



DELHI JAL BOARD: GOVT. OF NCT OF DELHI
OFFICE OF THE EXECUTIVE ENGINEER (CCR)
ROOM NO. 603, 6TH FLOOR, VARUNALAYA PHASE - II
JHANDEWALAN, KAROL BAGH: NEW DELHI-110005.

Subject: Application for the post of Data Entry Operator/Computer Operator on contract basis in Delhi Jal Board.

Delhi Jal Board (DJB) invites application for engagement of Data Entry Operator/Computer Operator on contract basis initially for a period of one year and extendable from time to time basis on performance & requirement as per detail given below :-

S. No.	Name of Post	Educational Qualification and Experience	Monthly Remuneration (in Rs.)	Number of Post
1.	Data Entry Operator/Computer Operator	Educational Qualification: 1. Graduation in any stream or equivalent. 2. One year diploma/certificate in computer course. 3. Should possess a typing speed of not less than 35 w.p.m. 4. Able to speak, read and write in Hindi & English. Essential Experience: 1. Two year experience as a Call Centre Executive.	As per minimum wages announced by the GNCTD from time to time.	07

Note:

Age: The maximum age limit should not exceed 35 years for the post mentioned above as on the closing date of receipt of application. Age relaxation will be given as per Govt. rules to the candidates belongs to the reserved category. Candidates fulfilling the educational and experience criteria should submit their application as per the attached format with a photocopy of the self attested supporting documents, in the office of Executive Engineer(CCR), Delhi Jal Board(HQ), Room No. 603, 6th Floor, Varunalaya Phase - II, Jhandewalan, Karol Bagh, New Delhi - 110005 between 10:00 AM to 06:00 PM by hand or by email; ccr.djb1@gmail.com on or before last date i.e. 06.05.2025.

For application form & other information kindly visit: <https://delhijalboard.delhi.gov.in>

(Signature)
28/4/25
EE(CCR)
Delhi Jal Board (HQ)

INSTRUCTIONS TO THE CANDIDATES

Instructions for Interaction and document verification for empanelment for position of Data Entry Operator/Computer Operator purely on contract basis.

- a) Candidates who have applied for the post of DEO/CO on contract basis in Delhi Jal Board shall be allowed to appear for typing test and personal interaction on 06th May 2025 along with the documents at of Executive Engineer(CCR), Delhi Jal Board(HQ), Room No. 603, 6th Floor, Varunalaya Phase – II, Jhandewalan, Karol Bagh, New Delhi – 110005 as mentioned in the schedule.
- b) All candidates must appear for Typing test and personal Interaction at given date and time only. Those reaching late shall not be entertained.
- c) The typing test is qualifying in nature. The applicant who scores typing speed equal to or more than 35 wpm will be eligible for personal interaction. The merit list will be prepared based on the marks obtained in the personal interaction.
- d) Document verification and personal interaction will only be conducted for candidates who pass the typing test. However, in case of more number of candidates the interactions may be scheduled on a later date for some or all of the candidates,
- e) The interaction for the posts may involve Typing Test and Personal interaction to assess suitability of the candidates
- f) Candidates must bring ALL original mark sheets, degrees, testimonials, DOB certificates, caste certificate (if applicable), experience certificate and self ATTESTED photocopies of each document along with Aadhaar card (any Govt. approved Photo ID) and 04 passport size photos on the day of document verification.
- g) No TA/DA will be provided to candidates.
- h) The shortlisted candidates will be engaged purely on contract basis and it will confer no right to the appointment or regularization and placement in Delhi Jal Board, on any ground whatsoever.
- i) No other allowances or facilities, available to regular employees, shall be payable to person engaged on contract basis unless specifically agreed to.
- j) The engagement on contract basis will be for a fixed period and shall automatically come to an end after the expiry of the stipulated period of contractual engagements.
- k) The candidates are advised to regularly visit the website of Delhi Jal Board <https://delhijalboard.delhi.gov.in> for schedule, venue or any updates.
- l) The candidates are also advised to share his/her email (in CAPITAL LETTER) for receipt of any updates or correspondence from Delhi Jal Board.

APPLICATION FORM

Advertisement No: _____, dated: _____

Name of Post: Data Entry Operator/Computer Operator

PHOTO

1. Full Name (in capital letters): _____

2. Father's Name: _____

3. Date of Birth: ____/____/____

Age (on 30.04.2025) : ____ Years ____ Months ____ Days

4. Gender (Male/Female): _____

5. Nationality: _____

6. Permanent Address: _____

_____, Contact No: _____

7. Correspondence Address: _____

_____, Contact No: _____

8. Email ID (IN CAPITAL LETTER): _____

9. Whether belongs to SC/ST/OBC/General: _____

10. Educational & Professional Qualifications:

S. No.	Name of Exam Passed	Year of Passing	Division / Grade	Duration of Course i.e. Degree/ Diploma	Name of Board /University	Subjects/Stream

11. Any other specialized training/course under-taken: _____

12. Details of employment/experience in the relevant fields in chronological order:

S. No	Name Office/Department	Post held	Period		Nature of duties
			From	To	

13. **Details of Enclosures:** Self Attested copies of all the documents in support of the information supplied in this application form, such as Educational Qualification, Date of Birth, SC/ST/OBC/ certificates, experience etc.

Declaration

I hereby declare that all the statements made in the application herein above are true and complete to the best of my knowledge and belief. I undertake that suitable action can be taken against me by the Delhi Jal Board(DJB) for furnishing false, incorrect or mis-leading information mentioned herein above.

Place: _____

Date: _____

Name & Signature of the Candidate