

**Government of NCT of Delhi**  
**Department of Urban Development**  
**10<sup>th</sup> Level C-Wing, Delhi Sachivalaya**  
**I.P. Estate, New Delhi - 110002**  
**Ph-011-23392343**

No.F.16(29)/UD/W/1997/00063945/2152

Dated: 26/03/2024

Draft Recruitment Rules for the post of Junior Assistant in Delhi Jal Board,  
Varunalaya Phase - II, Karol Bagh, New Delhi - 110005  
approved by the Services Department


**NOTICE**

In terms of approval of Services Department, Services - IV Branch, Govt. of NCT of Delhi, 7<sup>th</sup> Level, "B" Wing, Delhi Secretariat, I.P. Estate, New Delhi - 110002 vide No. F.2(31)/RRs/2023/S-IV/416 dated 15/03/2024, the proposal for framing/amendment of Recruitment Rules of 760 post of erstwhile Junior Assistant (Category - C) in Delhi Jal Board has been approved by the Services Department on 15/03/2024. The Draft Recruitment Rules is hereby uploaded on the website of this department for obtaining the comments, if any, from the stakeholders, in the following format:

S.No./Column No. of proposed Notification/Schedule of RRs to the post of Junior Assistant	Comments
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The stakeholders are hereby invited to give their comments, if any, on the Draft Recruitment Rules to this Department within 30 days from the date of uploading of Draft Recruitment Rules.

After completion of 30 days, the Draft Recruitment Rules will be placed/ before Competent Authority for taking approval for notifying in Delhi Gazette as per Law, Rules and Procedure prescribed.

  
**(Arvind Jain)**  
**Dy. Secretary (Water)**

**Asstt. Programmer,**  
**Urban Development Department,**  
**Govt. of NCT of Delhi,**  
**9<sup>th</sup> Level, "C" Wing,**  
**Delhi Secretariat, I.P. Estate,**  
**New Delhi - 110002.**

Column No.	Provision agreed to by Services Department
1. (Name of the Post)	Junior Assistant
2. (Number of posts)	760(2024)*  *subject to variation dependent on workload.
3. (Classification)	Category 'C'
4. (Level in the Pay Matrix)	Level-2 (Rs. 19900-63200) in the pay matrix.
5 (Whether selection or non selection post)	Non Selection
6. (Age limit for direct recruits)	18-25 years*  (The upper age limit is relaxable for departmental candidate upto 40 years in accordance with the instructions or orders issued by the Central Government) <b>Note:</b> The crucial date for determining the age-limit shall be as advertised by DSSSB/Competent Authority *In case of post being filled up by all-India Open Competition, the age limit would be between 18 years and 27 years
7. (Educational and other qualification required for direct recruits)	<b>Essential:-</b> (I) 12 <sup>th</sup> Class or equivalent qualification from a recognized Board (II) A typing speed of 35 w.p.m.in English or 30 w.p.m.in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)  <b>Note:</b> Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified
8. (Whether age & Educational qualifications prescribed for Direct recruitment will apply in case of promotees)	Yes, to the extent indicated in Col. No. 10
9. (Period of Probation, if any)	Two Years for direct recruits  <b>Note:</b> Direct recruits would be required to successfully complete a mandatory training of at least two weeks duration as prescribed by the Competent Authority, for completion of probation
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.)	(i) 85 % by direct recruitment (ii) 10% of the vacancies shall be filled from amongst the Group C Staff in Pay Level-1 and who possess 12 <sup>th</sup> Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the SC/ST) <b>Note:-</b> If more of such employees than the number of vacancies available under Clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered

	<p>before those who qualify at a later examination.          (iii) 5% of the vacancies shall be filled by promotion on seniority-cum-fitness basis from Group C employees working in the Level-1 of Pay Matrix with 3 years regular service in the Grade.</p>
11. (In case of recruitment by promotion /deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.)	As stated in Col. 10
12. (If DPC exist what is its composition)	<p><b>Group-'C' DPC (for considering promotion):</b></p> <ol style="list-style-type: none"> <li>1. Director (A &amp; P), DJB- <b>Chairman</b></li> <li>2. Joint Director (Revenue), DJB - <b>Member</b></li> <li>3. Assistant Commissioner (Water), DJB- <b>Member</b></li> </ol>
13. (Circumstances in which UPSC is to be consulted in making recruitment)	Not applicable.