



Stop Corona:  
Wash your hands  
Wear Mask  
Maintain Social Distance



GNCT OF DELHI: DELHI JAL BOARD  
OFFICE OF THE DEPUTY DIRECTOR (RR)  
ROOM NO. 311-A, VARUNALAYA PHASE-II,  
KAROL BAGH, DELHI-110005  
E-MAIL:-acrr.djb@gmail.com

No. F.1 (74)/DD (RR)/2023/ D-137

Dated:- 23-05-2023

Please find enclosed herewith the draft proposal of recruitment rules for the post of Senior Private Secretary for uploading the same on the DJB's website for wide publicity and inviting comments from the stakeholders.


Encl: - As above.

  
(JOGINDER SINGH)  
DEPUTY DIRECTOR (RR)

ACE (EDP)

Please upload on  
DJB's website.

EE(EDP)

  
23/05/23  
Sunil Kumar Singh  
Addl. Chief Engineer (Project)-I  
Electronic Data Processing (EDP) Cell

Prog-T

  
23-05-2023  
Ashok Kumar  
Executive Engineer (EDP)

Addl. Chief Engineer (Project)-I  
EDP Cell, Delhi Jal Board, GNCTD  
Dy. No. 1098 dt. 20-05-23



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No. F.1 (74)/DD(RR)/2023/

Dated :-

Subject: **Draft Recruitment Rules for the post of Private Secretary in Delhi Jal Board**

Enclosed herewith uploaded the draft Recruitment Rules for the post of Senior Private Secretary for wide publicity and inviting comments from the stakeholders.

If any, Stakeholder has any objection/comment as regard to any aspect of the draft recruitment rule, he/she may write/mail with reasons to the undersigned at the address/E-mail I.D mentioned above, within 30 days from the date of uploading of Recruitment Rules.

  
(JOGINDER SINGH)  
DEPUTY DIRECTOR (RR)

**Draft Proposal of RR for the post Senior Private Secretary to be uploaded on DJB Website**

**SCHEDULE**

1	NAME OF THE POST	SENIOR PRIVATE SECRETARY
2	NO. OF POSTS	06 (2023) *SUBJECT TO VARIATION DEPENDENT ON WORKLOAD
3	CLASSIFICATION	CATEGORY 'A'
4	LEVEL IN THE PAY MATRIX	LEVEL-11 (RS.67700-208700) IN THE PAY MATRIX
5	WHETHER SELECTION OR NON-SELECTION POST	SELECTION
6	AGE LIMIT FOR DIRECT RECRUITS	NOT APPLICABLE
7	EDUCATIONAL & OTHER QUALIFICATION REQUIRED FOR DIRECT RECRUITS	NOT APPLICABLE
8	WHETHER AGE AND EDUCATIONAL QUALIFICATION PRESCRIBED FOR DIRECT RECRUITS	NOT APPLICABLE
9	PERIOD OF PROBATION, IF ANY.	TWO YEARS
10	METHOD OF RECRUITMENT WHETHER BY DIRECT RECRUITMENT, OR BY PROMOTION OR BY DEPUTATION/ ABSORPTION AND PERCENTAGE OF VACANCIES TO BE FILLED BY VARIOUS METHODS.	BY PROMOTION
11	IN CASE OF RECRUITMENT BY PROMOTION/ DEPUTATION/ ABSORPTION, GRADES FROM WHICH PROMOTION/ DEPUTATION/ ABSORPTION TO BE MADE.	<p><b>PROMOTION:-</b> PRIVATE SECRETARY IN LEVEL-8 (RS 47600-151100) IN THE PAY MATRIX WITH 8 YEARS REGULAR SERVICE IN THE GRADE AND HAVE UNDERGONE TWO WEEK TRAINING IN THE RELATED MATTER FROM DELHI JAL BOARD TRAINING INSTITUTE.</p> <p><b>NOTE :-1</b> WHERE JUNIORS WHO HAVE COMPLETED THEIR QUALIFYING/ ELIGIBILITY SERVICE ARE BEING CONSIDERED FOR PROMOTION, THEIR SENIORS WOULD ALSO BE CONSIDERED PROVIDED THEY ARE NOT SHORT OF THE REQUISITE QUALIFYING/ELIGIBILITY SERVICE OR TWO YEARS, WHICHEVER IS LESS, AND HAVE SUCCESSFULLY COMPLETED THEIR PROBATION PERIOD FOR PROMOTION TO THE NEXT HIGHER GRADE ALONG-WITH THEIR JUNIOR WHO HAVE ALREADY COMPLETED SUCH QUALIFYING/ELIGIBILITY SERVICE.</p> <p><b>NOTE - 2 :-</b> FOR THE PURPOSE OF COMPUTING MINIMUM QUALIFYING SERVICE FOR PROMOTION. THE SERVICE RENDERED ON A REGULAR BASIS BY AN OFFICER PRIOR TO 1.1.2016 THE DATE FROM WHICH THE REVISED PAY STRUCTURE BASED ON THE SEVENTH CPC RECOMMENDATIONS 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.</p>
12	IF A DEPARTMENTAL PROMOTION COMMITTEE EXISTS, WHAT IS ITS COMPOSITION.	<p><u>CATEGORY 'A' DEPARTMENTAL PROMOTION COMMITTEE FOR CONSIDERING PROMOTION.</u></p> <p>1. CHAIRMAN/MEMBER UPSC. - CHAIRMAN 2. CEO/MEMBER(A) DJB -MEMBER 3. DIRECTOR(A&amp;P) DJB - MEMBER</p>
13	CIRCUMSTANCES IN WHICH UNION PUBLIC SERVICE COMMISSION IS TO BE CONSULTED IN MAKING RECRUITMENT.	CONSULTATION WITH UPSC NECESSARY FOR FILING UP OF POST.