

DELHI JAL BOARD: GOVT. OF NCT OF DELHI
OFFICE OF THE DEPUTY DIRECTOR (D), ROOM NO-211
VARUNALAYA PHASE-II: KAROL BAGH
NEW DELHI-110005

14 NOV 2024

CIRCULAR

No. DJB/AAO/Exam/DD(D)/2024/ 57595

Dated:-

Subject: Common Assistant Accounts Officer(Civil) Examination-2024 (Part-I &II)

Applications are invited for filling up 74 (UR-55, SC-13, ST-6) vacant posts of Assistant Accounts Officer in the pay band-2 of Rs. 9300-34800 with the grade pay of Rs.4800/-(pre-revised) Level-8 as per 7th CPC plus other usual allowances as admissible under the rules through a Limited Departmental Examination. The Jr.Asstt., Sr. Asstt., Asstt. Section Officer and Personal Asstt. in DJB are eligible provided that they are not more than 53 years of age and completed 03 years regular service in their respective grade as on 01.04.2024.

The application duly filled in and complete in all respect along with three recent passport size photographs (one duly attested by DDO), should reach in the office of the undersigned latest by 25th November, 2024 as per proforma enclosed as Annexure-I & II. Applications received after due date or directly shall not be entertained. The candidates with the exemption in two or more Papers of AAO (Part-I) examination will also be eligible for appearing in AAO Part-II examination. Candidates who are appearing in both Part-I & Part-II examination, are required to send two separate applications (one for Part-I and other for Part-II). The application form must be verified from the DDO/Controlling officer concerned.

Rules/guidelines as applicable in Govt of NCT of Delhi for AAO Examination shall apply in Delhi Jal Board, which are also available on the website <http://coa.delhigovt.nic.in>. Further, the detailed scheme of Common AAO Examination having details of examination, syllabus of all the papers of Part-I and Part-II Examination and Application forms are available at URL https://finance.delhi.gov.in/sites/default/files/circulars-orders/01-09-2017_gnctd_common_assistant_accounts_officer_examination_regulations_2017_0.pdf

The DDOs/Controlling Officers shall bring this circular to the notice of all candidates who have applied for the said examination, failing which the responsibility shall lie with the DDO/Controlling Officer concerned.

Encl: Annexure-I &II

Signature
(SUVARNA TUSHABA SHINDE OGALE)
DEPUTY DIRECTOR (D)
Dy. Director (IT)
Delhi Jal Board, GNCTD
Dy. No. 1521 dt 19-11-24

ALL DDOs

Copy to:-

1. PS to Chairman/Vice-Chairman for kind information please.
2. CEO, DJB for kind information please.
3. Member (Admn.)/Member (Fin.)/ Member (Dr.)/Member (WS)/CVO/ Addl.CEO for kind information.
4. Dir.(A&P)/Dir.(F&A)/DOR/ Secretary, DJB /CEs/SEs for kind information.
5. All Jt. Directors/Dy. Directors
6. Controller of Accounts, Principal Accounts Officer, GNCTD, A Block, Vikas Bhawan, I.P. Estate, New Delhi-110002
7. Dy. Director (IT) with request to upload the same on Delhi Jal Board website.

Signature
DDO/EDP
GA/IT
Dy. Director (IT)

Signature
DEPUTY DIRECTOR (D)
Sanjay
Dy. Director (D)
21/11/24

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OFFICE OF THE DEPUTY DIRECTOR (D), ROOM NO-211
VARUNALAYA PHASE-II: KAROL BAGH
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Encl: Annexure-I &II

Suvarna

(SUVARNA TUSHABA SHINDE OGALE)
DEPUTY DIRECTOR (D)

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1. PS to Chairman/Vice-Chairman for kind information please.
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3. Member (Admn.)/Member (Fin.)/ Member (Dr.)/Member (WS)/CVO/ Addl.CEO for kind information.
4. Dir.(A&P)/Dir.(F&A)/DOR/ Secretary, DJB /CEs/SEs for kind information.
5. All Jt. Directors/Dy. Directors
6. Controller of Accounts, Principal Accounts Officer, GNCTD, A Block, Vikas Bhawan, I.P. Estate, New Delhi-110002
7. Dy. Director (IT) with request to upload the same on Delhi Jal Board website.

Suvarna

DEPUTY DIRECTOR (D)

**APPLICATION FOR COMMON A.A.O. (PART-I) EXAMINATION GOVERNMENT
OF NATIONAL CAPITAL TERRITORY OF DELHI**

PART - I

**STAPLE YOUR
RECENT
PHOTOGRAPH
HERE**

**PASTE YOUR
RECENT
PHOTOGRAPH
HERE (DULY
ATTESTED
PHOTO)**

1. Name of the Candidate
(In Block letters) : _____
2. Father's/Husband's Name : _____
3. Date of Birth : _____
4. Age as on 01-4-2024 : _____
5. Whether SC/ST : _____
6. Present Post held : _____
7. Full Address of office : _____

Telephone No. of office : _____

8. Full Residential Address : _____

Telephone No. of Residence : _____

9. Number of chances already availed in Common AAO Part-I
Examination : _____

10. Month & year when appeared in Part-I and the Index number allotted on each occasion:

S.No.	Month/Year	Index No.	S.No.	Month/Year	Index No.
1.			4.		
2.			5.		
3.			6.		

11. Details of exemption secured in Part-I Examination:-

S.No.	Subject	Index No.	Month/Year	Marks Obtained
1.				
2.				
3.				

12. Whether passed Part-(II) Examination (if yes)

Year of passing with Index Number : _____

13. Date of Entry in Govt. Service
& Designation

: _____

14. Cadre to which belongs
Seniority No.

: _____

: _____

15. Details of promotions got and period of service on each post, since initial joining in Govt. service:

S.No.	Name of the post	Pay scale	Date of joining the said post
1.			
2.			
3.			
4.			

16. Whether received training conducted by Controller of Accounts, Govt. of N.C.T. of Delhi (Yes/No.): _____

17. I certify that the above particulars are correct. I further certify that I have gone through the scheme of Common A.A.O. Exam. of Govt. of N.C.T. of Delhi and agree to abide by the provisions of the scheme/Rules on the subject.

Signature of the Applicant

(Name and Designation)

Office Address: _____

Telephone No. : _____

11. Month & year when appeared in Part-II and the Index number allotted on each occasion:

S.No.	Month/Year	Index No.	S.No.	Month/Year	Index No.
1.			4.		
2.			5.		
3.			6.		

12. Details of exemption secured in Part-II Examination:-

S. No.	Subject	Index No.	Month/Year	Marks Obtained
1.				
2.				
3.				

13. Date of Entry in Govt. Service & Designation : _____

14. Cadre to which belongs : _____
Seniority No. : _____

15. Details of promotions got and period of service on each post, since initial joining in Govt. service:

S. No.	Name of the post	Pay scale	Date of joining the said post
1.			
2.			
3.			
4.			

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17. I certify that the above particulars are correct. I further certify that I have gone through the scheme of Common A.A.O. Exam. of Govt. of N.C.T. of Delhi and agree to abide by the provisions of the scheme/Rules on the subject.

Signature of the Applicant

(Name and Designation)

Office Address: _____

Telephone No.: _____

(FOR USE IN THE OFFICE WHERE THE CANDIDATE IS WORKING)

1. Certified that the information given in the application by
Sh./Smt./ Km. _____
designation _____ of this Office/Department has
been verified with reference to the service records and is
correct.

2. Recommendation of the Head of Office with regard to the :-

- (i) Work : _____
- (ii) Conduct : _____
- (iii) Whether disciplinary proceedings are
pending /contemplated : _____
- (iv) Fitness of the applicant for
Appearing in Common AAO Part-II
Examination : _____

(SIGNATURE OF THE HEAD OF OFFICE)

Name: _____

Telephone No. _____

SEAL OF THE OFFICER

APPLICATION FOR COMMON A.A.O. (PART-II) EXAMINATION
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

PART - II

**STAPLE YOUR
RECENT
PHOTOGRAPH
HERE**

**PASTE YOUR
RECENT
PHOTOGRAPH
HERE (DULY
ATTESTED
PHOTO)**

1. Name of the Candidate (In Block letters) : _____
2. Father's/Husband's Name : _____
3. Date of Birth : _____
4. Age as on 01.04.2024 : _____
5. Whether SC/ST : _____
6. Present Post held : _____
7. Full Address of office : _____

Telephone No. of office : _____

8. Full Residential Address : _____

Telephone No. of Residence : _____

- * 9. Year of passing Part-I with Index No : _____
10. Number of chances already availed in Common AAO Part-II Examination : _____

(FOR USE IN THE OFFICE WHERE THE CANDIDATE IS WORKING)

1. Certified that the information given in the application by
Sh./Smt./Km. _____
designation _____ of this Office/Department
has been verified with reference to the service records and is
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2. Recommendation of the Head of Office with regard to the :-
 - (i) Work : _____
 - (ii) Conduct : _____
 - (iii) Whether disciplinary proceedings are
pending /contemplated: _____
 - (iv) Fitness of the applicant for Appearing in Common AAO
Examination : _____

(SIGNATURE OF THE HEAD OF OFFICE)

Name: _____

Telephone No. _____

SEAL OF THE OFFICER