



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./LWO/2018 8881

Dated:- 9/12/2018

CIRCULAR

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

Applications are invited from eligible officials of Delhi Jal Board for filling up one post of Labour Welfare Officer in the Pay Band 3 of Rs.15600-39100/- with the grade pay of Rs. 5400/-(Pre-revised) plus usual allowances by Deputation (including short-term contract)/ Absorption having the following experience/educational qualifications:-

- (a) (i) holding analogous post on regular basis in the parent cadre/ department; or
(ii) with 5 years service in the grade rendered after appointment thereto on a regular basis in the PB-2 of Rs. 9300-34,800/- with Grade Pay of Rs. 4600/- or equivalent in the parent cadre/ department; and
- (b) Possessing the educational qualification and experience as under:-

- (1) Master's Degree in Economics/ Social Sciences with Labour Welfare as a subject from a recognized University/ Institute;

Or

A Post Graduate Degree OR Diploma in Social Work, Labour Welfare, Industrial Relations or Personal Management from a recognized University/ Institute.

- (2) Three years practical experience in Labour Welfare work, industrial relation or personal Management in a Government Department, or Public Sector Undertaking/Semi Government or Autonomous Or Statutory Organization or in any Private Limited Company governed by the Factory Act, 1948.

Desirable :- Two years experience in handling of Industrial Dispute and their settlement and of enforcement of Labour laws particularly the minimum wages Act and the Industrial dispute Act in an Organization having the labour force of at least 5000.

Note:-1 Qualification are relaxable at the discretion of the Union Public Service Commission, for reason to be recorded in writing, in case of candidates otherwise well qualified.

Note:-2 The qualification regarding experience is relaxable at the direction of the Union Public Service Commission, for reasons to be recorded in writing, in case of candidates

83/K03
O/o Assistant Commissioner (D) 3/12
Delhi Jal Board
Diary No. 820
Date 12/12/2018

belonging to Scheduled Caste and Scheduled Caste or Scheduled Tribes, if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the post reserved for them.

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.



(A.K. SHARMA)

ASSISTANT COMMISSIONER (D)

Copy to:-

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, 7th Floor, Lok Nayak Bhawan, Khan Market, ND.
12. Director (Local Bodies), 9th 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.

O/o Assistant Commissioner (D)
Delhi Jal Board

Diary No. 820

Date 13/2/18



13/02/18
AE (EDP)
Sh. Sanjay (Hrs-1)



ASSISTANT COMMISSIONER (D)

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

1.	Name and Address (in Block letters)				
2.	Date of Birth (in Christian era)				
3.	(i) Date of entry into service (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)				
	Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular		Qualifications/ experience possessed by the officer		
	Essential				
(A)	Qualification*	Essential :- (1) Master's Degree in Economics/ Social Sciences with Labour Welfare as a subject from a recognized university/ Institute; Or A Post Graduate Degree OR Diploma in Social Work, Labour welfare, Industrial Relations or Personal Management from a recognized University/ Institute.			
(B)	Experience	(2) Three years practical experience in Labour Welfare work, industrial relation or personal Management in a Government Department, Or Public Sector Undertaking/ Semi Government. Or Autonomous Or Statutory Organization or in any Private Limited Company governed by the Factory Act, 1948.			
	Desirable	2 years experience in handling of Industrial Dispute and their settlement and of enforcement of Labour laws particularly the minimum wages Act and the Industrial dispute Act in an Organization having the labour force of at least 5000.			

		Note:- 1. Qualifications are relaxable at the discretion of the UPSC, for reason to be recorded in writing, in case of candidates otherwise well qualified. Note :- 2. The qualification regarding experience is relax-able at the direction of the UPSC for reason to be recorded in writing, in case of candidates belonging to Scheduled Caste or Scheduled Tribes if, at any stage of selection the UPSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the post reserved for them.	
(A)	Qualification*	Nil	
(B)	Experience	Nil	
	*In the case of Degree and Post Graduate Qualifications Elective/ main subject and subsidiary subjects may be indicated by the candidate.		
6.	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.		

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/ contract basis, please state-			
	j) The date of Initial appointment	k) Period of appointment on deputation/ contract	l) Name of the parent office/ organization to which the applicant belongs.	(d) Name of the post and pay of the post held in substantive capacity in the parent organization
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. 9.2 Note : Information under column 9(c) & (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.				
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
11.	Additional detail about present employment: Please state whether working under (indicate the name of your employer against the relevant column) Central Government State Government Autonomous Organization Government Undertaking Universities Others			
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 Pay and rate of increment	Dearness Pay/interim relief/ other Allowances etc., (with break-up details)	Total Emoluments	

16.A	Additional information, if any, relevant to the post you applied for 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 (iii) Work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note : Enclose a separate sheet, if the space is insufficient)	
16.B	Achievements: The candidates are requested to indicate information with regard to; (xix) Research publications and reports and special projects (xx) Awards/ Scholarships/ Official Appreciation (xxi) Affiliation with the professional bodies/ institutions/societies and; (xxii) Patents registered in own name or achieved for the organization. (xxiii) Any research/ innovative measure involving official recognition (xxiv) Any other information. (Note : Enclose a separate sheet if the space is insufficient)	
17.	Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract) # The option of 'STC' / 'Absorption' / Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
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 : _____

Certificate by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selection, he/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- (i) There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt. _____
- (ii) His/her integrity is certified.
- (iii) His/Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (iv) No major/ minor penalty has been imposed on him/her during the last 10 years Or A list of major/ minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with seal)