

हरियाणा सिविल सचिवालय  
चण्डीगढ़

File No. A. 60015/4/2019-E-III/I/33599/2020

Government of India

Ministry of Jal Shakti,

Department of Water Resources, RD & GR

Shram Shakti Bhawan, Rafi Marg,  
New Delhi Dated 21<sup>st</sup> January, 2020

To:

1. The Secretaries of all Ministries/ Department of Govt. of India.
2. Chief Secretaries All State Governments/UT Administration.
3. Chairman, Central Water Commission, Sewa Bhawan, RK Puram, New Delhi.
4. Heads of all organisations under D/o WR, RD & GR.

Subject: Vacancy circular for filling up the one post of Financial Adviser in Brahmaputra Board, Guwahati on deputation (including short term contract) basis.

Sir,

I am directed to say that applications are invited for filling up of the one (01) post of Financial Adviser in the Level-14 (Rs.1,44,200-2,18,200/-) by deputation (including short-term contract) in the Brahmaputra Board, Guwahati a statutory body setup under an Act of Parliament (46 of 1980) under the administrative control of the Department of Water Resources, River Development & Ganga Rejuvenation.

2. Details of the job description of the post and eligibility criteria is given under Appendix-I.

3. Applications with full particulars of the applicant in Annexure-I to V should reach to Shri S.B. Pandey, Under Secretary, Department of Water Resources, RD & GR, 6th Floor, Room No.625, Shram Shakti Bhawan, Rafi Marg, New Delhi - 110 001 within 60 days from the date of publication of this advertisement in the Employment News. All applications will be treated in strict confidence. Those from Government and Public Sector should apply "Through Proper Channel." Applications without full details as asked for are liable to be rejected.

4. 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 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.

5. The details of advertisement and the application forms can also be downloaded from the Ministry's website - <http://mowr.gov.in>.

Yours faithfully,

(S.B. Pandey)  
Under Secretary to the Government of India  
Tel. 23714350

Encl. As above

Services-II Branch  
Diary No. 15724  
Date 05/02/20

APPENDIX-I

BRIEF JOB RESPONSIBILITIES:

The Financial Adviser shall be under the administrative control of the Board. He shall advise the Board on all matters relating to revenue and expenditure. He shall have the right to refer to the Board any matter which in his opinion ought to be brought to its notice. He shall be responsible for the maintenance of the accounts of the Board and conduct internal audit of these accounts. He shall also exercise such powers and duties as prescribed in the rule 16 of the subordinate legislation under the Brahmaputra Board Act, 1930.

2. ELIGIBILITY CRITERIA:

Deputation (including short-term contract) :

Officers in the Indian Audit and Accounts Service or Indian Defence Accounts Service or Indian Railway Accounts Service or Indian Post and Telegraphs (Finance and Accounts Service) or Indian Civil Accounts Service:-

(i) holding an analogous post on regular basis in the parent cadre or department; or  
(ii) holding the post in level-13A (Rs.1,31,100-2,16,600/-) or level-13 (Rs.1,18,500-2,14,100) in pay matrix or equivalent with two or three years regular service respectively in the grade; or

(iii) Qualified Chartered Accountant or Cost Accountant or M.B.A. with specialisation in Finance with experience of at least fifteen years in handling Corporate accounting and Corporate finance matters in Central Government or State Government or Public Sector Undertakings or Statutory or Autonomous organisations under Central Government or State Governments.

3. PERIOD OF DEPUTATION:

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 or State Governments shall ordinarily not exceed five years.

4. AGE: The maximum age-limit for appointment by deputation or short term contract shall not be exceeding fifty-eight years as on the closing date of receipt of applications.

5. 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.

6. 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).



## Annexure-1

1.	Name of Post	Financial Adviser, Brāhmaputra Board
2.	Number of Posts	01 (one)
3.	Classification	Group 'A', Non-Ministerial
4.	Pay Band	Level-14 (Rs.1,44,200-2,18,200/-)
5.	Grade Pay	
6.	Period of deputation	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 or State Governments shall ordinarily not exceed five years.
7.	Duties and responsibilities of the post	The Financial Adviser shall be under the administrative control of the Board. He shall advise the Board on all matters relating to revenue and expenditure. He shall have the right to refer to the Board any matter which in his opinion ought to be brought to its notice. He shall be responsible for the maintenance of the accounts of the Board and conduct internal audit of these accounts. He shall also exercise such powers and duties as prescribed in the rule 16 of the subordinate legislation under the Brahmaputra Board Act, 1980.
8.	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).
9.	Qualifications, Experiences and Eligibility required for the post	Deputation (including short-term contract) : Officers in the Indian Audit and Accounts Service or Indian Defence Accounts Service or Indian Railway Accounts Service or Indian Post and Telegraphs (Finance and Accounts Service) or Indian Civil Accounts Service:- (i) holding an analogous post on regular basis in the parent cadre or department; or (ii) holding the post in level-13A (Rs.1,31,100-2,16,600/-) or level-13 (Rs.1,18,500-2,14,100/-) in pay matrix or equivalent with two or three years regular service respectively in the grade; or (iii) Qualified Chartered Accountant or Cost Accountant or M.B.A. with specialisation in Finance with experience of at least fifteen years in handling Corporate accounting and Corporate finance matters in Central Government or State Government or Public Sector Undertakings or Statutory or Autonomous organisations under Central Government or State Governments.
10.	Age	The maximum age-limit for appointment by deputation or short term contract shall not be exceeding fifty-eight years as on the closing date of receipt of applications.

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Annexure-2

Bio Data Proforma

1. Name and address (in Block Letters) :
2. Telephone Number :
3. Date of Birth (in Christian era) :
4. Date of retirement under Central Government Rules:
5. Educational Qualifications:
6. 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/ n/ 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
  - j. i Regular / on temporary basis
  - k. ii Pay in the Pay Band
  - l. v 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

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:

Annexure-5

**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: