



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण (पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)

मुख्यालय: जलमार्ग भवन, ए-13, सेक्टर-1, नोएडा-201 301 (उ०प्र०)

INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Ports, Shipping and Waterways, Govt. of India)

Head Office : Jalmarg Bhawan, A-13, Sector-1, Noida-201 301 (U.P.)

Website: www.iwai.gov.in | www.iwai.nic.in

Tel. : +91-120-2544036, 2543972, 2527667, 2448101 Fax : +91-120-2544009, 2544041, 2543973, 2521764

No. IWAI-12035/3/2022-Admn

Date: 17.08.2026

To

As per enclosed list



Sub: **Filling up of the post of Secretary on deputation basis in IWAI – reg.**

Sir,

IWAI intend to filling up the following post on deputation basis:-

Sl. No.	Name of Post	Consolidated Pay/Pay-Scale	No. of Post	Method of Recruitment
1	Secretary	Level 13 in the Pay Matrix as per 7 th CPC.	01	Deputation Basis

The details advertisement is enclosed herewith for reference. It is requested that the applications of willing and eligible officers in the prescribed proforma, along with attested photocopies of the ACR/APAR dossiers for the last five years of the concerned officer(s), Vigilance Clearance and Integrity Certificate, may kindly be sent to the undersigned positively by 05/10/2026.

Yours faithfully

Enclosures : As stated.

(Neeraj Singh)

Assistant Secretary(Admn. & Rectt.)

E-Mail : nsingh@iwai.gov.in

Phone : 0120-2474050

17.08.26

1. The Secretary, Department of Agriculture Research & Education, Ministry of Agriculture, Room No 107 Krishi Bhawan, New Delhi -110001
2. The Secretary, Department of Chemicals & Petrochemicals, Ministry of Chemicals and Fertilizers, A-Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001
3. The Secretary, Ministry of Civil Aviation, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi -110001
4. The Secretary, Ministry of Coal, A- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001
5. The Secretary, Department of Industrial Policy & Promotion, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi -110001
6. The Secretary, Department of Telecommunications, Ministry of Communications & Information Technology, Sanchar Bhawan, Rafi Marg, New Delhi -110001
7. The Secretary, Department of Posts, Ministry of Communications & Information Technology, Dak Bhawan, Sansad Marg, New Delhi -110001
8. The Secretary, Department of Food and Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution, Room no. 169 Krishi Bhawan, New Delhi - 110001
9. The Secretary, Ministry of Corporate Affairs, A- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
10. The Secretary, Ministry of Culture, C- Wing Shastri Bhawan, New Delhi-110001
11. The Secretary, Department of Defence, Ministry of Defence, 101 South Block, New Delhi-110001
12. The Secretary, Ministry of Development of North Eastern Region, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi-110011
13. The Secretary, Ministry of Disinvestment, Room No. 407, 4th Floor Block No. 14 CGO Complex, Lodhi Road, New Delhi-110003
14. The Secretary, Ministry of Drinking Water & Sanitation, C- Wing Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003
15. The Secretary, Ministry of Earth Sciences, Mahasagar Bhawan, Block- 12, CGO Complex, Lodhi Road, New Delhi-110003
16. The Secretary, Ministry of Environment, Forest & Climate Change, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003
17. The Secretary, Ministry of Finance, 3rd Floor Jeevan Deep Building, Sansad Marg, New Delhi-110001
18. The Secretary, Ministry of Food Processing Industries, Panchsheel Bhawan, August Kranti Marg, New Delhi-110049
19. The Secretary, Ministry of Health & Family Welfare, C- Wing Nirman Bhawan, New Delhi-110001

20. The Secretary, Ministry of Heavy Industries & Public Enterprises, Udyog Bhawan, New Delhi-110001
21. The Secretary, Ministry of Home Affairs, Room No. 114, North Block, New Delhi-110001
22. The Secretary, Ministry of Housing & Urban Poverty Alleviation, Nirman Bhawan, Maulana Azad Road, New Delhi-110001
23. The Secretary, Ministry of Human Resource Development, C- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
24. The Secretary, Ministry of Information & Broadcasting, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
25. The Secretary, Ministry of Law and Justice, 4th Floor, A-Wing, Shastri Bhawan New Delhi-110 001.
26. The Secretary, Ministry of Mines, C- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
27. The Secretary, Ministry of Micro Small & Medium Enterprises, Udyog Bhawan, Rafi Marg, New Delhi-110011
28. The Secretary, Ministry of Minority Affairs, 11th Floor Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003
29. The Secretary, Ministry of New & Renewable Energy, Block No. 14 CGO Complex, Lodhi Road, New Delhi-110003
30. The Secretary, Ministry of Parliamentary Affairs, Parliament House, Sansad Marg, New Delhi-110001
31. The Secretary, Ministry of Personnel, Public Grievances & Pension, Department of Personnel & Training, North Block, New Delhi-110001
32. The Secretary, Ministry of Petroleum & Natural Gas, A- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
33. The Secretary, Ministry of Power, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001
34. The Secretary, Ministry of Rural Development, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
35. The Secretary, Ministry of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110016
36. The Secretary, Ministry of Science and Technology, Department of Biotechnology, 7th Floor, Block -2 CGO Complex, Lodhi Road, New Delhi-110003
37. The Secretary, Ministry of Skill Development & Entrepreneurship, Kaushal Bhawan, New Moti Bagh, New Delhi – 110023
38. The Secretary, Ministry of Social Justice & Empowerment, C-Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
39. The Secretary, Ministry of Statistics and Programme Implementation, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001

40. The Secretary, Ministry of Steel, Udyog Bhawan, Dr. Maulana Azad Road, New Delhi-110001
41. The Secretary, Ministry of Textiles, Udyog Bhawan, Dr. Maulana Azad Road, New Delhi-110001
42. The Secretary, Ministry of Tourism, Transport Bhawan, Sansad Marg, New Delhi-110001
43. The Secretary, Ministry of Tribal Affairs, Room 738 Shastri Bhawan A- Wing, New Delhi-110001
44. The Secretary, Ministry of Urban Development, Nirman Bhawan C- Wing, Dr. Maulana Azad Road, New Delhi-110001
45. The Secretary, Ministry of Water Resources, River Development and Ganga Rejuvenation, Room No 412 Shram Shakti Bhawan, Rafi Marg, New Delhi-110001
46. The Secretary, Ministry of Women and Child Development, Shastri Bhawan A – Wing, Dr. Rajendra Prasad Road, New Delhi-110001
47. The Secretary, Ministry of Youth Affairs and Sports, C- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
48. Chairman, Central Board of Direct Taxes, North Block, New Dehli-110001.
49. Chief Secretary, Government of Arunachal Pradesh, Secretariat, Itanagar - 791111.
50. Chief Secretary, Government of Assam Secretariat Block –C 3rd Floor, Dispur, Guwahati-781006
51. Chief Secretary, Government of Bihar, Old Secretariat, Rajbansi Nagar, Patna, Bihar -800015
52. Chief Secretary, Government of Chhattisgarh D K S Bhavan Mantralay Raipur - 492001
53. Chief Secretary, Government of Goa, Secretariat, Porvorim, Goa- 403001
54. Chief Secretary, Government of Gujarat, Block No.1, 3rd Floor, New Sachivalaya Complex, Gandhi Nagar-382010
55. Chief Secretary, Government of Haryana, Secretariat, Chandigarh -160001
56. Chief Secretary, Government of Himachal Pradesh Secretariat Shimla -171001
57. Chief Secretary, Government of Andhra Pradesh Secretariat Hyderabad-500022
58. Chief Secretary, Government of Jammu & Kashmir, Civil Secretariat, Srinagar-190001
59. Chief Secretary, Government of Jharkhand, Secretariat, Ranchi – 834001
60. Chief Secretary, Government of Karnataka 3rd Floor, Vidhan Sabha Secretariat, Bangalore -560001
61. Chief Secretary, Government of Kerala Secretariat, Thiruvanthapuram -695001
62. Chief Secretary, Government of Maharashtra, 5th Floor Main Building Mantralaya, Mumbai-400032

63. Chief Secretary, Government of Madhya Pradesh, Vallabh Bhawan Mantralaya, Bhopal- 462003
64. Chief Secretary, Government of Manipur, Room No.171, South Block Secretariat, Imphal -795001
65. Chief Secretary, Government of Meghalaya, Main Secretariat Building, Shillong- 793001
66. Chief Secretary, Government of Mizoram, Civil Secretariat Block- C, Aizawl- 796001
67. Chief Secretary, Government of Nagaland Secretariat Kohima -797001
68. Chief Secretary, Government of NCT of Delhi, New Secretariat Building, I. P. Estate, New Delhi-110002
69. Chief Secretary, Government of Odisha Secretariat, Bhubaneswar-751001
70. Chief Secretary, Government of Puducherry, Secretariat 1, Beach Road, Puducherry- 605001
71. Chief Secretary, Government of Punjab, Punjab Civil Secretariat, Chandigarh - 160001
72. Chief Secretary, Government of Rajasthan Secretariat, Jaipur- 302005
73. Chief Secretary, Government of Sikkim Secretariat, Gangtok -737101
74. Chief Secretary, Government of Tamil Nadu Secretariat, Chennai -600009
75. Chief Secretary, Government of Telangana Secretariat, Hyderabad -500022
76. Chief Secretary, Government of Tripura, Civil Secretariat, Agartala -799001
77. Chief Secretary, Government of Uttar Pradesh, Lal Bahadur Shastri Bhawan, UP Secretariat, Lucknow-226001
78. Chief Secretary, Government of Uttarakhand, Uttarakhand Secretariat, 4B Subhash Road, Dehradun -248001
79. Chief Secretary, Government of West Bengal, Writers Building, Kolkata-700001,
80. Chief Secretary, Government of U. T. of Andaman & Nicobar Islands, Secretariat Port Blair, Andaman -744101
81. Adviser to Administrator, U. T. of Chandigarh Secretariat, Sector 9 Chandigarh- 160001.
82. Administrator Union Territory, Dadra & Nagar Haveli Secretariat, Silvassa- 3962305
83. Administrator U.T, Daman & Diu Secretariat, Moti, Daman-396220
84. Administrator U.T, Lakshadweep Secretariat, Lakshadweep House, Kavaratti- 682555
85. The Chairman, Kolkata Port Trust, 15 Strand Road, Kolkata -700001 West Bengal
86. The Chairman, Chennai Port Trust, 1 Rajaji Sela, Chennai -600001
87. The Chairman, Jawaharlal Nehru Port Trust, Admn. Building, Sheva Uran, Navi Mumbai
88. The Chairman, Kandla Port Trust, Sector -8 Gandhiham, Gujarat- 370201

89. The Chairman, Mormugoa Sada Vasco da Gama Goa -403804
90. The Chairman, Mumbai Port Trust, Port House, Shoorji Vallabhadas Marg, Mumbai-400001
91. The Chairman, New Mangalore Port Trust, Near Panambur Beach, Panambur Mangaluru, Karnataka -575006.
92. The Chairman, Paradip Port Trust, Paradip Port -754142 Odisha.
93. The Chairman, VOC Port Trust, Tuticorin-628004 Tamil Nadu.
94. The Chairman, Visakhapatnam Port Trust, Administrative Office Building, Port Area, Visakhapatnam - 530035, Andhra Pradesh.
95. The Chairman, Kamarajar Port Limited, Puzhuthivakkam Madipakkam, Chennai, Tamil Nadu
96. The Chairman, Gujarat Maritime Board, Sector 10A, Gandhinagar, Gujarat - 382010
97. The Shipping Corporation of India, 5th Floor Shipping House, 245 Madame Cama Road, Mumbai -440021
98. The Chairman, Directorate General of Shipping, 9th Floor Beta Building, i-Think Techno Campus, Kanjurmarg, East Mumbai-400042.
99. The Director General, Council of Scientific and Industrial Research(CSIR) Anusandhan Bhawan, 2 Rafi Marg, New Delhi -110001.
100. The Under Secretary (Coordination), Ministry of Ports, Shipping and Waterways, Transport Bhawan, Parliament Street 1, New Delhi – 110001.
101. The Secretary, Rail Bhawan, Ministry of Railways, 256-A, Raisina Road, Rajpath Area, Central Secretariat, New Delhi, 110001.
102. The Deputy Director, MS Branch / MS-3B, Integrated HQ of MoD (Army), DHQ PO, New Delhi-110011.
103. The Deputy Director, Directorate of Manpower Planning & Recruitment, Navy Head Quarters MoD , New Delhi-110011.
104. The Deputy Director, Air Headquarters (Vayu Bhawan), Motilal Nehru Marg, New Delhi 110106.



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Ports, Shipping & Waterways, Govt. of India)

A-13, Sector -1, Noida – 201301 (U.P.)

Phone: 0120 – 2474050 & 2544036

Brief Employment Notice No. IWAI-12035/3/2022-Admn Dated 30.07.2026

IWAI invites application from Indian Nationals working in offices of Central/State Govt./Public Sector Undertakings/Statutory or Autonomous bodies for filling up of One post of **Secretary** on deputation basis, initially for a period of 03 years.

The last date for receipt of application is 45 days from date of publication of this advertisement in Employment News. Applications in prescribed proforma Through Proper Channel to be addressed to the Assistant Secretary (Admn. & Estt.), IWAI, A-13, Sector-1, Noida-201301 (U.P.), along with self-attested copies of certificates, last 5 year's APAR, etc. through Registered Post / Speed Post only. For further details, visit <www.iwai.gov.in>.

Sd/-

ASSISTANT SECRETARY



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण
INLAND WATERWAYS AUTHORITY OF INDIA
 (Ministry of Ports, Shipping & Waterways, Govt. of India)
 A-13, Sector -1, Noida – 201301 (U.P.)
 Phone: 0120 – 2474050 & 2544036

Employment Notice No. IWAI-12035/3/2022-Admn Dated 30.07.2026

Inland Waterways Authority of India (IWAI) invites application from Indian Nationals working in offices of Central/State Governments/Public Sector Undertakings/Statutory or Autonomous bodies for filling up of the One post of **Secretary** on deputation basis for a period of three years.

Sl. No.	Name of Post	Consolidated Pay/Pay-Scale	No. of Posts	Method of Recruitment
1	Secretary	Level 13 in the Pay Matrix as per 7 th CPC.	01	Deputation basis

2. The details of eligibility criteria, age-limit etc. of the aforesaid posts, proposed to be filled up on deputation basis, are as detailed below:

Eligibility Criteria:

Officers in the Central / State Government/ Statutory or Autonomous bodies/ Public Sector Undertakings: -

- (a) (i) Holding analogous post
OR
(ii) 5 years' service in the post in the PB-III Rs.15600- 39,100/- + Grade Pay of Rs. 7600/- or equivalent (Level-12), and
- b) Possessing the following educational qualifications and experience: -
(i) Degree from a recognized University or equivalent
(ii) 15 years experience in a responsible senior position out of which, at least 05 years in the next below level, in administration and establishment works in a Govt. Office or Public body or a commercial organization of repute.

Age Limit: Not exceeding 56 years on the closing date of application.

Desirable:

- (i) A degree in law
(ii) Master of Business Administration
(iii) Graduate from the Institute of Company Secretaries.

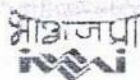
(The period of deputation shall not ordinarily exceed 3 years)

GENERAL INFORMATION

1. The Authority is following Central Govt. Rules & Regulations in service matters. Leased accommodation and medical reimbursement are provided as per rules of the Authority.
2. The post has all India transfer liability.
3. Mere possession of essential qualifications will not entitle a candidate to be selected for the post. The decision of the Authority as to the eligibility of a candidate shall be final and no correspondence in this regard will be entertained.
4. Canvassing in any form shall be ground for disqualification.
5. Application should be sent either in Hindi or English duly signed with photograph, Self Attested copies of certificates of educational qualifications, experience etc.
6. Persons working in Central/State Governments/UTs/PSUs/ Statutory or Autonomous Bodies should submit their application Through Proper Channel. If any delay is anticipated, advance copy of the application may be sent so as to reach before the closing date. Incomplete application or applications received after the due date or application not received through proper channel are liable to be rejected.
7. Copies of APAR's, for the past 5 years (from 2020-2021 onwards) along with vigilance clearance, Integrity certificate, self attested testimonials / documents in support of the eligibility criteria as stipulated in the advertisement are also required to be enclosed.
8. The interested candidates may send their application, within a period of 45 days from the date of publication of this advertisement in Employment News in a closed envelope superscribing **"Application for the post of Secretary on deputation basis, against Employment Notice No. IWAI-12035/3/2022-Admn dated 30.07.2026"** to the Assistant Secretary (Admn. & Estt.), Inland Waterways Authority of India, A-13, Sector-1, Noida-201 301 (U.P.).

Sd/-

ASSISTANT SECRETARY



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण
INLAND WATERWAYS AUTHORITY OF INDIA
(Ministry of Ports, Shipping and Waterways, Govt. of India)
Head Office, A-13, Sector -1, Noida, U.P -201301
Phone : 0120 – 2474050 & 2544036

PROFORMA

APPLICATION FOR THE POST OF : SECRETARY (ON DEPUTATION BASIS).

1. Name in full (in Block Letters) :
2. Father's/Husband's Name :
3. Address for communication :
(with Pin Code, Telephone number & Email ID) :
4. Permanent Address :
5. (a) Date of Birth (in Christian era) :
(b) Age as on closing date of application :
6. Nationality :
7. Whether belongs to SC/ST/OBC/Ex-Serviceman/PH :
8. Whether working in any Central/State/UT/Autonomous body/PSU/Port Organization/Semi-Govt.
9. Educational/Professional Qualifications (kindly indicate and enclose copy).
10. Experience : (including present employment)

Self-Attested
Photograph

Sl. No.	Name of Employer	Designation of The post held & nature of appointment	Pay scale/ Salary(CDA/ IDA)	Date of Joining	Date of Leaving and Reasons for leaving	Nature of Duties performed

11. Languages Known :
12. Any other information such as experience, training, publication etc. in support of suitability for the Post :

UNDERTAKING

I hereby solemnly declare that the information given above is true and correct to the best of my knowledge and belief. 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.

Signature of the Candidate

Date :

Place :

Address.....

.....

CERTIFICATE

(To be filled in by the Parent Office / Department)

1. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
2. Certified that the candidate is eligible for the post as per conditions mentioned in the advertisement.
3. Certified also that no vigilance case is either pending or being contemplated against the applicant. Integrity of the applicant is also certified.
4. Photocopies of complete and upto date ACR /APAR dossier of the officer for the last five years, from 2020-21 onwards duly attested, on each page enclosed.
5. No major/minor penalty has been imposed on the concerned officer during the preceding ten years.

Signature
Name & Designation of the Head of the Department /
Authorized Signatory with seal
Telephone Number

A-12034/8/2020-Secy-Estt. E-63996
NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA:NEW DELHI
SECRETARY ESTABLISHMENT

VACANCY CIRCULAR

To,

1. The Secretary, Ministry of Home Affairs, North Block, New Delhi.
2. The Secretary, Department of Personnel & Training, GOI, New Delhi
3. The Secretary (Services), Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.

Subject: Filling up Three (3) posts of Director in NDMC on deputation basis in the Pay Level-12 under 7th CPC Pay Matrix

Sir/Madam,

NDMC proposes to fill up Three (3) posts of Director in the Pay Level-12, under 7th CPC on deputation basis for a period of three (03) years. As per RRs, the eligibility criteria required for the post are as under:-

(a) Officers of the Central/State Govts./Uts :-

- (i) Holding analogous posts on regular basis; or
- (ii) With five years' regular service in the post in the Pay Level-11 under 7th CPC or equivalent

(b) Possessing following educational qualifications and experience:-

- (i) Degree from a recognized university or equivalent.
- (ii) 10 years experience in administration/establishment/ accounts matters.

2. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation.
(Similarly deputationist shall not be eligible for consideration for appointment by promotion. Period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Govt. shall ordinarily not to exceed five years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on

the closing date of the receipt of applications).

3. The circular along with the Proforma (**Annexure-1**) can also be downloaded from the NDMC website : www.ndmc.gov.in.

4. Applications alongwith Curriculum Vitae of the candidates and attested copies of their qualifications and experience certificates, APARs for last 5 years, Vigilance/Integrity certificate must reach through proper channel in the Office of Director (Personnel), Room No.7008, 7th Floor, NDMC, Palika Kendra, Sansad Marg, New Delhi-110001 **latest by 05.10.2026**. The envelope containing application should be superscripted "**APPLICATION FOR THE POST OF DIRECTOR**".

5. Applications received after the closing date or without any of the aforesaid documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected.

6. Number of vacancies can be changed depending upon administrative requirement.

Digitally signed by Yours faithfully,
MANISH KUMAR

Date: 21-08-2026
17:36:42

Encls. : As above

Jt. Director (MR Cell)
Tel. No 011-41501353
Extn. 2701

Copy to:-

1. Jt. Director (IT) is requested to upload the above vacancy circular on the website of NDMC
2. PS to Chairperson, NDMC for information
3. PA to Secretary, NDMC for information

Fwd: Filling up the post of Sr. Dy. Chief Accounts Officer (Dy. HoD level) by deputation under KDS of SMPA**Shri Rajeev Verma** <csdelhi@nic.in>

Mon, 31 Aug 2026 1:01:04 PM +0530

To "Secretary Services"<secservices@nic.in>,"SANTOSH D. VAIDYA"<psfin@nic.in>

===== Forwarded message =====

From: POOJA BANERJEE <pooja.banerjee@smpportkolkata.shipping.gov.in>

To: "chiefsecy"<chiefsecy@kerala.gov.in>, "cs"<cs@maharashtra.gov.in>, "cs"<cs@mp.nic.in>, "cs-manipur"<cs-manipur@nic.in>, "cso-meg"<cso-meg@nic.in>, "cs-mizoram"<cs-mizoram@nic.in>, "csmizoram"<csmizoram@gmail.com>, "csngl"<csngl@nic.in>, "csdelhi"<csdelhi@nic.in>, "csori"<csori@nic.in>, "cs"<cs@py.gov.in>, "cs"<cs@punjab.gov.in>, "csraj"<csraj@rajasthan.gov.in>, "cs-skm"<cs-skm@nic.in>, "cs"<cs@tn.gov.in>, "cs"<cs@telangana.gov.in>, "cs-tripura"<cs-tripura@nic.in>, "csup"<csup@nic.in>, "abardhan"<abardhan@ias.nic.in>, "csuttaranchal"<csuttaranchal@nic.in>, "cs-westbengal"<cs-westbengal@nic.in>, "andamannicobar"<andamannicobar@gov.in>, "adviser-chd"<adviser-chd@nic.in>, "advisor-dnh-dd"<advisor-dnh-dd@ddd.gov.in>, "administrator-dd-dnh"<administrator-dd-dnh@nic.in>, "cs-lak"<cs-lak@nic.in>, "lk-advisor"<lk-advisor@gov.in>, "lk-admin"<lk-admin@nic.in>

Cc: "Sunetra Bandyopadhyay"<sunetrab.hdc@smpportkolkata.shipping.gov.in>

Date: Mon, 31 Aug 2026 12:52:32 +0530

Subject: Filling up the post of Sr. Dy. Chief Accounts Officer (Dy. HoD level) by deputation under KDS of SMPA

===== Forwarded message =====

Sir/Madam,

I have been directed to forward the attached vacancy circular for filling up one (01) post of **Sr. Dy. Chief Accounts Officer (Dy. HoD level)** by deputation in the scale of pay of Rs. 80,000-2,20,000/- (Pre-revised Rs. 32,900-58,000/-) under Kolkata Dock System of SMPA, for wide circulation and participation please.

Regards,

Pooja Banerjee
Sr. HR Officer
For Sr. Dy. Secretary - I

1 Attachment(s)

Filling up one post of Sr. Dy. C...

2.6 MB



श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता
Syama Prasad Mookerjee Port, Kolkata

15, स्ट्रैंड रोड/15, Strand Road,
 कोलकाता/Kolkata – 700 001

दूरभाष/Phone : 2230-3451 फैक्स/Fax : 033-2230-4901
 वेबसाइट-Website : <https://smp.smpportkolkata.in/smpk/en/>

No. Admn/7282/1/FA&CAO/E1

Dated: 27.08.2026

Sir/Madam,

Subject: Filling up of the post of Sr. Dy. Chief Accounts Officer (Dy. HoD level) in the Scale of Pay of Rs. 80,000 – 2,20,000 (pre-revised Rs. 32,900–58,000/-) by deputation at SMP, Kolkata (Kolkata Dock System)- applications invited

One post of Sr. Dy. Chief Accounts Officer (Sr. Dy. CAO) in the rank of Dy. HoD level under Finance Deptt. of SMP, Kolkata (Kolkata Dock System) is to be filled up by deputation from Government/Semi Government/PSUs or Autonomous Bodies (other than Major Port Authority). Accordingly, applications are invited for filling up the said post of Sr. Dy. CAO in the Scale of Pay of Rs. 80,000-2,20,000/- (Pre-revised Rs. 32,900-58,000/-) at SMP, Kolkata (Kolkata Dock System), as per prevalent Notified Recruitment Rule, annexed at **Annexure – I**. Deputation will be initially for three (03) years, extendable by a maximum period of two years. The detailed terms & conditions of deputation are attached at **Annexure-II**.

2. Applications of suitable and willing officers, satisfying the provisions of the Recruitment Rules for the post of Sr. Dy. Chief Accounts Officer (Sr. Dy. CAO), may please be submitted through “Online Application Portal (OAP)” of the MoPS&W’s website <http://onlinevacancy.shipmin.nic.in> from **27.08.2026 to 28.09.2026**. Therefore, all the applicants, after registering themselves in the portal, are required to apply for the post through OAP and thereafter a printout of the filled in application along with the following documents may be sent in an envelope, through their respective organizations, duly superscribing on the envelope “Application for the post of Sr. Dy. Chief Accounts Officer (Sr. Dy. CAO)”, so as to reach the Office of the **Secretary**, Syama Prasad Mookerjee Port, Kolkata, 15 Strand Road, Kolkata-700001 on or before **13.10.2026:-**

- i) Certified copies of ACRs/APARs for the last 5 years, duly attested by an officer not below the rank of Dy. HOD on each page.
- ii) Self-attested copies of all certificates towards proof of educational qualification, present and past work experience (in case of *appointment/promotion on “officiating” and/or “ad-hoc” and/or “pro-forma” basis, the details of “regularization” thereon may be indicated clearly*) in the respective post and pay scale, duly verified by the administrative port and attested by an officer not below the rank of Dy. HOD on each page while forwarding the application to this port.

- iii) Administrative Certificate / No objection certificate issued by the competent authority from the respective Ports (**Annexure – III**).
- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.
- v) Vigilance comments / clearance certificate in the pro-forma (**Annexure–IV**), prescribed by CVC vide circular No. 01.03.2026 dated 12.03.2026, including details of penalties, if any, in last ten years (as mentioned under Sl. No. 10 of the attached Annexure-IV).
- vi) Self attested passport size photographs (two numbers).

3. Crucial date for determining the eligibility will be on **01.12.2026**.

4. In terms of Ministry's letter No. A-29018/4/2018-PE-I dated 30.05.2022 and 01.06.2022, the Appointing Authority as well as Disciplinary Authority for all Dy. HOD level posts will be Central Government i.e. Secretary (PSW) and accordingly, the recommendations of the Service Selection Committee shall be conveyed to the Ministry for obtaining approval, before issuing appointment order.

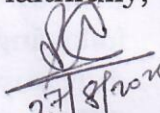
5. The last date of submission of application through OAP is **28.09.2026**. In case of receipt of advance copy of application in respect of any applicant by the organization, candidature of the candidate would not be considered by the organization if his / her application is not received through proper channel within 15 days of the last date of submission of application i.e. **13.10.2026**. Incomplete application or application received after the due date will not be considered.

6. Further, withdrawal of candidature after final selection for the said post by the Service Selection Committee will be dealt in line with the relevant order of the Ministry.

7. The Circular along with annexure is also available on SMP, Kolkata website <https://smp.smporkolkata.in/smpk/en/>.

Enclo: As stated

Yours faithfully,


(S. Bandyopadhyay)
Sr Dy. Secretary-I
For Secretary

रजिस्ट्री सं० डी० एल०-33004/99

REGD. NO. D. L.-33004/99



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

सं. 520] नई दिल्ली, मंगलवार, अक्टूबर 15, 2013/आश्विन 23, 1935
No. 520] NEW DELHI, TUESDAY, OCTOBER 15, 2013/ASVINA 23, 1935

पोत परिवहन मंत्रालय

(पत्तन स्कांथ)

अधिसूचना

नई दिल्ली, 15 अक्टूबर, 2013

सा.का.नि. 687(अ).—महापत्तन न्यास अधिनियम, 1963 (1963 का 38) की धारा 132 की उप-धारा (1) के साथ पठित धारा 124 की उप-धारा (1) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए केन्द्रीय सरकार, इस अधिसूचना के साथ संलग्न अनुसूची में यथा निर्धारित कोलकाता पत्तन न्यास के न्यासी मण्डल द्वारा निर्मित कोलकाता पत्तन न्यास कर्मचारी (नियुक्ति, वरीयता और पदोन्नति) विनियम, 2013 को एतद्वारा अनुमोदित करती है।

2. उक्त विनियम इस अधिसूचना के सरकारी राजपत्र में प्रकाशित होने की तारीख से लागू होंगे।

अनुसूची

कोलकाता पत्तन न्यास कर्मचारी (नियुक्ति, वरिष्ठता और पदोन्नति) विनियम, 2013

महापत्तन न्यास अधिनियम, 1963 (1963 का अधिनियम 38) की धारा 28 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और इस संदर्भ में गठित सभी नियमों, विनियमों, उपनियमों के अधिक्रमण में, उक्त अधिक्रमण के पूर्व उक्त नियम, विनियम अथवा उपनियमों के तहत किए गए अथवा हटाए जाने को छोड़कर कोलकाता पत्तन का न्यासी मंडल एतद्वारा निम्नलिखित विनियम बनाता है, यथा :-

संक्षिप्त नाम और प्रारंभ

1. (i) इन विनियमों का नाम कोलकाता पत्तन न्यास कर्मचारी (नियुक्ति, वरिष्ठता, और पदोन्नति) विनियम, 2013 है।
- (ii) यह महापत्तन न्यास अधिनियम, 1963 की धारा 124 व 132 के प्रावधानों के तहत अपेक्षित केन्द्रीय सरकार के अनुमोदन का भारत के राजपत्र में प्रकाशन की तिथि से प्रभावी होगा।

लागू होना

2. अधिनियम की धारा 24 के उप-धारा (1) के खंड (क) के अंतर्गत पदों सहित मंडल के तहत अधिनियम की धारा 27 के अंतर्गत सृजित सभी पदों के लिये ये विनियम लागू होंगे।

4413 GI/2013

(1)

[भाग II - खण्ड 3(i)]

भारत का राजपत्र : असाधारण

249

							Undertaking				of Officers holding analogous posts or post of Sr. Accounts Officer in the scale of pay of Rs.20,600-46,500/- with 4 years regular service in the grade in a Major Port Trust.	
4.	Sr.Dy. Chief Accounts Officer	2	Class-I	32,900-58,000/-	Selection	37	<u>Essential</u> i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India. (ii) Nine years experience in Executive cadre in the field of Finance, Accounting in an Industrial/ Commercial/ Govt. Undertaking	(a) No (b) Yes. However for the KoPT Officials on roll on the date of notification of this RSP Regulations, M.Com/ MBA (Finance) would also suffice. (c) No	N.A	By absorption through composite method failing which by deputation and failing both by direct recruitment	For <u>absorption</u> through composite method. Officers holding analogous posts or Dy. Chief Accounts Officer and equivalent posts in respective discipline of Finance Department in the scale of pay of Rs.24,900-50,500/- with 3 years regular service in a Major Port Trust or Dy. CAO and equivalent post in respective discipline of Finance Department with 2 years regular service in the grade and a combined regular service of 7 years in the scale of pay of Rs. 20,600-46,500/-	One post of Sr. Dy. CAO will be re-designated as Sr. Dy. CAO

[illegible]

Terms & Conditions of Deputation for appointment from Major Port Authorities/PSUs/Semi Govt/ Autonomous Bodies..

1. **Period of Deputation:** The officer shall be on deputation for a period of three (03) years from the date of taking over charge of the post, extendable by a maximum period of two (02) years.
2. **Pay:** While on deputation, the officer may, within one month from the date of his joining in Kolkata Dock System, Syama Prasad Mookerjee Port, Kolkata (KDS, SMPK), may elect to draw either the pay in the scale of pay of the post in KDS, SMPK or his basic pay in the scale of pay of his parent organization plus deputation allowance thereon.
3. **Deputation Allowance:** If he opts for the scale of pay of his parent organization (which is other than SMPK), in case of deputation within the same station, the Deputation Allowance will be payable at the rate of 5% of basic pay subject to a maximum of Rs. 4500/- (plus 25% in case dearness allowance in his parent organization is more than 50%) per month and in case of deputation involving change of station, the Deputation Allowance will be payable at the rate of 10% of basic pay subject to a maximum of Rs. 9000/- (plus 25% in case dearness allowance in his parent organization is more than 50%) per month. The ceilings will further rise by 25% each time Dearness Allowance increases by 50%.
4. **Dearness Allowance:** The officer shall be entitled to Dearness Allowance as per rates prevailing in KDS, SMPK or in his/her parent organization depending on whether the officer opted to draw pay in the pay scale of the post in KDS, SMPK or the pay in parent organization.
5. **Cafeteria Allowance:** The Deputationist who opts for drawing pay in the scale of pay of the post in KDS, SMPK, would be granted perks and allowances subject to a ceiling of 35% of Basic Pay under the concept of Cafeteria approach. List of allowances and/or exclusions shall be governed by the applicable rules of the borrowing organizations.
6. **House Rent Allowance:** For all cases of deputation from Major Port Authorities, PSUs/ Semi Government/ Autonomous Bodies etc, the officer shall be entitled to draw House Rent Allowance (HRA) at the rates prevailing in Kolkata Dock System, SMPA.
7. **Joining Time Pay and Transfer Travelling Allowance:** The officer shall be entitled to Joining Time Pay and Travelling Allowance, both on joining the post on deputation in Syama Prasad Mookerjee Port and on reversion there from to his parent organization, as admissible under the rules. The expenditure on this account will be borne by SMPK.
8. **Travelling Allowance for journey on duty during the period of deputation:** The Officer shall be entitled to Travelling Allowance and daily allowance for journeys undertaken after joining on deputation according to the relevant rules of SMPK.
9. **Leave (Earned, Half-pay & Casual Leave):**
 - a) KDS, SMPK, will maintain a leave account of the officer concerned, on the basis of extract of the leave account received from his parent organization. KDS, SMPK will determine the leave admissible to the officer concerned and sanction it under intimation to the parent organization. That means the copy of the leave sanctioned to the officer during deputation will be sent to parent organization.

b) Officer shall continue to be governed by the Leave rules of his parent organization. The procedure as laid down in the rules and regulations of parent organization should be followed scrupulously.

10. **Leave Salary/Pension/NPS Contributions:** The leave due and admissible to the officer from his parent organization during the deputation period shall be as per parent organization's rules and regulations policy. During the deputation period, the admissible leave to the officer as per rules, the payment of leave salary admissible to him for that period, will be reimbursed by the parent organization to SMPK as per the parent organization policy.

Leave salary contribution (except for the period of leave availed on deputation) and pension contribution (Employer's share - if pension scheme is available in the parent organization and the officer is covered under the said Pension Scheme) will be paid by SMPK to the parent organization.

In case the officer is covered under New Pension Scheme (NPS), the borrowing organization, i.e. SMPK will provide employer's contribution to the NPS account of the employee during the deputation period and remit it to the parent department/organization, provided the officer is covered under NPS in his parent organization. In addition, SMPA will bear employer's contribution towards Gratuity @ 4% of Basic Pay plus applicable DA of the officer at the time of his proceeding on Foreign Service.

No leave salary contribution will be payable during the period of his leave while on deputation. SMPK shall pay pension contribution to his parent organization, in respect of his foreign service in accordance with the orders issued under FR 116 within 15 days from the end of each financial year or the end of the deputation if the deputation expires before the end of financial year.

11. **Employee Provident Fund Subscription:** During the period of deputation, he will be governed by the rules of parent department/organization, SMPK will deduct the subscription by contribution on this account from his pay and allowances and remit it to the parent department/organization.

On the other hand, if the employee is covered under Employees, Provident Fund Organisation, India, his subscription deducted every month from his salary alongwith Employer equal contribution amount will be remitted by SMPA to his parent organization by Demand Draft. The same will be credited in his E.P.F regular account under his common Universal Account Number (U.A.N).

12. **Leave Salary on account of disability leave:** KDS, SMPK shall be liable to pay leave salary in respect of any disability leave that may be granted on account of disability incurred in or through deputation even if such disability manifests itself after the termination of deputation.

13. **Leave Travel Concession:** The officer who opts for the scale of pay of his parent organization (which is other than SMPK) shall be entitled to the leave travel concession according to the relevant rules of the parent organization subject to the condition that the officer had not already, before proceeding on deputation, availed of the concession during the particular block years period of his deputation. The expenditure in this respect shall be borne by SMPK.

However, in case Cafeteria allowance is a part of the allowances applicable in the parent organization and if the officer opts the scale of pay of his parent organization as well as for LTC, he shall be paid cafeteria allowances after deduction of 5% from the rate as applicable to his parent organization on account of such availment of LTC.

14. **Medical Facilities:** The officer shall be entitled to the Medical facilities in accordance with the Rules/Regulations of SMPK.
15. **Departmental Inquiry:** If a departmental inquiry is to be initiated against the officer during his deputation. SMPK may revert back the officer to his parent organization.
16. **Subsistence Allowance:** The subsistence allowance only for the period between suspension and repatriation shall be paid by SMPK.
17. **Premature reversion of deputationist to parent organization:** As and when a situation arises for premature reversion to the parent organization of the deputationist, his services could be so returned after giving an advance notice of three months to his parent organization and the employee concerned. However, SMPK, in exceptional circumstances, may return the services of the deputationist to his parent cadre without such advance notice.
18. **Residuary Matters:** In all matters relating to conditions of service and benefits/facilities in SMPK, not covered under item Nos. 1 to 17 above, the officer will be governed by the existing rules, regulations and orders of SMPK.
19. **Relaxation of Conditions:** Any relaxation in the above said terms and conditions will require prior concurrence/approval of SMPK, as the case may be.
20. The deputation will commence on the date on which he hands over the charge of his post in his parent organization and end on the date on which he assumes charge of the post under his parent organization.

The above-mentioned terms and conditions would be applicable till the Deputationist remains on deputation with SMP, Kolkata. On reversion from deputation, he will be governed by the relevant rules laid down for the Parent Organization.

ANNEXURE – III

Certificate to be given by Head of Office of

Shri/Smt.....

Designation.....

1. It is certified that the particulars furnished by Officer are correct.
2. It is certified that no disciplinary / vigilance case is pending or contemplated against the Applicant and he / she is clear from the Vigilance and Administrative angle.
3. His / her integrity is certified.
4. The observation with respect of Major / Minor penalties, during the last 10 years may please be seen at point No. 10 of the attached vigilance report.
5. Copies of APARs for the last 5 years from 2020-2021 to 2024-25 are enclosed.
6. The veracity of the educational qualification certificates and caste certificates submitted by the applicant are ensured and certified and the incumbent fulfils the eligibility criteria and experience as specified in the Annexure- I of the circular for absorption through composite method.
7. This Port has No Objection in releasing the officer concerned in case he / she is selected for the post applied.

Dated:

Signature of the forwarding authority with office seal.

ANNEXURE – IV**PARTICULARS OF THE OFFICER FOR WHOM VIGILANCE
COMMENT / CLEARANCE BEING SOUGHT**

(To be furnished and signed by the CVO or HOD)

1. Name of the officer (in full) :
2. Father's Name :
3. Date of Birth :
4. Date of Retirement :
5. Date of entry into service :
6. Service to which the Officer belongs :
Including batch/year cadre-etc.
Wherever applicable.
7. (a) Positions held (during the 10 preceding years) :

Sl. No.	Organization (Name in full)	Designation & Place of Posting	Administrative / Nodal Ministry / Deptt. Concerned (in case of officers of PSU's etc.)	From	To
1.					
2.					
3.					
4.					

- (b) Whether the officer has functioned as a CVO in :
Part-time or additional charge capacity
(details thereof)
- (c) Whether the officer is currently placed under :
Suspension
8. Whether the Officer has been placed :
On the "Agreed List" or "List of
Officers of Doubtful Integrity" [If yes
Details to be given]

9. Whether any allegation of misconduct :
Involving Vigilance angle was examined
against the officer during the last 10
years and if so with what result
10. Whether any punishment was awarded :
to the Officer during the last 10 years
and if so the date of imposition and
details of the penalty
11. Is any disciplinary/criminal proceedings or :
charge sheet pending against the Officer
as on date [if so, details to be furnished;
including reference no., if any, of the
Commission]
12. Is any action contemplated against the :
Officer as on date [if so, details to be
furnished]
13. Whether the Officer/Official has submitted :
his/her annual immovable property return
of the previous year as required under Rule
18 of CCS (Conduct) rules, 1964 within the
prescribed limit.
14. Details of complaint pending against the :
Officer as on dated.

DATE :

(NAME AND SIGNATURE)

N:B The officer is **clear / not clear** from vigilance angle as per guidelines of DoPT / CVC issued from time to time.

Fwd: Filling up of 01 (one) post of Administrator, Group 'A', Gazetted, in Level-11 of Pay Matrix by deputation (including short term contract) in the Central Ground Water Authority, Central Ground Water Board, a subordinate Office under Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation-reg.

Shri Rajeev Verma <csdelhi@nic.in>

Mon, 31 Aug 2026 3:02:15 PM +0530

To "Secretary Services"<secservices@nic.in>

===== Forwarded message =====

From: GWE Section <sogwe-mowr@gov.in>

To: "GYANESH BHARTI IAS"<cs-andaman@nic.in>, "H. Rajesh Prasad"<adviser-chd@nic.in>, "Shri Rajeev Verma"<csdelhi@nic.in>, "Chief Secretary"<cs-jandk@nic.in>, "Dr Sharat Chauhan"<cs.pon@nic.in>, "cspondicherry"<cs.pondicherry@nic.in>, "G. Sai Prasad IAS"<cs@ap.gov.in>, "cs-andhra"<cs-andhra@nic.in>, "Manish Kumar Gupta"<cs-arunachal@nic.in>, "Dr Ravi Kota"<cs-assam@nic.in>, "Chief Secretary Bihar"<cs-bihar@nic.in>, "cschhattisgarh"<cschhattisgarh@nic.in>, "Dr. V Candavelou IAS"<cs-go@nic.in>, "M.K. DAS IAS"<chiefsecretary@gujarat.gov.in>, "Anurag Rastogi"<cs@hry.nic.in>, "Chief Secretary"<cs-hp@nic.in>, "Avinash Kumar"<cs-jharkhand@nic.in>, "cs"<cs@karnataka.gov.in>, "chiefsecretary"<chiefsecretary@kerala.gov.in>, "cs"<cs@mp.gov.in>, "cs"<cs@maharashtra.gov.in>, "Chief Secretary Manipur"<cs-manipur@nic.in>, "Chief Secretary Office Meghalaya"<cs-meg@nic.in>, "Chief Secretary Mizoram"<cs-mizoram@nic.in>, "Sentianger Imchen"<csngl@nic.in>, "csori"<csori@nic.in>, "Chief Secretary Punjab"<cs@punjab.gov.in>, "cs-sikkim"<cs-sikkim@nic.in>, "cs"<cs@tn.gov.in>, "CS Telangana"<cs@telangana.gov.in>, "Jitendra Kumar Sinha, IAS"<cs-tripura@nic.in>, "Chief Secretary Uttar Pradesh"<csup@nic.in>, "cs-uk"<cs-uk@nic.in>, "chiefsecretary"<chiefsecretary@wb.gov.in>, "Atish Chandra"<secy-agri@nic.in>, "ML Jat"<dg.icar@nic.in>, "Rajesh Kotecha"<secy-ayush@nic.in>, "Tejveer Singh"<sec.cpc@nic.in>, "SHRI RAJAT KUMAR MISHRA"<fertsec@nic.in>, "Secretary Department of Pharmaceuticals"<secy-pharma@nic.in>, "Samir Kumar Sinha"<secy.moca@nic.in>, "Vikram Dev Dutt"<secy.moc@nic.in>, "Commerce Office"<csoffice@nic.in>, "Secretary DPIIT"<secy-ipp@nic.in>, "Amit Agrawal"<secy-dot@nic.in>, "Subrat Das"<secretary-posts@indiapost.gov.in>, "Nidhi Khare"<secy-ca@nic.in>, "Shri Sanjeev Chopra"<secy-food@nic.in>, "Secretary MCA"<secy.mca@nic.in>, "VIVEK AGGARWAL"<secy-culture@nic.in>, "Mr Rajesh Kumar Singh Singh"<defsecy@nic.in>, "Katikithala Srinivas"<secydoner@nic.in>, "T. SRINIVASA KUMAR"<secretary@moes.gov.in>, "Secretary MeitY"<secretary@meity.gov.in>, "Mr Tanmay Kumar"<secy-moef@nic.in>, "psfs"<psfs@mea.gov.in>, "V Vualnam"<secyexp@nic.in>, "secy-fisheries"<secy-fisheries@nic.in>, "Mr Naresh Pal Gangwar"<secyahd@nic.in>, "Secretary FPI"<secy.mofpi@nic.in>, "PUNYA SALILA SRIVASTAVA"<secyhfw@nic.in>, "balrambhargava"<balram.bhargava@gov.in>, "Shri Kamran Rizvi"<shioff@nic.in>, "Govind Mohan"<hshso@nic.in>, "Satendra Singh"<secyurban@nic.in>, "T. K. Anil Kumar"<secy.sel@nic.in>, "Deepti Gaur Mukerjee"<secy.dhe@nic.in>, "Archana Varma"<secy-mowr@nic.in>, "Ashok Kumar K Meena"<secydws@nic.in>, "Secretary Labour Employment"<secy-labour@nic.in>, "secylaw-dla"<secylaw-dla@nic.in>, "Dr Rajiv Mani"<secyoffice-ld@gov.in>, "Shri Niraj Verma"<secy-jus@gov.in>, "Shri Bharat Khara Secretary, MSME"<secretary-msme@nic.in>, "Keshav Chandra"<secy-mines@nic.in>, "Dr. Srivatsa Krishna"<secy-mma@nic.in>, "Santosh Kumar Sarangi"<secy-mnre@nic.in>, "Vineet Joshi"<secy-mopr@nic.in>, "Secretary MoPA"<secympa@nic.in>, "Office of Secretary Personnel"<secy_mop@nic.in>, "Ms. Nivedita Shukla Verma"<secy-arpg@nic.in>, "V. Srinivas"<vsrinivas@nic.in>, "Secy PNG"<sec.png@nic.in>, "Shri Vijay Kumar"<secyship@nic.in>, "Rohit Kansal"<secyrd@nic.in>, "Narendra Bhooshan"<secy-dolr@nic.in>, "Secretary DST"<dstsec@nic.in>, "Director General CSIR"<dgcsir@csir.res.in>, "Dr Rajesh S Gokhale"<secy@dbt.nic.in>, "Debashree Mukherjee"<secy-msde@nic.in>, "Sudhansh Pant"<secywel@nic.in>, "V. VIDYAVATHI"<secretaryda-msje@nic.in>, "Pankaj Agarwal"<secy-power@nic.in>, "Dr Saurabh Garg IAS"<secretary@mospi.gov.in>, "Secretary Ministry Of Steel"<secy-steel@nic.in>, "Neelam Rao"<secy-textiles@nic.in>, "Bhuvnesh Kumar"<sectour@nic.in>, "Ranjana Chopra"<secy-tribal@nic.in>, "Anil Malik"<secy.wcd@nic.in>, "Shri Hari Ranjan Rao"<secy-sports@nic.in>, "secy-ya"<secy-ya@nic.in>, "chairman"<chairman@dae.gov.in>, "chairman"<chairman@isro.gov.in>, "Revenue Secretary"<rsecy@nic.in>, "ChairmanRailwayBoard RailwayBoard"<crb@rb.railnet.gov.in>, "Secretary MoRTH"<secy-road@nic.in>, "Organisation Head"<organisations-dowr@gov.in>, "Wings Head"<wingshead-dowr@gov.in>

Cc: "Under Secretary GWE"<usgw-mowr@nic.in>, "Lalita Maini"<maini.lalita@rmlh.nic.in>

Date: Mon, 31 Aug 2026 14:45:55 +0530

Subject: Filling up of 01 (one) post of Administrator, Group 'A', Gazetted, in Level-11 of Pay Matrix by deputation (including short term contract) in the Central Ground Water Authority, Central Ground Water Board, a subordinate Office under Ministry of Jal Shakti, Department of Water Resources, River

Development & Ganga Rejuvenation-reg.

===== Forwarded message =====

Sir/Madam,

I am directed to forward herewith an advertisement for inviting application for filling up of 01 (one) post of Administrator, Group 'A', Gazetted, in Level-11 of Pay Matrix by deputation (including short term contract) in the Central Ground Water Authority, Central Ground Water Board, a subordinate Office under Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation

2. It is requested that the said advertisement may kindly be given wide publicity among all attached/subordinate offices, autonomous bodies, PSUs, and other organizations under your administrative control, so as to ensure maximum outreach to eligible candidates/stakeholders.

3. The advertisement may also be uploaded on the official website and circulated through appropriate channels under your Ministry/Department.

Regards:

GWE Section

DoWR, RD & GR

Ministry of Jal Shakti

Tele: 011-23711261

2 Attachment(s)

vacancy circular administrator ...

2.6 MB

vacancy circular Administrator ...

2.2 MB

No. A-35021/5/2026-(GW Estt)
Government of India
Ministry of Jal Shakti,
Department of Water Resources, River & Development and Ganga Rejuvenation
(GWE Section)

Room No.622A,
Shram shakti Bhawan,
Rafi Marg, New Delhi-110001

Circular

Sub : Filling up of 01 (one) post of Administrator, Group 'A', Gazetted, in Level-11 of Pay Matrix by deputation (including short term contract) in the Central Ground Water Authority, Central Ground Water Board, a subordinate Office under Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation - regarding.

Application is invited from the eligible candidates for filling up 01 (one) post of Administrator, Group 'A', Gazetted, in Level-11 of Pay Matrix by deputation (including short term contract) in the Central Ground Water Authority, Central Ground Water Board, a subordinate Office under Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation. The eligible conditions are as under:-

(a) Officers under the Central or State Government or Union Territories or universities or recognised research institutions or public sector undertakings or statutory bodies or autonomous organizations:

(i) holding analogous posts on regular basis in the parent cadre or Department; or

(ii) with five years regular service rendered after appointment in the post on a regular basis in level-10 (Rs. 56100-177500) in the pay matrix or equivalent in the parent cadre or Department; and

(b) possessing the following educational qualifications or experience:

(i) Bachelor degree of a recognised university or institute;

(ii) having five years' experience in Administration, Establishment and Account matters.

Note:- The Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years. The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date for receipt of application."

2. The pay of the officer selected for the above post shall be regulated in terms of the provisions contained in the GOI DOPT O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

3. Duties and Responsibilities for the post:

Administrator is having the role of coordinating various activities of Central Ground Water Authority under the guidance of Member Secretary. His main duties are as under:

- (i) Administrator is to deal with the Establishment, Administration and Accounts work in the Secretariat of CGWA.
- (ii) To organize authority meetings, preparation of agenda, minutes and follow up action to ensure implementation decisions.
- (iii) To process the complaints on violations of CGWA notifications by individuals/firms and reporting the same to the concerned State Authorities for necessary actions.
- (iv) To coordinate with various State and Central agencies in connection with the implementation of CGWA notifications.
- (v) Attending court cases, preparing affidavits on legal matters, framing and modifying Rules and Guidance transaction, etc for the Authority.

4. Applications (in duplicate) in the prescribed proforma, through proper channel may reach the Under Secretary (GWE), Ministry of Water Resources, RD & GR, Room No. 633A, Shram Shakti Bhawan, Rafi Marg, New Delhi-110 001 within 45 days of the date of publication. The soft copies of the applications (scanned in PDF format) may also be forwarded at email address usgw-mowr@nic.in and sogwe-mowr@gov.in followed by the hard copy.

The following documents/certificate(s) from the sponsoring authority must accompany the applications:-

- (i) Bio-data in Prescribed Proforma (Annexure-I). Bio data should be in the following order:
 - (a) Forwarding letter from sponsoring authority
 - (b) Application received through proper channel along with certificate of Integrity Certificate, Vigilance Clearance, Cadre Clearance, Major/Minor Penalty and countersigned of sponsoring authority.
 - (c) Documents related to qualifications, experience, training etc.
 - (d) All other document furnished by the candidate.
- (ii) Supporting certificate/ documents in respect of claimed educational qualifications including essential qualifications of Bachelor Degree.
- (iii) Cadre Clearance certificate stating that in event of selection, he will be relieved immediately issued by cadre controlling authority.
- (iv) No vigilance/ disciplinary case either pending/contemplated against the applicant;
- (v) Integrity certificate in the prescribed proforma;
- (vi) The details of major/minor penalties imposed on the officer during the last 10 years.
- (vii) APARs/ACRs dossier of the applicant duly attested by an officer of rank of the Under Secretary to the Government of India or above for the preceding 5 years. In case of missing period, attested copy of NRC to be enclosed.
- (viii) Certificate that the particulars given by the applicant are correct;

5. It is requested that eligible officers who are willing and can be spared in the event of their selection may be sent along with their Bio-Data (in duplicate) duly signed by them in the attached proforma and with attested copy of their up-to-date – Confidential Reports for the preceding five years, Integrity Certificate in the prescribed proforma, Vigilance Clearance and No Penalty Statement during the last 10 years forwarded by the sponsoring authority, so as to reach the ***'Under Secretary (GW Estt.), Ministry of Jal Shakti, Department of Water Resources, RD & GR, Room No. 633A, Shram Shakti Bhawan, Rafi Marg, New Delhi 110 001'*** within (45) forty five 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.



(Anil Kumar Sharma)

Under Secretary to the Govt. of India
Tel : 011-23716928

To,

- (i) All Ministries/Departments of the Government of India.
- (ii) Secretaries(Services), All state Governments.
- (iii) Chairman, Central Water Commission, New Delhi
- (iv) Heads of all Organisations under the Ministry of Water Resources.
- (v) Chairman, Central Ground Water Board , NH-IV, Faridabad with a request for uploading in CGWB's website for wider circulation.
- (vi) All Wing Heads, MoJS, RD & GR.
- (vii) NIC, DOWR, RD &GR with a request to upload on Department's website.

Annexure -I**BIO-DATA / CURRICULUM VITAE PROFORMA**

1.	Name and Address (In block letters)	:	
2.	Date of Birth (in Christian era)	:	
3.	(i) Date of entry into service (ii) Date of retirement under Central / State Government rules	:	
4.	Educational Qualifications	:	
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)		
	Qualifications / Experience required as mentioned in the advertisement / vacancy circular		Qualifications / Experience possessed by the officer
	Essential		Essential
	A) Qualification		A) Qualification
	B) Experience		B) Experience
	Desirable		Desirable
	A) Qualification		A) Qualification

	B) Experience	B) Experience
5.1	Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of circular and issued of advertisement in the Employment News.	
5.2	In the case of Degree and post-graduate qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	:
6.1	Note- Borrowing Departments are to provide their specific comments / views confirming the relevant essential qualification / work experience possessed by the candidate (as indicated in the bio-data) with reference to the post applied.	
7.	Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.	

Office Institution	Posts held on regular basis	From	To	* Pay band and grade pay / pay scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

*** Important:** Pay band and Grade pay granted under ACP / MACP are personal to the officer and therefore, should not be mentioned. Only pay band and grade pay / pay scale of the post held on regular basis to be mentioned. Details of ACP / MACP with present pay band and grade pay , where such benefits have been drawn by the candidate , may be indicated as below:

Office / Institution	Pay , pay band and grade pay drawn under ACP / MACP scheme	From	to

8.	Nature of present employment i.e Ad hoc or temporary or Quasi-Permanent or Permanent	:	
9.	In case the present employment is held on deputation / contract basis, please state-	:	
	A)The Date of initial appointment	B) Period of deputation / contract	C) Name of the present office / organization , to which the applicant belongs
			D) Name of the post and pay of the post held in substantive capacity in the parent organisation
9.1	Note- In case of the officers already on deputation, the applications of such officers should be forwarded by the present cadre / department along with cadre clearance, vigilance clearance and integrity certificate.		
9.2	Note- Information under column 9 (c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre / organization but still maintaining a lien in his parent cadre / organization.		
10.	If any post held on deputation in the past by the applicant, date of		

	return from the last deputation and other details		
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)- 1) Central Government 2) State Government 3) Autonomous organization 4) Government undertaking 5) University 6) Other		
12.	Please mention whether you are working in the same department and are in a feeder grade or feeder to feeder grade.		
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		
	Pay in Pay Band	Grade pay	Total Emoluments
15.	In case the applicant belongs to an organization which is not following the Central Government Pay Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
	Basic pay with scale of pay and rate of increment	Dearness Pay / Interim Relief / Other Allowance etc. (With break-up	Total Emoluments

		details)	
16. A	Additional information, if any, that relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) Additional Academic qualifications (ii) Professional training and (iii) Work experience over and above prescribed in the vacancy circular/ Advertisement) (Note– Enclose a separate sheet, if the space is insufficient.)	:	
16. B	Achievements: The Candidates are requested to indicate information with regard to - i. Research publications and reports and special projects. ii. Award / Scholarship / Official Appreciation. iii. Affiliation with professional bodies / institutions / societies and iv. Patents registered in own name or achieved for the organization. v. Any research / innovative measure involving official recognition vi. Any other information (Note: Enclose a separate sheet, if the space is insufficient).		
17.	Please state whether you are applying for deputation (ISTC) / Absorption / re-		

	employment basis. (Officers under Central / State Governments are only eligible for "Absorption". Candidates of non-governmental organizations are eligible for short-term contracts.		
	# (The option of STC / Absorption / re-employment are available only if the vacancy circular specifically mentions recruitment by STC / absorption / re-employment)		
18.	Whether belonging to SC / ST	:	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Date-----

(Signature of the Candidate)

Address-----

Certification by the employer / cadre controlling authority

The information / details provided in the above application are true as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the advt . If selected, He/she will be relieved immediately.

2. Also certified that-

- i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt.
- ii) His/Her integrity is certified.
- iii) His / her CR dossier in original is enclosed / photocopies of the ACRs for the last five years duly attested by an officer of rank of the Under Secretary to the Government of India or above enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years or A list of major / minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned
(Employer / Cadre controlling authority with Seal)

संख्या ए- 35021/5/2026-(जीडब्ल्यू ई)

भारत सरकार

जल शक्ति मंत्रालय, जल संसाधन, नदी विकास और गंगा संरक्षण विभाग
(जीडब्ल्यूई अनुभाग)कमरा सं.622 ए,
श्रम शक्ति भवन,
रफी मार्ग, नई दिल्ली-110001परिपत्र

विषय: जल शक्ति मंत्रालय, जल संसाधन, नदी विकास और गंगा संरक्षण विभाग के अंतर्गत एक अधीनस्थ कार्यालय, केंद्रीय भूमिजल प्राधिकरण, केंद्रीय भूमिजल बोर्ड, में प्रतिनियुक्ति (अल्पकालिक संविदा सहित) द्वारा वेतन मैट्रिक्स के स्तर-11 में प्रशासक के 01 (एक) पद को भरे जाने के संबंध में।

जल शक्ति मंत्रालय, जल संसाधन, नदी विकास और गंगा संरक्षण विभाग के अंतर्गत अधीनस्थ कार्यालय, केंद्रीय भूमिजल प्राधिकरण, केंद्रीय भूमिजल बोर्ड, में प्रतिनियुक्ति (अल्पकालिक संविदा सहित) के आधार पर, वेतन मैट्रिक्स के स्तर-11 में प्रशासक के 01 (एक) पद को भरने के लिए योग्य उम्मीदवारों से आवेदन आमंत्रित किए जाते हैं। पात्रता की शर्तें नीचे दी गई हैं:

प्रतिनियुक्ति (अल्पकालिक संविदा सहित):

(क) केंद्रीय सरकार अथवा राज्य सरकार अथवा संघ राज्यक्षेत्र अथवा विश्वविद्यालय अथवा मान्यता प्राप्त अनुसंधान संस्थान अथवा सार्वजनिक क्षेत्र के उपक्रम अथवा वैधानिक निकाय अथवा स्वायत्त संगठन के अधीन कार्यरत अधिकारीगण:

- (i) जो मूल संवर्ग (काडर) या विभाग में नियमित आधार पर सदृश पद धारित करते हो; अथवा
- (ii) जिन्होंने मूल संवर्ग (काडर) या विभाग में वेतन मैट्रिक्स में स्तर-10 (56100-177500 रुपये) या समतुल्य पद पर नियमित आधार पर नियुक्ति के पश्चात पांच वर्ष की नियमित सेवा प्रदान की हो; और
- (ख) निम्नलिखित शैक्षणिक अर्हताओं और अनुभव का धारक:
 - (i) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से स्नातक उपाधि;
 - (ii) प्रशासन, स्थापना और लेखा मामलों में पांच वर्ष का अनुभव।

टिप्पण- प्रतिनियुक्ति (अल्पकालिक संविदा सहित) की अवधि, जिसके अंतर्गत इस नियुक्ति से ठीक पहले केंद्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में किसी अन्य संवर्ग बाह्य पद पर प्रतिनियुक्ति (अल्पकालिक संविदा सहित) की अवधि है, साधारणतया तीन वर्ष से अधिक नहीं होगी। प्रतिनियुक्ति द्वारा नियुक्ति हेतु अधिकतम आयु-सीमा आवेदन प्राप्ति की अंतिम तारीख को छप्पन वर्ष से अधिक नहीं होगी।

2. दिनांक 17.06.2010 की भारत सरकार के कार्मिक एवं प्रशिक्षण विभाग के कार्यालय जापन संख्या 6/8/2009-स्थापना (वेतन II) में समय-समय पर संशोधित प्रावधानों के अनुसार उपरोक्त पद के लिए चयनित अधिकारी का वेतन विनियमित किया जाएगा।

3. इस पद के लिए कर्तव्य एवं उत्तरदायित्व:

प्रशासक, सदस्य सचिव के मार्ग दर्शन में सीजीडब्ल्यू के विभिन्न कार्यों का समन्वय करेगा। उसके मुख्य कर्तव्य इस प्रकार हैं।

- (i) प्रशासक, सीजीडब्ल्यू के सचिवालय में स्थापना, प्रशासन और लेखा कार्यों को देखेगा।
- (ii) प्राधिकरण के बैठकें आयोजित करेगा, कार्य सूची, कार्यवृत्त तैयार करेगा और निर्णयों को कार्यान्वयन सुनिश्चित करने के लिए अनुवर्ती कार्रवाई करेगा।
- (iii) व्यक्तियों/फर्मों द्वारा सीजीडब्ल्यू की अधिसूचनाओं के उल्लंघन करने संबंधी शिकायतों पर कार्रवाई करेगा और आवश्यक कार्रवाई हेतु संबंधित राज्य प्राधिकरणों को सूचित करेगा।
- (iv) विभिन्न राज्य और केन्द्रीय एजेंसियों के साथ सीजीडब्ल्यू की अधिसूचनाओं के लिए कार्यान्वयन के संबंध में समन्वय स्थापित करेगा।
- (v) प्राधिकरण से संबंधित आदालती मामलों का देखेगा, कानूनी मामलों पर हलफनाम तैयार करेगा, नियमावली तथा मार्गदर्शी कार्य-संयवहार आदि तैयार करेगा और उनमें संशोधन करेगा।

4. आवेदन (दो प्रतियों में) निर्धारित प्रारूप में उचित माध्यम से अवर सचिव (जीडब्ल्यूई), जल संसाधन, नदी विकास और गंगा संरक्षण मंत्रालय, कमरा सं. 633ए, श्रम शक्ति भवन, रफी मार्ग, नई दिल्ली-110001 को प्रकाशन की तिथि से 45 दिन के भीतर भेज सकते हैं। आवेदनों की सॉफ्ट कॉपी (पीडीएफ फॉर्मेट में स्कैन की गई) usgw-mowr@nic.in और sogwe-mowr@gov.in पर ईमेल के साथ हार्ड कॉपी भी अग्रेषित की जा सकती है।

आवेदन के साथ प्रायोजक प्राधिकारी से निम्नलिखित दस्तावेज/प्रमाणपत्र संलग्न होने चाहिए:-

- (i) निर्धारित प्रपत्र (अनुलग्नक-I) में बायोडाटा। बायोडाटा निम्नलिखित क्रम में होना चाहिए:
 - (क) प्रायोजक प्राधिकारी द्वारा अग्रेषण पत्र।
 - (ख) उचित माध्यम से प्राप्त आवेदन, जिसके साथ सत्यनिष्ठा प्रमाण-पत्र, सतर्कता मंजूरी, संवर्ग मंजूरी , प्रमुख/लघु शास्ती से संबंधित प्रमाण-पत्र तथा प्रायोजक प्राधिकारी द्वारा प्रतिहस्ताक्षरित प्रमाण-पत्र संलग्न हों।
 - (ग) शैक्षणिक योग्यता, अनुभव, प्रशिक्षण आदि से संबंधित दस्तावेज।
 - (घ) अभ्यर्थी द्वारा प्रस्तुत अन्य सभी दस्तावेज।
- (ii) दावा की गई शैक्षणिक योग्यताओं, जिसमें स्नातक डिग्री की अनिवार्य शैक्षणिक योग्यता भी शामिल है, के समर्थन में दस्तावेज।
- (iii) संवर्ग नियंत्रक प्राधिकारी द्वारा जारी संवर्ग मंजूरी प्रमाण-पत्र, जिसमें यह उल्लेख हो कि चयन होने की स्थिति में अधिकारी को तत्काल कार्यमुक्त कर दिया जाएगा।
- (iv) आवेदक के विरुद्ध कोई सतर्कता/अनुशासनात्मक मामला लंबित या विचाराधीन न हो का प्रमाण-पत्र।
- (v) निर्धारित प्रपत्र में सत्यनिष्ठा प्रमाण-पत्र
- (vi) पिछले 10 वर्षों के दौरान अधिकारी पर लगाए गए प्रमुख/लघु शास्ती का विवरण।

(vii) आवेदक की पिछले 5 वर्षों की एपीएआर/एसीआर डोजियर, जिसे भारत सरकार के अवर सचिव अथवा उससे ऊपर के स्तर के अधिकारी द्वारा विधिवत सत्यापित किया गया हो। किसी अवधि के अभिलेख उपलब्ध न होने की स्थिति में एनआरसी की सत्यापित प्रति संलग्न की जाए।

(viii) आवेदक द्वारा दी गई जानकारी सही होने का प्रमाण पत्र;

5. अनुरोध है कि पात्र अधिकारी, जो इच्छुक हों और चयन होने पर कार्यभार ग्रहण कर सकें, वे संलग्न प्रपत्र में अपने हस्ताक्षर सहित बायो-डेटा (दो प्रतियों में) और पिछले पांच वर्षों की अद्यतन गोपनीय रिपोर्टों की सत्यापित प्रति, निर्धारित प्रपत्र में सत्यनिष्ठा प्रमाण पत्र, सतर्कता प्रमाण पत्र और पिछले 10 वर्षों के दौरान कोई शास्ति संबंधी विवरण संलग्न करके 'अवर सचिव (भूजल स्थापना), जल शक्ति मंत्रालय, जल संसाधन, नदी विकास और गंगा संरक्षण विभाग, कमरा नंबर 633ए, श्रम शक्ति भवन, रफी मार्ग, नई दिल्ली 110001' को रोजगार समाचार/रोजगार समाचार साप्ताहिक में इस परिपत्र के प्रकाशन की तिथि से पैंतालीस दिन के भीतर प्रायोजक प्राधिकारी द्वारा भेज दें। अपूर्ण नामांकन, निर्धारित तिथि के बाद प्राप्त नामांकन या निर्धारित प्रपत्र में प्राप्त न होने वाले नामांकन स्वीकार नहीं किए जाएंगे।



(अनिल कुमार शर्मा)

अवर सचिव, भारत सरकार

दूरभाष: 011-23716928

प्रति,

- (i) भारत सरकार के सभी मंत्रालय/विभाग।
- (ii) सभी राज्य सरकारों के सचिव (सेवाएं)।
- (iii) अध्यक्ष, केंद्रीय जल आयोग, नई दिल्ली।
- (iv) जल संसाधन मंत्रालय के अधीन सभी संगठनों के प्रमुख।
- (v) अध्यक्ष, केंद्रीय भूमिजल बोर्ड, एनएच-IV, फरीदाबाद को व्यापक प्रसार के लिए केंद्रीय भूमिजल बोर्ड की वेबसाइट पर अपलोड करने को अनुरोध के साथ।
- (vi) जल शक्ति मंत्रालय, जल संसाधन, नदी विकास और गंगा संरक्षण विभाग के सभी विंग प्रमुख।
- (vii) एनआईसी, जल संसाधन, नदी विकास और गंगा संरक्षण विभाग की वेबसाइट पर अपलोड करने के अनुरोध के साथ।

अनुलग्नक -Iबायो-डेटा/करिकुलम विटा प्रोफार्मा

1.	नाम और पता (स्पष्ट अक्षरों में)	:	
2.	जन्म तिथि (ईस्वी सन् में)	:	
3.	(i) सेवा में प्रवेश की तिथि (ii) केंद्र/राज्य सरकार के नियमों के तहत सेवानिवृत्ति की तिथि	:	
4.	शैक्षणिक अर्हता	:	
5.	क्या पद के लिए आवश्यक शैक्षिक और अन्य अर्हताएं रखते हैं। (यदि किसी अर्हता को नियमों में निर्धारित अर्हता के समतुल्य माना गया है, तो उसके लिए प्राधिकरण का उल्लेख करें)		
	विज्ञापन / रिक्ति परिपत्र में उल्लिखित अपेक्षित अर्हता / अनुभव		अधिकारी की अर्हता/अनुभव
	अनिवार्य		अनिवार्य
	क) अर्हता		क) अर्हता
	ख) अनुभव		ख) अनुभव
	वांछनीय		वांछनीय
	क) अर्हता		क) अर्हता
	ख) अनुभव		ख) अनुभव
5.1	टिप्पणी: इस कॉलम में परिपत्र जारी होने और रोजगार समाचार में विज्ञापन जारी होने के समय प्रशासनिक मंत्रालय/विभाग/कार्यालय द्वारा भर्ती नियमों में उल्लिखित अनिवार्य और वांछनीय अर्हताओं को इंगित करने के लिए विस्तार में सूचना दी जानी चाहिए।		
5.2	डिग्री और स्नातकोत्तर अर्हता के मामले में उम्मीदवार द्वारा चयनित / मुख्य विषयों और सहायक विषयों का संकेत दिया जा सकता है।		
6.	कृपया स्पष्ट रूप से बताएं कि क्या आपके द्वारा ऊपर की गई प्रविष्टियों के आलोक में, आप पद की अपेक्षित आवश्यक अर्हता और कार्य अनुभव को पूरा करते हैं।	:	

6.1	टिप्पणी- अधिकारियों को मांगने वाले विभागों को आवेदित पद के संदर्भ में उम्मीदवार की संबंधित अनिवार्य अर्हता/कार्य अनुभव (बायोडाटा में दर्शाए गए अनुसार) की पुष्टि करते हुए उनकी विशिष्ट टिप्पणियां/विचार रखने होंगे।
7.	कालक्रमानुसार रोजगार का विवरण। यदि नीचे दिया गया स्थान अपर्याप्त है, तो आपके हस्ताक्षर द्वारा विधिवत प्रमाणित एक अलग शीट संलग्न करें।

कार्यालय/संस्थान	नियमित आधार पर धारित पद	कब से	कब तक	* नियमित आधार पर धारित पद का पे बैंड और ग्रेड वेतन/वेतनमान	आवेदन किए गए पद के लिए अपेक्षित अनुभव को उजागर करते हुए किए जाने वाले कार्य की प्रकृति (विस्तार से)

* महत्वपूर्ण: एसीपी/एमएसीपी के तहत दिए गए वेतन बैंड और ग्रेड वेतन अधिकारी के व्यक्तिगत हैं और इसलिए, इसका उल्लेख नहीं किया जाना चाहिए। केवल नियमित आधार पर धारित पद का वेतन बैंड और ग्रेड वेतन/वेतनमान का उल्लेख किया जाना चाहिए। वर्तमान वेतन बैंड और ग्रेड वेतन के साथ एसीपी / एमएसीपी का विवरण, जहां उम्मीदवार द्वारा इस तरह के लाभ प्राप्त किए गए हैं, नीचे दिए गए हैं:

कार्यालय/संस्थान	एसीपी/एमएसीपी योजना के तहत प्राप्त वेतन, वेतन बैंड और ग्रेड वेतन	कब से	कब तक

8.	वर्तमान रोजगार की प्रकृति अर्थात् तदर्थ या अस्थायी या अर्ध-स्थायी या स्थायी	:	
9.	यदि वर्तमान पद प्रतिनियुक्ति / संविदा के आधार पर धारण किया जाता है, तो कृपया बताएं-	:	
	क) प्रारंभिक नियुक्ति की तिथि	ख) प्रतिनियुक्ति की अवधि	ग) वर्तमान संविदा पर नियुक्ति का नाम, जिससे संबंधित है
			घ) मूल संगठन में वास्तविक काक्षमता में रखे गए पद का नाम और वेतन

9.1	टिप्पणी- पहले से ही प्रतिनियुक्ति पर होने वाले अधिकारियों के मामले में, ऐसे अधिकारियों के आवेदन वर्तमान संवर्ग/विभाग द्वारा केंद्र स्वीकृति, सतर्कता स्वीकृति और सत्यनिष्ठा प्रमाण पत्र के साथ अग्रेषित किए जाने चाहिए।		
9.2	टिप्पणी- उपरोक्त कॉलम 9 (ग) और (घ) के तहत सूचना उन सभी मामलों में दी जानी चाहिए जहां कोई व्यक्ति संवर्ग/संगठन के बाहर प्रतिनियुक्ति पर एक पद धारण किए हुए है, लेकिन फिर भी अपने मूल संवर्ग/संगठन में लियन पर है।		
10.	यदि आवेदक द्वारा पहले किसी पद पर प्रतिनियुक्ति पर रहा हो तो, अंतिम प्रतिनियुक्ति से वापस आने की तारीख और अन्य विवरण		
11.	वर्तमान रोजगार के बारे में अतिरिक्त विवरण: कृपया बताएं कि किसके अंतर्गत कार्य कर रहे हैं (संबंधित कॉलम के सामने अपने नियोक्ता का नाम इंगित करें)- 1) केंद्र सरकार 2) राज्य सरकार 3) स्वायत्त संगठन 4) सरकारी उपक्रम 5) विश्वविद्यालय 6) अन्य		
12.	कृपया उल्लेख करें कि क्या आप इसी विभाग में कार्य कर रहे हैं और फीडर ग्रेड या फीडर से फीडर ग्रेड में हैं।		
13.	क्या आप संशोधित वेतनमान में हैं? यदि हाँ, तो संशोधन की तारीख बताएं जिससे संशोधन हुआ और संशोधन पूर्व वेतनमान का भी उल्लेख करें।		
14.	वर्तमान में प्रति माह आहरित कुल परिलब्धियां		
	वेतन बैंड में वेतन	ग्रेड वेतन	कुल परिलब्धियां
15.	यदि आवेदक किसी ऐसे संगठन से संबंधित है जो केंद्र सरकार के वेतनमान का पालन नहीं कर रहा है, तो संगठन द्वारा जारी नवीनतम वेतन पर्ची निम्नलिखित विवरण दर्शाती है।		

वेतनमान और वेतन वृद्धि की दर के साथ मूल वेतन	महंगाई राहत/अन्य भत्ता आदि (पूर्ण विवरण के साथ)	वेतन/अंतरिम कुल परिलब्धियां

16. क	अतिरिक्त जानकारी, यदि कोई हो, जिसे आप इस पद के लिए अपनी उपयुक्तता के समर्थन में उल्लिखित करना चाहते हैं। पद से संबंधित है जिसके लिए आपकी उपयुक्तता के समर्थन में आवेदन किया था। (इसमें अन्य बातों के साथ साथ निम्न के- संबंध में सूचना दी जा सकती है) (i) अतिरिक्त शैक्षणिक अर्हताएं (ii) व्यावसायिक प्रशिक्षण और (iii) रिक्ति परिपत्र/विज्ञापन में निर्धारित कार्य अनुभव के अलावा किये गए अन्य कार्यों का अनुभव (टिप्पणी- यदि स्थान अपर्याप्त है तो एक अलग शीट संलग्न करें।)	:	
16. ख	उपलब्धियां: उम्मीदवारों से अनुरोध है कि वे निम्नलिखित के संबंध में जानकारी दें - - शोध प्रकाशन ,रिपोर्ट और विशेष परियोजनाएं। - पुरस्कार/छात्रवृत्ति/आधिकारिक प्रशंसा। - पेशेवर निकायों/संस्थानों/संस्थाओं के साथ संबद्धता और - अपने नाम पर पंजीकृत या संगठन के लिए हासिल किया गया पेटेंट । - आधिकारिक मान्यता सहित अन्य शोध/नवीन उपाय - कोई अन्य जानकारी (टिप्पणी: यदि स्थान अपर्याप्त है तो एक अलग शीट संलग्न करें।)		

17.	कृपया बताएं कि क्या आप प्रतिनियुक्ति (आईएसटीसी)/आमेलन/पुनः रोजगार के आधार पर आवेदन कर रहे हैं। (केंद्र/राज्य सरकारों के अधीन अधिकारी केवल "आमेलन" के पात्र हैं। गैर-सरकारी संगठनों के उम्मीदवार अल्पकालिक संविदा हेतु पात्र हैं।		
	# (एसटीसी/आमेलन/पुनः रोजगार का विकल्प केवल तभी उपलब्ध होता है जब रिक्ति परिपत्र में विशेष रूप से एसटीसी/आमेलन/पुनः रोजगार द्वारा भर्ती का उल्लेख हो)		
18.	क्या एससी/एसटी से संबंधित है।	:	

मैंने रिक्ति परिपत्रविज्ञापन को सावधानीपूर्वक पढ़ा है और मैं इस बात से भली भांति अवगत हूँ कि मेरे / द्वारा प्रस्तुत विधिवत जीवनवृत्त में दी गई जानकारी, जिसे आवश्यक योग्यता कार्य अनुभव के/संबंध में दस्तावेज़ों द्वारा समर्थित किया गया है, का मूल्यांकन चयन समिति द्वारा पद के चयन के समय किया जाएगा। मेरे द्वारा प्रदान की गई जानकारीविवरण मेरे जानकारी के अनुसार सही और सत्य हैं और मेरे / रोका न/चयन पर प्रभाव डालने वाला कोई भी महत्वपूर्ण तथ्य छिपाया नहीं गया है।

दिनांक-----

(उम्मीदवार के हस्ताक्षर)

पता-----

नियोक्ता/संवर्ग नियंत्रण प्राधिकारी द्वारा प्रमाणन

उपरोक्त आवेदन में दी गई जानकारी/विवरण रिकॉर्ड में उपलब्ध तथ्यों के अनुसार सत्य हैं। उसके पास विज्ञापन में उल्लिखित शैक्षिक योग्यता और अनुभव है। यदि चयनित किया जाता है, तो उन्हें तुरंत कार्यमुक्त कर दिया जाएगा।

2. यह भी प्रमाणित किया जाता है कि-

i) श्री/श्रीमती के विरुद्ध कोई सतर्कता या अनुशासनात्मक मामला लंबित /विचाराधीन नहीं है।

ii) उनकी सत्यनिष्ठता प्रमाणित है।

iii) मूल में उनका सीआर डोजियर संलग्न है/पिछले पांच वर्षों के एसीआर की फोटोकॉपी संलग्न है, जिसे भारत सरकार के अवर सचिव या उससे ऊपर के रैंक के अधिकारी द्वारा विधिवत सत्यापित किया गया है।

iv) पिछले 10 वर्षों के दौरान उन पर कोई बड़ी/छोटी शास्ती नहीं लगाई गई है अथवा पिछले 10 वर्षों के दौरान उन पर लगाई गई बड़ी/छोटी शास्ती की सूची संलग्न है (जैसा भी मामला हो)

प्रतिहस्ताक्षरित

(नियोक्ता/संवर्ग नियंत्रण प्राधिकारी के मोहर सहित)