

SPEED POST

F. No. 22-02/2017-Min.Estt.- 2834
GOVERNMENT OF INDIA
MINISTRY OF WATER RESOURCES, RIVER DEVELOPMENT & GANGA
REJUVENATION
CENTRAL GROUND WATER BOARD
BHUKAL BHAWAN
NH IV, FARIDAYAD (HARYANA) 121 001.
Tel. No. 0129-2419105/2477155
Email ID : diradm-cgwb@nic.in

Dated the:

5 MAY 2017

To

The Director of Advertising & Visual Publicity
Ministry of Information and Broadcasting
Soochna Bhawan, Phase V, CGO Complex
Lodhi Road, New Delhi - 110003

Sub: Publication of advertisement in Employment News / Rojgar Samachr for appointment of Upper Division Clerks (Group-C, Non Gazetted) in Level 4 of Pay Matrix on deputation basis in Central Ground Water Board - regarding.

Sir,

I am directed to forward herewith five copies of draft advertisement for appointment of Upper Division Clerks (Group-C, Non Gazetted) in Level 4 of Pay Matrix on deputation basis in Central Ground Water Board with the request to please publish the same in Employment News / Rojgar Samachar at the earliest.

The draft advertisement is being e-mailed to davpcamp@nic.in / jdadvtg.davp@nic.in

It is also requested to a copy of the advertisement may kindly be sent to this Department at an early date. The bill for payment may also be sent to this Department immediately.

Encls: as above

Yours faithfully,



(Sreekantan V.)
Administrative Officer
Mob. No. 9447105035

Copy to:

1. All Ministries / Departments of the Government of India.
2. The System Analyst, CGWB, CHQ, Faridabad. It is requested to kindly upload this Recruitment on the CGWB website.

(Sreekantan V.)
Administrative Officer

GOVERNMENT OF INDIA
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Applications are invited for filling up 40 (forty) posts of Upper Division Clerks (UDC) in Level 4 of Pay Matrix (Pre-revised Pay Band-1 and corresponding Pay Scale of Rs.5200-20200/- + Grade Pay Rs.2400/-) by deputation basis in the Central Ground Water Board (CGWB), a subordinate office under the administrative control of Ministry of Water Resources, River Development & Ganga Rejuvenation.

1. BRIEF JOB RESPONSIBILITIES:

UDCs are required to deal with the Establishment / accounts or other matters assigned to them.

2. ELIGIBILITY CRITERIA:

Officials of the Central Government or State Government / Union Territories or Semi-Government or Public Sector Undertaking or Statutory Bodies or Autonomous Bodies or Recognized Universities or Research Institutions:

- (i) Holding analogous posts on regular basis ; or
- (ii) Lower Division Clerks in other Central Government offices with eight years regular service in the grade.

3. PERIOD OF DEPUTATION:

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three years.

4. AGE:

The maximum age limit for appointment on deputation shall be not exceeding 56 years, as on the closing date of receipt of applications.

5. The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment by deputation and similarly the deputationists shall not be eligible for consideration for appointment by deputation and similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

6. For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of 6th Central Pay Commission has been extended shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scales of pay into one grade with a common grade pay or pay scale,

and where this benefit shall extend only for the posts for which the grade pay or pay scale is the normal replacement grade without any upgradation.

7. Place of Posting:

At present, vacancies exist at Faridabad, Jammu, Jodhpur, Dharamsala, Raipur, Ahmedabad, Nagpur, Chennai, Chandigarh. However, selected candidates may be posted anywhere in India where CGWB offices are located.

8. The pay of the selected officers will be regulated in accordance with the DOP&T's OM No. 2/12/87-Estt(Pay-II) dated 29.04.1988, as amended from time to time.

9. Officials who are willing and applied for the post will not be permitted to withdraw their names later. Only such applications which are accompanied by the requisite personal bio-data as in the enclosed pro-forma will be entertained.

10. Duplicate and up-to-date APAR dossiers duly attested along with vigilance clearance / integrity certificates and a statement showing penalties, if any, imposed during **the last ten (10) years** from the concerned department must be attached with the application.

11. Applications of only those officers who satisfy the requirements mentioned above may be forwarded.

12. It is requested that the bio-data of eligible officers from Central Government offices only, who are willing and can be spared in the event of their selection may be sent (in duplicate) duly signed by in the attached proforma along with their attested copies of APAR for the last five (5) years, integrity certificate in the prescribed proforma, vigilance clearance etc. so as to reach the office of Central Ground Water Board, Bhujal Bhavan, NH IV, Faridabad 121 001 within 45 days from the date of publication of this circular in the Employment News / Rozgar Samachar weekly. Incomplete nomination (s) and those received after the stipulated date or not received in the prescribed proforma will not be entertained. The application complete in all respects should be sent to the following address.

The Director (Administration)
Central Ground Water Board
Ministry of Water Resources, RD & GR
Bhujal Bhawan
NH IV, Faridabad 121 001.
(Haryana)

13. CGWB reserves the right to cancel the above proposal at any time without notice.

14. The details of advertisement and the application forms can also be downloaded from the CGWB's website – cgwb.nic.in

PROFORMA

Recent Passport Size Photo

1	Name (in block letters)	:				
2	Post held with Pay Scale	:				
3	Complete postal address official and residential with mobile no. , if any	:				
4	Date of Birth (in Christian era)	:				
5	Date of retirement under Central Government Rules	:				
6	Educational Qualifications					
7	Option for place of posting in order of preference	:	1. 2. 3.			
8	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.					
9	Details of Employment, in chronological order, Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
S. No.	Official / institution	Post held	From	To	Scale of pay and basic pay	Nature of duties (in detail)
10	Nature of present employment i.e. ad hoc or Temporary or Quasi-Permanent or Permanent	:				
11	In case the present employment is held on deputation / contract basis, please state:					
a.	The date of initial appointment and Scale of Pay	:				
b.	Period of appointment on deputation / contract	:				
c.	Name of the parent office / organization to which you belong	:				

12	Additional details about present employment: Please state whether working under (Indicate the name of your employer relevant column): (a) Central Government (b) Autonomous (c) Government Undertaking (d) Universities (e) Others	
13	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.	:
14	Total emoluments per month now drawn	:
15	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 trainings and (iii) work experience over and above prescribed in the vacancy circular Note: Enclose a separate sheet, if the space is insufficient	
16	Whether belongs to OBC/ SC / ST	:

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. I hereby understand and undertake that in the event of my selection to the post, I will not withdraw my candidature or decline the post offered.

Place:

Signature:

Date:

Name:

To be certified by the
Cadre controlling Authority / Head of Department / Head of Office

Certified that the particulars furnished by the officer are correct as per the records held in this office and no disciplinary / Vigilance case is pending or contemplated against the officer and no minor / major penalties are awarded to the officer during the last 10 years. His integrity is beyond doubt. His APAR for the last 5 years (up to 31st March 2016) are enclosed.

Name, Signature
And Seal of the Employer /
Cadre Controlling Authority
Head of the Department
Head of the Office