



F.No.DPCC/(3)/(2)/(46)/Admn-19/2444 - 58

Dated: 30/12/24

CIRCULAR

Subject: Rolling Advertisement for Recruitment of various posts on (i) By deputation & (ii) By deputation (including short term contract) in Delhi Pollution Control Committee

Competent Authority, DPCC is pleased to fill up the following vacant posts in the department 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:

(A) By deputation: -

(1) Environmental Engineer : 12 posts in the Level-11 (Pay Matrix – Rs. 67700 - 208700/-)

Eligibility:- Officers of Central/State government/Autonomous Bodies/Statutory Bodies/PSUs

- (a) (i) holding analogous posts on regular basis; or
(ii) having at least five years of regular service in posts in Pay Level 10 of Pay Matrix (Rs. 56100-177500/-) **and**
- (b) Possessing the qualifications and experience prescribed for direct recruits as below:-
Bachelor's degree in Engineering* **in related field**, from a recognized University or Institution with eight years' experience in pollution control or related field subject to after acquiring the Bachelor's Degree.

or

Master's degree in Engineering* **in related field**, from a recognized University or Institution with six years' experience in pollution control or related field subject to after acquiring the Master's Degree.

***relevant field of Engineering is Civil/Environment.**

(2) Additional Director(Scientific) : 1 post in the Pay Level 13 of Pay Matrix (Rs 123100-215900/-)

Eligibility:- Officers of Central/State Government/Autonomous bodies/Statutory Bodies/ PSUs:

- (a) (i) Holding analogous posts on regular basis; **or**
(ii) Having atleast five years regular service in post in the Pay Level 12 of Pay Matrix (Rs 78800-209200/-). **or** equivalent, **and**
- (b) Possessing Master's degree in Science having atleast fifteen years' experience in pollution control or related subjects. **or**
Doctorate in Science having atleast ten years of experience in pollution control or related subjects.

(3) Senior Scientist L-II (Scientist-D) : 1 post in the Pay Level 12 of Pay Matrix (Rs 78800-209200/)

Eligibility:- Officers of Central/State Government/Autonomous bodies/Statutory Bodies/ PSUs:

- (a) (i) holding analogous posts on regular basis; or
(ii) having atleast five years of regular service in posts in Pay Level 11 of Pay Matrix (Rs 67700-208700/-) or equivalent; and
- (b) Possessing Master's degree in Science and having atleast thirteen years of experience in pollution control or related subjects. **or**
Doctorate in Science.

(4) Sr. Scientist L-I (Scientist-C): 02 posts in the Pay Level 11 of Pay Matrix (Rs. 67700-208700/-)

Eligibility:- Officers of Central/State Government/Autonomous bodies/Statutory Bodies/PSUs:

- (a) (i) holding analogous posts on regular basis; **or**
(ii) having at least five years of regular service in posts in in Pay Level 10 of Pay Matrix (Rs 56100-177500/-); **and**
- (b) Possessing Master's degree in Science and having atleast eight years of experience in pollution control or related subjects.

(5) Scientific Assistant : 1 post in Pay level 6 of Pay Matrix (Rs 35400-112400/-)

Eligibility:- Officers of Central/State Government/Autonomous bodies/Statutory Bodies/PSUs:

- (a) (i) holding analogous posts on regular basis; **or**
(ii) having atleast ten years of regular service in posts in Pay Level 4 of Pay Matrix ((Rs25500-81100/-) or equivalent; **and**
- (b) Possessing bachelor degree in science and experience in laboratory works.

(6) Senior Lab Assistant :- 2 posts in Pay Level 4 of Pay Matrix (Rs 25500-81100/-)

Eligibility: Officers of Central/State Government/Autonomous bodies/Statutory Bodies/PSUs:

- (i) holding analogous posts on regular basis; **or**
- (ii) Having atleast eight years of regular service in posts in the Pay Level 2 of Pay Matrix (Rs 19900-63200/-). or equivalent;

(7) Principal Private Secretary-PB3 :- 2 posts in Pay Level 10 of Pay Matrix (Rs 56100-177500/-)

Eligibility :- Officers of Central/State Government/Union Territory/ Recognized / Research Institute/Autonomous bodies/Statutory Bodies/PSUs:

- A. (i) holding analogous posts on regular basis or cadre/ department. **or**
(ii) with three years of services after appointment to the post on regular basis in the Pay Level 8 of Pay Matrix (Rs 47600-151100/-) **or** equivalent in parent cadre or department; **and**
- B. Possessing the following:-
 - (i) A Bachelor's Degree from a recognized University/ Institution:
 - (ii) passing 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;

(8) Steno Grade I :- 3 posts in Pay Level 7 of Pay Matrix (Rs 44900-142400/-) of Pay Matrix

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 Pay Level 4 of Pay Matrix (Rs 25500-81100/-) possessing the qualification as in Column 7 of RRs i.e.
 - (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.

(9) Section Officer :- 1 post in Pay Level-8 of Pay Matrix (Rs 47600-151100/-)

Eligibility:- Officers of Central/State Government/Autonomous Bodies/Statutory Bodies/PSUs:

- (a) (i) holding analogous posts on regular basis; **or**
- (ii) having atleast five years of regular service in posts in the pay level-7 (Rs 44900-142400/-) of Pay Matrix or equivalent; **and**
- (b) Possessing a Bachelor's degree from a recognized University/Institution.

(10) Assistant Section Officer :- 7 posts in Pay Level – 7 of Pay Matrix (Rs 44900-142400/-)

Eligibility :- Officers of Central/State Government/Autonomous Bodies/Statutory Bodies/PSUs:

- (a) (i) holding analogous posts on regular basis; **or**
- (ii) having atleast ten years of regular service in posts in the in pay level 4 of Pay Matrix (Rs 25500-81100 /-)or equivalent; **and**
- (b) Possessing the qualifications and experience laid down for direct recruits in Column (7) of RRs i.e.
 - Essential:** Bachelor's Degree from a recognized university.
 - Desirable:** Basic Knowledge of Computer.

(B) By deputation (including short term contract) :-

(1) System Analyst :- 1 Post in Pay Level - 11 of Pay Matrix (Rs 67700-208700/-)

Eligibility:- Officers of Central/State Government /Union Territory/Recognized Research Institute/ Autonomous bodies/Statutory Bodies/PSUs:

- (a)(i)holding analogous posts on regular basis; **or**
- (ii) with five years of regular service after appointment to the post on regular basis in Level 10 (Rs 56100-177500/-) in Pay Matrix or equivalent ;
- Or**
- (iii) With eight years regular service in the Level 6 (Rs 35400-112400/-) in Pay Matrix or equivalent; **and**
- (b) Possessing the following qualification:-
 - A (i) Master's degree in Computer application / Computer Science or M. Tech (with specialization in computer application) or BE/B.Tech in Computer Engg./Computer Science/Computer Technology of a recognised university or equivalent.

(ii) Five years' experience of electronic Data Processing out of which atleast two years' experience should be in actual programming

OR

B (i) Degree in Computer Applications/ Computer Science or Degree in Electronics/ Electronics and Communication Engg. from a recognised University or equivalent.

(ii) Seven years' experience in Electronic Data Processing out of which, atleast three years' experience should be in actual programming.

OR

C (i) Master's Degree of a recognized University or equivalent or Degree in Engg. of a recognized University or equivalent.

(ii) Eight years' experience of Electronic Data Processing out of which, atleast four years' experience should be in actual computer programming.

OR

D (i) 'A' Level Diploma under DOEACC Programme or Post Graduate Diploma in Computer Application offered under University Programme/Post Polytechnic diploma in Computer Application awarded by State Council of Technical Education or equivalent.

(ii) eight years' experience of Electronic Data Processing work out of which atleast four years' experience should be in actual programming.

Note: - Period of deputation including period of deputation in another ex-cadre post held immediately preceding the appointment in the same or any other Organization/Department of Central Government should ordinarily not exceed three years. The maximum age limit for deputation shall be 56 years on the last date of receipt of applications. The applications of eligible and willing officers along with their bio-data (duly signed by the concerned officers), attested copies of APAR dossier for the last 05 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 language in the prescribed proforma only.
2. Only Indian Nationals need to apply.
3. The Board reserves the right not to fill up the post, if it so decided.
4. Application shall be received only "Through Proper Channel".
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. There is no need to apply afresh for those candidates who have already applied along with complete requisite documents in response to previous advertisements.
10. Prescribed application along with recent passport size photograph, should reach "The Administrative Officer, Delhi Pollution Control Committee, 5th Floor, ISBT Building, Kashmere Gate Delhi – 110006.

11. Incomplete applications will not be considered.
12. The name of the post must be super scribed on the envelope. Advertisement and prescribed application form can be downloaded from our website www.dpcc.delhigovt.nic.in.

This is a Rolling Advertisement and following are the cut off dates:-

1 st cut-off date	45 days from the date of publication of the advertisement in Employment News / Rojgar Samachar.
2 nd cut-off date	31.03.2025
3 rd cut-off date	30.04.2025
Last date of receipt of applications along with relevant documents through Proper Channel	As on the cut-off date

The relevant information related to the recruitment shall be intimated on DPCC website from time to time.



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 officers/autonomous Organizations/ Statutory bodies/PSUs under their control.
4. The Commissioners of MCD – with a request to circulate widely to all officers under their control.
5. The Chairman, NDMC/DJB – with a request to circulate widely to all officers under their control.
6. The Chairman, Central Pollution Control Board – with a request to circulate widely to all officers 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 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, National Environmental Engineering Research Institute.
12. P.S. to Chairman, DPCC – for information of Hon'ble Chairman, DPCC please.
13. P.A. to M.S., DPCC – for information of Worthy M.S., DPCC please.
14.  (IT) – for uploading the same along with application form on DPCC website.

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Application Form: (i) By deputation and (ii) By deputation (including short term contract)

Post Applied For :

Affix Recent
Passport Size
Photograph

1. Name and Address (in block Letters) :

:

:

Mob. No. Email ID.....

2. Date of Birth :

3. Date of Retirement under Central/State Government :

4. Educational Qualifications

S.No	Name of the Examination Passed	Year of Passing	Name of the Board/University	Percentage of Marks	Division	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

Qualifications/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/Institution/ Organisation	Post Held	From	To	Scale of pay*	Nature of Duties (In detail)

*Only Pay level and pay matrix of the post held on regular basis to be mentioned.

8. Nature of present employment, i.e. ad hoc or Temporary or quasi permanent or permanent :

9. In case the present employment is held under 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 Organisation :

(d) Government Undertaking :

(e) University :

(f) Other :

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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 Vacancy Circular/ Advertisement.

:
- (Note: Enclose a separate sheet if the space is insufficient)
15. Whether belongs to SC/ST

:
16. Remarks : The candidate 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 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 on my selection has been suppressed/withheld.

Date

Signature of the Candidate

Address

Mobile No :

Email ID:.....

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Certification 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 qualification and experience mentioned in the vacancy Circular/Advertisement. If selected, he /she will be relieved immediately.

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 concerned Head of Department 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 case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)

Contact No.

Email ID :.....

Date: