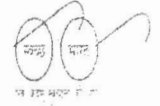


**DELHI JAL BOARD: GOVT. OF NCT OF DELHI**  
**OFFICE OF THE DEPUTY DIRECTOR (D)**  
**VARUNALAYA PHASE-II: KAROL BAGH**  
**NEW DELHI-110005**



No. DJB/Jt.Dir.(F&A)/Dy. Dir. (D)/Dy. Dir. (F&A)/AAO/Deputation/2025/85397

Dated:- 4-7-25

**CIRCULAR**

Subject:- Filling up the vacant post of Jt.Dir.(F&A)/Dy. Director(F&A)/Deputy Directors/Assistant Accounts Officer on deputation basis in Delhi Jal Board.

Applications are invited from the eligible candidates to fill up the vacant posts of Jt. Director/Deputy Director(F&A)/ Deputy Directors /Assistant Accounts Officer on deputation basis in Delhi Jal Board initially for a period of one year or till the posts are filled up on regular basis or till further order whichever is earlier. The Officers of the Central/State Govt./Union Territories having the qualification and experience are eligible to apply for the post:

S. No.	Name of the post	No. of posts	Pay Scale	Eligibility Criteria
1.	Jt. Director (F&A)	01	Pay Level-12 (PB-3 Rs. 15600-39100/- + GP. Rs.7600/- pre-revised)	Officers of the Central/State Government/Union Territories Administrations/Universities recognized institutes/PSUs/Semi Govt. or Autonomous or Statutory organization. (a) (i) holding analogous post in regular basis in the parent cadre/department OR (ii) With 05 (five) years service in the grade rendered after appointment thereto on a regular basis in Pay Band-3 in the scale of pay of Rs. 15600-39100 with Grade Pay of Rs. 6600/- or equivalent in the parent cadre/department; OR (iii) With 10 (six) years service in the grade rendered after appointment thereto on a regular basis in the Pay Band-3 in the scale of pay of Rs. 15,600-39,100/- with grade pay of Rs. 5400/- or equivalent in the parent cadre/department; OR AND (b) Possessing one of the following educational qualifications and experience: (i) A Pass in subordinate accounts service or equivalent examination conducted by any organization accounts department or the Central Government; OR

vaishnav  
30/7/2025

Dir(A)

Adm/26893  
30/07/2025

55(A 2A)  
17/11/25

10/7

DSK/A

UJN  
Ch2n

Sd/A  
29/7/25

				<p>(ii) Successfully completion of training in cash and accounts work in the Institute of Secretariat Training and Management (ISTM) or equivalent; and Possessing five years experience in cash accounts and budget work.</p> <p>The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</p> <p>Similarly deputationist shall not be eligible for consideration for appointment by promotion</p> <p>(Period of deputation including period of deputation 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 exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of the application).</p>
2.	Dy. Director (F&A)	02	Pay Level-11(PB-3 Rs. 15600-39100/- + GP, Rs.6600/- pre-revised)	<p>Officers under the Central/State Government/Union Territories Administrations:</p> <p>(c) (i) holding analogous post on regular basis in the parent cadre/department OR</p> <p>(ii) With 05 (five) years service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-2 in the scale of pay of Rs. 9300-34800 with Grade Pay of Rs. 5400/- or equivalent in the parent cadre/department; OR</p> <p>(iii) With 06 (six) years service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2 in the scale of pay of Rs. 9300-34800 with grade pay of Rs. 4800/- or equivalent in the parent cadre/department; OR</p> <p>(iv) With 07 (seven) years regular service in the grade rendered after appointment thereto on a regular basis in the Pay Band-2 in the scale of pay of Rs. 9300-34800 with grade pay of Rs. 4600/- or equivalent in the parent cadre /</p>

सचिव परमाणु उर्जा विभाग  
Secretary D.A.E.

14 JUL 2025

संख्या No.

				<p>department; and</p> <p>(d) Possessing one of the the following educational qualifications and experience:</p> <p>(iii) A Pass in subordinate accounts service or equivalent examination conducted by any organization accounts department or the Central Government; OR</p> <p>Successfully completion of training in cash and accounts work in the Institute of Secretariat Training and Management (ISTM) or equivalent;</p> <p>AND</p> <p>(iv) Possessing five years experience in cash accounts and budget work.</p> <p>The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</p> <p>Similarly deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>Period of deputation including period of deputation 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 exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of the application.</p>
3.	Deputy Director	06	Pay Level-11(PB-3 Rs. 15600-39100/- + GP. Rs.6600/- pre-revised)	<p>Officers under the Central/ State Government/ Union Territories Administrations.</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre/department. OR</p> <p>(ii) with 05 (five) years' of service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-2 in the scale of pay of Rs. 9300-34800/- with Grade Pay of Rs. 5400/- or equivalent in the parent cadre/department; OR</p> <p>(iii) with 06 (six) years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2 in the scale of pay of Rs. 9300-34800/- with Grade Pay of Rs. 4800/- or equivalent in the parent cadre/department; and</p>

				<p>(b) Possessing the following educational qualification and experience:-</p> <p>(i) Degree from a recognized University/Institute</p> <p>(ii) 05 (Five) years' experience in Administrative and Establishment matters (Period of deputation including period of deputation in another Ex-cadre post held immediately preceding this appointment in the same or some other organization / Department of the Central Govt. shall ordinarily not exceed four years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of the receipt of application).</p>
4.	Assistant Accounts Officer	71	Pay Level-8(F8-2) Rs. 9300-34300/- + GP. Rs.4800/- pre-revised)	<p>Officers under the Central/State Govt. Union Territory administration:</p> <p>a) (i) Holding analogous post on regular basis in the parent cadre/department;</p> <p>OR</p> <p>(ii) With three years' service in the grade rendered after appointment thereto on a regular basis in the pay scale of Rs. 5500-9000 or Equivalent in the parent cadre/department</p> <p>OR</p> <p>(iii) With six years regular service in the grade rendered after appointment thereto on a regular basis in the pay scale of Rs. 5000-8000; OR Equivalent in the parent cadre/department; and</p> <p>&amp;</p> <p>b) Possessing one of the following educational qualification and experience:</p> <p>(i) Pass in Subordinate Accounts Service or equivalent examination conducted by any organised accounts department of the Central Government;</p> <p>OR</p> <p>(ii) Successfully completed training in cash and accounts work in the ISFM or equivalent and experience in finance/cash/budgeting/accounts work.</p> <p>Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>(Period of deputation including period of deputation in another Ex-cadre post held</p>

				Immediately preceding this appointment to the same or some other organization Department of the Central Govt. shall ordinarily not exceed four years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of the receipt of application).
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The vacancy shown above is subject to change. The proforma for application can be downloaded from the website [www.delhijalboard.nic.in](http://www.delhijalboard.nic.in). Since Delhi Jal Board follows the Rules / Regulations/Instructions of the Govt. of India, the laid down terms and conditions of deputation of the Govt. of India shall be applicable mutatis mutandis to the officer on deputation basis in Delhi Jal Board.

It is requested that wide publicity may please be given to this circular in the department/offices under your control and applications of the willing and eligible officers who can be spared in the event of their selection, may please be forwarded in the prescribed proforma, through proper channel along with their complete Bio-data, integrity certificate, Vigilance clearance, cadre clearance and ACR dossiers for the last five years to this office up to 15.08.2025 through proper channel to enable us to fill up the above said posts on deputation basis. No application received after 15.08.2025 OR incomplete/direct application will be entertained. The eligible candidates may sent their advance copy to the office of undersigned on or before 25.07.2025.

Encls. As above.

*Suvarna*  
02/07/2025  
(Suvarna Tushaba Shinde Ogale)  
**DEPUTY DIRECTOR (D)**

1. All Secretaries of Govt. of India.
2. All Chief Secretaries, State/Administrators of Union Territories.
3. Director General of Police, States.
4. The Controller General of Defense Accounts, West Block-V, R.K. Puram, New Delhi.
5. The Assistant Comptroller and Auditor General, Office of Comptroller and Auditor General of India, 10 Bahadur Shah Zafar Marg, New Delhi.
6. The Controller General of Accounts, Ministry of Finance, 7<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
7. The Controller General of Accounts, Posts & Telegraphs Department, Patel Chowk, New Delhi.
8. The Special Secretary (Services), GNCTD, I.P. Estate, New Delhi—110002
9. The CEO, Delhi Cantonment Board, Delhi Cantt.-110010.
10. Director (Local Bodies), 9<sup>th</sup> Level, A-wing, Delhi Secretariat, I.P. Estate, New Delhi.
11. The Chairman, CBDT, Ministry of Finance, North Block, New Delhi.
12. The Chairman, DDA, Vikas Sadan, INA, New Delhi.
13. The General Manager, Northern Railway, CPRO, The Ministry of Railway, Govt. Of India.
14. The Director General (Works), CPWD, Nirman Bhawan, New Delhi-110011.
15. Director (Personnel), Municipal Corporation of Delhi.
16. Director (Personnel), New Delhi Municipal Council.
17. Dy. Director (PR) with the direction to advertise the vacancies in the Employment News in the format being sent separately.
18. EE (EDP) along with an application format with the direction to upload the copy of circular and application format on the DJB website immediately.

Copy to:-

1. CEO, Delhi Jal Board for information please.
2. Member (Admn.) for information please.

*Suvarna*  
02/07/2025  
**DEPUTY DIRECTOR (D)**

**BIO-DATA / CURRICULUM VITAE PROFORMA FOR THE POST OF JOINT DIRECTOR(F&A)/DEPUTY DIRECTOR(F&A)/ DEPUTY  
DIRECTOR/ASSISTANT ACCOUNTS OFFICER IN DELHI JAL BOARD ON DEPUTATION BASIS PERSONAL DATA  
(TO BE FILLED BY CANDIDATE)**

1	Post Applied for					
2	Name and Address (in Block letters)					
3	Date of Birth (DD/MM/YYYY)					
4	1. Date of initial appointment with designation and Pay Scale 2. Present Designation and Pay Scale					
5	Educational Qualifications					
6	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)					
7	Experience					
8	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.					
9	Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
10	Office/ Institution	Post held on regular basis	From	To	Pay Level (Pay Band and Grade Pay/Pay Scale pre-revised) of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
11	Nature of present employment i.e. Adhoc of Temporary or Quasi-Permanent or Permanent					
12	In case of the present employment is held on deputation/contract basis, please state					
	a) The date of initial appointment	b) Period of appointment on deputation/contract	c) 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	

1. All such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate

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

12. In case the applicant belongs to an Organization which is not following the Central Government Pay-scale, the latest salary slip issued by the organization showing the following details may be enclosed.

15. Whether belongs to SC/ST

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will 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 Employee/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 education qualification and experience mentioned in the vacancy circular. If selection, he/she possesses education qualifications and experience mentioned in the vacancy circular. If selected he/she will be relieved immediately.

2. Also verified 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)