



DELHI POLLUTION CONTROL COMMITTEE
DEPARTMENT OF ENVIRONMENT, (GOVT. OF NCT OF DELHI)
4th & 5th FLOOR, ISBT BUILDING, KASHMERE GATE, DELHI-06
(visit us at website : <http://dpcc.delhigovt.nic.in/>)

F.No. DPCC/(3)(2)(46)/Admn-19/3322

Dated 15/02/2021

CIRCULAR

Subject : Filling up of vacant Ministerial posts on deputation basis in Delhi Pollution Control Committee

Worthy Chairman DPCC is pleased to fill up the following vacant posts in the Delhi Pollution Control Committee on deputation basis for a period of three Years. The pay and allowances and other terms of deputation of the officers selected for the post will be regulated in accordance with the instructions contained in the **Department of Personnel & Training O.M. No. 6/8/2009-Estt.(Pay II) dated 17.06.2010** as amended from time to time. The eligibility criteria are as under:

01. Private Secretary : 01 post in the Level-7(Pre-revised Pay Band-2; Rs 9300-34800/- plus Grade Pay Rs.4800/-.)

Eligibility : Officers of Central / State Government/ Autonomous bodies/Statutory Bodies/PSUs:(a)(i) holding analogous posts on regular basis in parent cadre or department;Or(ii) With five years service after appointment to the post on regular basis in the Pay Band PB-2 Rs 9300-34800/- with Grade Pay Rs.4600/- or equivalent in parent cadre or department ; **and**
(b) Possessing the following qualification :-
(i)A Bachelor's Degree or equivalent from a recognized University/ Institution;(ii) Passing of the test in English Shorthand and Typing at a minimum speed of 120 wpm and 40 wpm on computer respectively;**Or**Passing of test in Hindi Shorthand and typing at a minimum speed of 120 wpm and 35 wpm on computer respectively;

02. Steno Grade – I : 03 post in the Level-7(Pre-revised Pay Band-2; Rs 9300-34800/- plus Grade Pay Rs.4600/-.)

Eligibility : Officers of Central / State Government/ Autonomous bodies/Statutory Bodies/PSUs:
(i) holding analogous posts on regular basis; OR
(ii) having atleast ten years of regular service in posts in the level 4 (Pre-revised PB-1 Rs 5200-20200 with Grade Pay Rs.2400/-) possessing following qualification:
(a) A Bachelor's Degree from a recognized University/ Institution;
(b) Passing of the test in English Shorthand and Typing at a minimum speed of 120 wpm and 40 wpm on computer respectively; **Or**
Passing of test in Hindi Shorthand and typing at a minimum speed of 120 wpm and 35 wpm on computer respectively;
(c) Not less than 5 years of experience as Stenographer in a Govt./ Public Sector Undertaking/ Autonomous body/ Private firm of repute.

Note:- Period of deputation shall not ordinarily exceed three years. The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. The maximum age limit for appointment by deputation should not be exceeding 56 years as on the closing date of receipt of application. The applications of the eligible and willing officers alongwith their bio-data (duly signed by the concerned officers), attested copies of APAR dossier for the last 5 years, Integrity Certificate, Vigilance clearance and statement of Major/Minor penalties, if any, imposed during the last ten years may be forwarded . Applications which are incomplete, not Through proper Channel, without attested copies of APAR Dossier and other related documents will not be considered. Applications must be accompanied by the self attested copies of certificates of proof of age, educational qualifications, work experience and claim of belonging to SC/ST/OBC/Persons with Disability etc. failing which the application will be treated as incomplete and summarily rejected.

General Conditions:

1. Application should be sent either in English or in Hindi in the prescribed proforma only.
2. Only Indian Nationals need to apply

3. Although place of postings are mentioned in the circular for each post but Board reserves the right to post the selected candidates anywhere in India.
4. The Board reserve the right not to fill up the post, if it so decided.
5. No correspondence/representation will be entertained with regard to the call for interview and /or selection.
6. The crucial date for determining the age-limit shall be closing date for receipt of applications from the candidates in India.
7. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
8. The number of posts is likely to increase or decrease.
9. Candidate may send advance copy , however advance copy will be entertained only after receiving application through proper channel with 15 days from the date of receipt of application.

Prescribed application form alongwith recent passport size photograph, should reach "The Administrative Officer , Delhi Pollution Control Committee, 5th Floor, ISBT Building, Kashmere Gate, Delhi – 110006 within 45 days from the date of publication in Employment News and 60 days for application from remote areas e.g. Assam, Meghalaya, Arunachal Pradesh, Manipur, Mizoram, Nagaland, Tripura, Sikkim Ladakh, Jammu & Kashmir, Lahaul and Spiti-District & Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep. Incomplete applications will not be considered. The name of the post must be superscribed on the envelope. Advertisement & prescribed application form can be downloaded from our website www.dpcc.delhigovt.nic.in.



Administrative Officer

Distribution:

1. All Ministries/Departments of Government of India.
2. The Chief Secretaries of all State Governments & Union Territories.
3. The Secretaries/HODs of all Departments of Govt. of Delhi - with a request to circulate it to all Government offices/Autonomous organization/ Statutory bodies/PSUs under their control.
4. The Commissioners of MCD - with a request to circulate widely to all the offices under their control.
5. The Chairman, NDMC/DJB- with a request to circulate it widely to all the offices under their control.
6. The Chairman, Central Pollution Control Board - with a request to circulate it widely to all the officials under their control.
7. The Head, Council of Scientific and Industrial Research, Pusa, New Delhi
8. All PCCs/SPCBs - with a request to circulate it widely to all the officials under their control.
9. The Chairman, Railway Board, Rail Bhawan, New Delhi.
10. The Chairman, Defence Research and Development Organization, New Delhi
11. The Director, Indian Agricultural Research Instituted, New Delhi
12. The Director, National Environmental Engineering Research Institute.
13. P.S. to Chairman, DPCC – for information of Hon'ble Chairman, DPCC please.
14. P.A. to M.S., DPCC – for information of Worthy M.S., DPCC please.
15. SEE(IT) –For uploading the same on DPCC website.

APPLICATION FORM FOR DEPUTATION

**Affix
Passport Size
Photograph**

Post applied for

1. Name and Address in Block letters

2. Date of Birth (in Christian era)

3. Date of retirement under Central /State Government rules

4. Educational Qualifications

Sl. No.	Name of the Examination passed	Year of Passing	Name of the Board/University	% of Marks	Div.	Subjects taken

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	Qualification/Experience possessed by the officer
Essential	(1) (2) (3)	
Desired	(1) (2)	

6. Please state clearly whether in the light of entries made by you above, you meet the requirement 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

Office/ Instt./Orgn.	Post held	From	To	Scale of pay Pay Band and Grade Pay	Nature of duties (in detail)

8. Nature of present employment, i.e. ad hoc or temporary
or quasi-permanent or permanent
9. In case 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/ organisation to which
you belong.
10. Additional details about present employment please state
whether working under –
(a) Central Government
(b) State Government
(c) Autonomous Organisations
(d) Government Undertakings
(e) Universities
(f) Others
11. Please state whether you are working in the same
department and are in the feeder grade or feeder
to feeder grade.
12. 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.
13. Total emoluments per month now drawn.
14. Additional information, if any, which you would
like to mention in support of your suitability for
the post. (This among other things may provide information
with regard to
(i) Additional academic qualification
(ii) Professional Training
(iii) Work experience over and above prescribed in the
Vacancy Circular/ Advertisement.
- (Note : Enclose a separate sheet if the space is
insufficient.)

15. Please state whether you are applying for deputation

16. Whether belongs to SC/ST

17. Remarks :The candidates may indicate information with regard to

(i) Research publications and reports and special projects

(ii) Awards/ Scholarships/ Official Appreciation

(iii) Affiliation with the professional bodies/ institutions/ societies and

(iv) any other information.

(NOTE : Enclose a separate sheet if the space is insufficient).

Declaration : I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date

Signature of the candidate

Address

CERTIFICATE TO BE FURNISHED BY THE H.O.O.

1. Service particulars given above have been verified from the service record of the applicant and found correct.
2. Certified that no Vigilance enquiry is pending or contemplated against the applicant.
3. He/She will be relieved of his/her duties to take up assignment in the Central Pollution Control Board on his/her selection on deputation.

Place :

Date :

Countersigned.....
(Employer with seal)