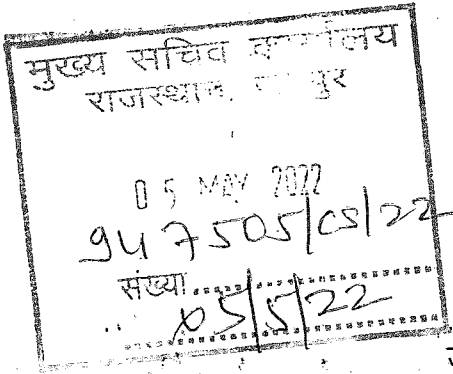


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No.A.12025/1/2016-E.III

भारत सरकार

Government of India

जल शक्ति मंत्रालय

Ministry of Jal Shakti

जल संसाधन नदी विकास और गंगा संरक्षण विभाग

Department of Water Resources, River Development and Ganga Rejuvenation

948929

09/05/22

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 21st April, 2022

To

1. The Secretaries of all Ministries/ Departments of Government of India as per list attached.
2. Chief Secretaries All State Governments/UT Administration as per list attached.
3. All organisations under D/o WR, RD & GR as per list attached.

**Subject:-** Filling up of one post of Section Officer in Farakka Barrage Project, a subordinate office under Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation on deputation (including short term contract) basis.

Sir,

I am directed to say that Farakka Barrage Project, subordinate office under Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation proposes to fill up 01 (one) post of Section Officer in the Level-7 (Rs.44900-142400/-) in the pay matrix on deputation (including short term contract) basis from amongst suitable and eligible officers working under the Central Government or State Government/Union Territories or Semi-Government or Public Sector Undertaking or Statutory bodies or Autonomous Bodies or Recognised Universities or Research Institutions. The eligibility conditions, qualifications and experience required for the post and other details are given in **Annexure-1**.

2. It is requested that applications (in quadruplicate) of suitable and eligible officers and who can be spared immediately in the event of selection may be sent to **Shri A.K. Das, Under Secretary (Establishment-III), 6<sup>th</sup> Floor (Room No. 633), Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001** within a period of 60 days from the date of publication of this advertisement in the *Employment News / Rozgar Samachar*.

Sh. N.S.  
9/5/22

3. Applications of only such officers/candidates will be considered as are routed through proper channel and are accompanied with (i) Bio-data (in quadruplicate) in the Proforma as given in **Annexure-2** (ii) Photocopies of ACRs/APARs for the last five years (2016-17 to 2020-21) duly attested by an officer not below the rank of Under Secretary (iii) Vigilance clearance as given in **Annexure-3** (iv) Statement giving details of major or minor penalties imposed on the officer, if any, during the last ten years as given in **Annexure-4** and (v) Integrity Certificate as given in **Annexure-5** and (vi) Cadre Clearance. The Annexure-2 to 5 are available on this Ministry's website (<http://jalshakti-dowr.gov.in>) and may be downloaded from there.

4. Applications received after the closing date or without prescribed documents or otherwise found incomplete or not in the prescribed Proforma are liable to be rejected. Officers in case of selection for the post will not be allowed to withdraw their candidature subsequently.


5. Before forwarding the applications, Competent Authority must certify that information furnished by the applicants are verified with their Service record and found correct and should also countersign the application with the office seal. **It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of her/his duties.**

6. The detail of advertisement including the terms and conditions is available on this Ministry's website (<http://jalshakti-dowr.gov.in>) and may be seen therefrom.

7. This may please be given wide circulation in the various units of your organization.

Enclosure: Annexure 1 to 5

Yours faithfully,

  
(A.K. Das)

Under Secretary to the Government of India

Tele:23716928

E-Mail: use3-mowr@nic.in

Copy to: NIC with request for uploading the enclosed advertisement on the Ministry/Department's website.

Annexure-1

1. Name of Post : Section Officer, Farakka Barrage Project
2. Number of Posts : 01 (One)
3. Classification : General Central Service Group 'B' Gazetted, Ministerial
4. Pay Band/Grade Pay : Level-7 (Rs.44900-142400/-) in the pay matrix.
5. Period of deputation : The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ Department of Central Government shall not be exceeding three years.
6. Duties and responsibilities of the post : Section Officer has to perform duties as directed by seniors. Draft laws, put up notes, prepares summaries, manage the relevant records. Reply to letters, communicate with the other departments etc. Section Officer is the head of concerned section to supervise the Administrative, Accounts and confidential matters.
7. Pay & Allowances : The officer selected will have the option to draw his grade pay plus deputation (duty) allowance or to have his pay fixed in the scale of pay of the deputation post in terms of Department of Personnel & Training O.M. No.6/8/2009-Estt.(Pay II), dated 17.06.2010 (as amended from time to time).
8. Qualifications, Experiences and Eligibility required for the post : Officers of the Central Government or State Government/Union Territories or Semi-Government or Public Sector Undertaking or Statutory bodies or Autonomous Bodies or Recognised Universities or Research Institutions :  
(a) (i) holding analogous post on regular basis; or  
(ii) with five year service in the grade rendered after appointment thereto on regular basis in Level-6 (Rs.35400-112400) in the pay matrix or equivalent in the parent cadre/department; and  
(b) Possessing the following educational qualification and experience :—  
(i) Bachelor's Degree in any discipline from a recognised University.  
(ii) 2 year experience in Establishment and Accounts matter.  
Note 1: The Departmental Officers in the feeder grade who are direct in line of promotion shall not be eligible for consideration for appointment on deputation and Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.  
Any officer once selected shall not be allowed to withdraw or refuse to join; and it shall be the responsibility of the sponsoring authority to release the selected officers within one month of the issue of the appointment order.
9. Age : The maximum age limit for appointment by deputation (including Short Term Contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

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Bio Data Proforma

1. Name and address (in Block Letters) :  
Telephone Number:
2. Date of Birth (in Christian era) :
3. Date of retirement under Central Government Rules:
4. Educational Qualifications:
5. Whether educational and other qualifications required for the posts are satisfied (if any qualification has been treated as equivalent to those prescribed in the rules, state the authority for the same)

Qualifications / Experience Required	Qualifications / Experience possessed by the Officer
Essential	
Desirable	

6. Please state clearly whether in the light of entries made by you above, you meet the requirements 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 and service / cadre to which it belongs	From	To	Pay in the pay band and classification of post	Nature of duties

8. Nature of present employment, i.e.,
  - i. Ad-hoc basis
  - ii. Regular / on temporary basis
  - iii. Pay in the Pay Band
  - iv. Grade Pay drawn
9. In case the present employment is held on 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. Universities
11. Are you in the Revised Pay Structure? If yes, give the date from which the revision took place and also indicate the pre-revised scale

12. Total emoluments per month now drawn:
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
14. Whether belonging to SC/ST
15. Remarks

Signature of the candidate

Date:

It is certified that information furnished by the applicant is verified with his / her service record and found correct.

Countersigned with office seal by the authorized signatory of the parent office

Signature of the Competent Authority

Annexure-3

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal proceedings is either pending \_\_\_\_\_ or \_\_\_\_\_ contemplated \_\_\_\_\_ against Dr./Shri/Smt./Ms..... who has applied for the post of \_\_\_\_\_ in the \_\_\_\_\_ on deputation basis.

(Authorised signatory)

Name & Office Seal :

Date:

Annexure-4

NO PENALTY CERTIFICATE

Certified that no minor/major penalty has been imposed during the last ten years on Dr./Shri/Smt./Ms..... who has applied for the post of \_\_\_\_\_ in the \_\_\_\_\_ on deputation basis.

(Authorised signatory)

Name & Office Seal :

Date:

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Report of  
Dr./Shri/Smt./Ms....., who  
has applied for the post of \_\_\_\_\_ in the  
\_\_\_\_\_ on deputation  
basis, it is certified that his/her integrity is beyond doubt.

(To be signed by an officer of the rank of Deputy Secretary or above)

Name & Office Seal :

Date: