Officer in pay band 2, Rs.9300-34800/- with grade pay of Rs.4600/- with twelve years of regular service in the grade will also be considered along with deputationists and in case he/she is selected for appointment the post shall be deemed to have been filled by promotion.</p> |  |
| (A)   | Qualification*  | Nil   |  |
| (B)   | Experience  | Nil   |  |
| <p><b>*In the case of Degree and Post Graduate Qualifications Elective/ main subject and subsidiary subjects may be indicated by the candidate.</b></p> |   |   |  |
| 6.  | <p>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.</p> |   |  |

7. 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 |
|---------|---------------------|----------------------------|------|----|--|--|
| 1.      |                     |                            |      |    |  |  |
| 2.      |                     |                            |      |    |  |  |
| 3.      |                     |                            |      |    |  |  |
| 4.      |                     |                            |      |    |  |  |
| 5.      |                     |                            |      |    |  |  |
| 6.      |                     |                            |      |    |  |  |
| 7.      |                     |                            |      |    |  |  |
| 8.      |                     |                            |      |    |  |  |

\*Important : Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:-

| Office/ Institution | Pay, Pay Band and Grade Pay drawn under ACP/ MACP Scheme | From | To |
|---------------------|--|------|----|
|                     |  |      |    |
|                     |  |      |    |
| 8.                  | Nature of present employment i.e. Ad-hoc or Temporary or |      |    |



|      |   |  |   |   |
|------|---|--|---|---|
|      | Quasi-Permanent or Permanent  |  |   |   |
| 9    | In case of the present employment is held on deputation/<br>contract basis, please state-   |  |   |   |
|      | d) The date of Initial<br>appointment   | e) Period of<br>appointment<br>on<br>deputation/<br>contract                             | f) Name of the<br>parent office/<br>organization<br>to which the<br>applicant<br>belongs. | (d) Name of the post and pay<br>of the post held in<br>substantive capacity in<br>the parent organization |
|      | <p>9.1 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.</p> <p>9.2 Note : Information under column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.</p> |  |   |   |
| 10.  | If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details  |  |   |   |
| 11.  | <p>Additional detail about present employment:<br/>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>Central Government<br/>State Government<br/>Autonomous Organization<br/>Government Undertaking<br/>Universities<br/>Others</p>  |  |   |   |
| 12.  | Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.  |  |   |   |
| 13.  | 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   |  |   |   |
| 14.  | Total emoluments per month now drawn  |  |   |   |
|      | Basic Pay in the PB   | Grade Pay  | Total Emoluments  |   |
|      |   |  |   |   |
| 15.  | 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.   |  |   |   |
|      | Basic Pay with Scale of<br>Pay and rate of<br>increment   | Dearness<br>Pay/interim relief/<br>other Allowances<br>etc., (with break-<br>up details) | Total Emoluments  |   |
|      |   |  |   |   |
| 16.A | Additional information, if any, relevant to the post you applied for  |  |   |   |

|      |   |  |
|------|---|--|
|      | <p>in support of your suitability for the post.<br/>         (This among other things may provide information with regard to<br/>         (i) additional academic qualifications (ii) Professional training and<br/>         (iii) Work experience over and above prescribed in the Vacancy<br/>         Circular/ Advertisement)<br/>         (Note : Enclose a separate sheet, if the space is insufficient)</p>  |  |
| 16.B | <p><b>Achievements:</b><br/>         The candidates are requested to indicate<br/>         information with regard to;</p> <ul style="list-style-type: none"> <li>(vii) Research publications and reports and<br/>special projects</li> <li>(viii) Awards/ Scholarships/ Official<br/>Appreciation</li> <li>(ix) Affiliation with the professional bodies/<br/>institutions/societies and;</li> <li>(x) Patents registered in own name or<br/>achieved for the organization.</li> <li>(xi) Any research/ innovative measure<br/>involving official recognition</li> <li>(xii) Any other information.</li> </ul> <p>(Note : Enclose a separate sheet if the space is<br/>insufficient)</p> |  |
| 17.  | <p>Please state whether you are applying for<br/>deputation (ISTC)/ Absorption/ Re-<br/>employment Basis#<br/>         (Officers under Central/State Governments<br/>are only eligible for "Absorption". Candidates<br/>of non-Government Organizations are eligible<br/>only for Short Term Contract)<br/>         # The option of 'STC' / 'Absorption' / Re-<br/>employment' are available only if the vacancy<br/>circular specially mentioned recruitment by<br/>"STC" or "Absorption" or "Re-employment").</p>   |  |
| 18.  | 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 : \_\_\_\_\_