

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
OFFICE OF THE SUPERINTENDING ENGINEER (COORDINATION)
PUNARWAS BHAWAN, I.P. ESTATE, NEW DELHI-110002

No. GA/1076/26/Admn./Misc./2024/D- 191

Date: 19/07/2024

CIRCULAR

Subject: Regarding change of cadre from Regular work charged (Chowkidar/Mali/Helper) to Despatch Rider.

With reference to minutes of meeting issued vide no. GA/1076/26/Admn./Misc./2024/D-181 Dated 05.07.2024 (copy enclosed). This circular is being issue to all sectional heads to inform their staff working under them about the change of cadre as per the subject cited above. All the staff member who desire to apply for the post of Despatch Rider and having post of Regular Work Charged (Chowkidar/Mali/Helper etc.) may submit their application through proper channel on the attached format of application.

Through this circular a final opportunity is being given to all eligible staff, who have the qualification as per the provision of the same given in the above mentioned minutes of meeting. **Application in this regard must reach in the office of Chief Engineer (Coordn.)/SE (Coordn.) by 05.08.2024 positively, after that no application and no representation shall be considered.**

This issued with the approval of competent authority.

Diary No. 672-000D 30
Date: 19/7/24
Computer Division (DUSIB)
Govt. of NCT of Delhi

EE (Coordination)

Copy to:

1. PS to CEO, DUSIB for kind information of the latter please.
2. Member (Admn./Engg.) for kind information please.
3. Pr. Director (Admn.) for kind information please.
4. Chief Engineer, DUSIB for kind information please.
5. All Divisional/Sectional Head
6. Office copy

DDCIT kindly upload on website of DUSIB for wider circulation.

ADCIT)

DDCIT

(Signature)

Programmer 18/7/24

Ushu

THROUGH PROPER CHANNEL

**DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI**

APPLICATION FORM FOR THE POST OF DESPATCH RIDER

1 Name of Applicant (In Block Letters) :		Passport size Photograph duly attested by DDO/Section incharge
2 Father's Name (In Block Letters) :		
3 Current Post :		
4 Place of Posting :		
5 Permanent Address :		
6 Correspondence Address :		
7 Date of Birth :		
8 Educational and other qualification :	1)	
(attach self-attested photocopy of	2)	
the supporting documents)	3)	
	4)	
	5)	
9 Issue of Driving license details with :	1. Issued on	
Validity (Motor Cycle and LMV)	2. Valid upto	
(attach self-attested photocopy)		
10 Experience, if any (attached self :		
attested photocopy of the		
supporting document)		
11 Any other relevant information :		

DECLARATION

I hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I understand that if the information given by me is proved false/not true, I will be liable for disciplinary action. Also, all the benefits availed by me shall be summarily withdrawn.

Place: _____

Date: _____

(Signature of the applicant)

Particular of the applicant have been verified from from the Personal File/Service Book

(Signature of the Sectional Incharge)

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OFFICE OF THE SUPERINTENDING ENGINEER (COORDINATION)
PUNARWAS BHAWAN, I.P. ESTATE, NEW DELHI-110002

No. GA/1076/26/Admn./Misc./2024/D- 181

Date: 05/07/2024

MINUTES OF MEETING

A meeting was convened on 03.07.2024 under the chairmanship of Principal Director (Admn.) in the Conference Hall, Punerwas Bhawan, I. P. Estate, New Delhi-110002, to discuss the issue pertaining to change of cadre from Regular Work Charged (Chowkidar/Mali/Helper) to Dispatch Rider.

After the deliberation it was decided in the meeting that an order may be issued to circulate among the staff of DUSIB for seeking applications to the post of Dispatch Rider from the eligible applicants who have the following qualifications.

Essential

- i. Matriculation or equivalent from a recognised University/Board.
- ii. Should possess a valid Driving licence for driving Motor Cycle & Light Motor Vehicle (LMV).
- iii. 5 Year experience of driving Motor Cycle/Light Motor Vehicle (LMV).

Desirable

A trade certificate of Motor Mechanic from recognised institute.

This issue with the prior approval of competent authority.

05/07/24
EE (Coordination)

Copy to:

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2. Member (Admn./Engg.) for kind information please.
3. Pr. Director (Admn.) for kind information please.
4. Chief Engineer, DUSIB for kind information please.
5. DCA 1 & 2 for kind information please.
6. Dy. Director (Admn.) for information please.
7. Assistant Director (Estt.) for information.
8. AO (Plan) for information.
9. LAW Officer, DUSIB for information.
10. Office copy