

No. 49/27/2013-6SI  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 18<sup>th</sup> November, 2013.

To

All concerned IAS / HCS Officers.

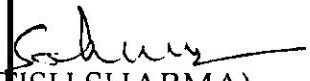
Subject: Appointment to the post of Director (Admn.) in National Water Development Agency on deputation basis.

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Madam/ Sir,

I am directed to refer to the subject cited above and to say that a copy of letter No.5/10/2011-Admn/Vol.-III/13602-71, dated 29.10.2013 received from National Water Development Agency, (Ministry of Water Resources, Government of India), New Delhi is uploaded on the web site (csharyana.gov.in) and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data with an application to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,

  
(SATISH SHARMA)  
Superintendent Services-II.

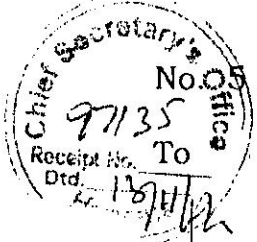
  
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राष्ट्रीय जल विकास अभिकरण  
(जल संसाधन मंत्रालय, भारत सरकार)  
National Water Development Agency  
(Ministry of Water Resources, Government of India)



IMMEDIATE



No. 05 / 10 / 2011-Admn / Vol.-III / 13602-74

Date: 29.10.2013

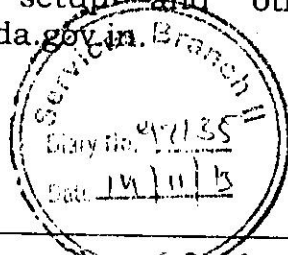
हरियाणा शासित सांख्यिकीय  
चण्डीगढ़

11. The Chief Secretary,  
Govt. of Haryana,  
Chandigarh-160019

Sub: Appointment to the post of Director (Admn.) in National Water Development Agency on deputation basis.

Sir,

It is proposed to fill up one post of Director (Admn.) in the Pay Band of PB-3 Rs.15600-39100/- and Grade Pay of Rs.7600/- (Pre-revised pay scale of Rs.12000-375-16500/-) in the National Water Development Agency by promotion / appointment on deputation (including short term contract) from amongst the suitable and willing officers under the Departments of Central Government / State Governments / Public Sector Undertakings / Semi Governments / Statutory / Autonomous Organizations; holding analogous post on a regular basis in the parent cadre / department; or having 5 years of regular service in the grade rendered after appointment thereto on a regular basis in the Pay Band of Rs.15600-39100/- and Grade Pay of Rs.6600/- (Pre-revised pay scale of Rs.10000-325-15200/-) or equivalent in the parent cadre / department and possessing a Degree from a recognized University or equivalent; and with at least 5 years experience in administration, office procedures, establishment and housekeeping functions and thorough knowledge of Central Government rules and regulations and their applicability. The departmental Deputy Director (Admn) with 5 years of regular service in the grade will also be considered and in case, he is selected for appointment to the post, the same shall be deemed to have been filled up by promotion. The maximum age limit for appointment on deputation (including short term contract) shall not exceed 56 years as on the closing date for receipt of applications. The Officer selected will be posted at New Delhi. The Organizational setup and other details can be seen on website <http://www.nwda.gov.in>.



Depu.-Adver/Dir.(Admn).-2011

...2/-

18-20, सामुदायिक केन्द्र, साकेत, नई दिल्ली-110017 / 18-20, Community Centre, Saket, New Delhi-110017  
दूरभाष / Phone : 011-26519164, 26852735 फैक्स / Fax : 011-26960841, 26513846  
Website : [www.nwda.gov.in](http://www.nwda.gov.in)

It may be noted that appointment on deputation of the official will be on Foreign Service terms and conditions for a period of 3 years including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other department/organisation. The pay of the officers selected on deputation will be regulated in accordance with the provisions contained in DOPT O.M. No.6/08/2009-Estt (Pay-II) dt.17.6.2010 and as amended from time to time. The officer selected will not be eligible for General Pool Accommodation allotted by the Government. Officer selected for appointment to the post will be exempted from the condition of permanent absorption.

It is requested that complete Bio-data of only suitable and willing officers, who fulfill the requisite qualifications and experience for the post, may be obtained in the format enclosed and forwarded with their up to date Confidential Report Dossiers (last 5 years ending with 2012-13) to the Director General, National Water Development Agency, 18-20 Community Centre, Saket, New Delhi-110017 so as to reach within a period of **60 days** from the date of publication of the advertisement in the Employment News for further action. While forwarding the application apart from up-to-date Vigilance Clearance Certificate, i) Integrity certificate, ii) whether the official is under suspension, iii) whether any charge-sheet has been issued and the departmental proceedings for disciplinary action are pending, iv) whether any prosecution for a criminal charge is pending in a court of law, and v) whether any penalties were imposed, if so, statement showing major/minor penalties if any imposed during last 10 years prior to the closing date for receipt of applications may also be furnished. The candidates, who apply for the post, will not be allowed to withdraw their candidature subsequently. Incomplete applications will not be entertained. **Those who applied in response to the earlier advertisement which appeared in Employment News dated 10-16<sup>th</sup> August, 2013 and this office vacancy circular dated 23.07.2013 need to apply again.**

Encl: As above

Yours faithfully,

*R.K. Kharbanda*  
25/10/2013

(R.K. Kharbanda)  
Dy. Director (Admn.)

Copy to the Director (MDU), Saket, NWDA, New Delhi for displaying the same on the web site of NWDA.

## PROFORMA

Photo

(To be filled by the person concerned)

Application for the post of \_\_\_\_\_

1. Name of the Officer :
2. Date of Birth :  
(both figures and words)
3. Date of Superannuation :
4. Educational & Professional Qualifications. :
- 5.(a) Date of commencement of service :
- 5.(b) Please indicate clearly whether the official belongs to Central Govt. / State Govt./Public Sector Undertaking/Semi Govt./ Statutory/ Autonomous Organization :
6. Date of appointment to the post :
7. Details of professional experience: (post held & period of service rendered against each post to be indicated)
8. Details of the appointment held at present in the parent department :
9.
  - a) Name of the post and its Pay band and Grade pay :
  - b) Date of appointment :
  - c) Date from which held on regular basis
  - d) Present pay & allowance and date from which drawn :
10. Earliest date by which the official can report for duty, if selected :
11. Present address (in full) & Phone Number :
  - a) Office
  - b) Residence
12. Permanent Address & Phone Number :
13. Whether belongs to SC/ST/OBC category :
14. Any other information/details :

Signature of applicant

प्रपत्र  
(स्वयं भरने हेतु)

फोटो

के पद के लिए आवेदन।

1. अधिकारी का नाम :
2. जन्म तिथि (अंको और शब्दों दोनों में) :
3. सेवा निवृत्ति की नियत तिथि :
4. शैक्षिक एवं व्यवसायिक अर्हता :
- 5.(क) सेवा प्रारंभ करने की तिथि :
- 5.(ख) कृपया स्पष्ट रूप से सूचित करें कि अगर अधिकारी  
केन्द्रीय/राज्य सरकार/सार्वजनिक उपक्रम/  
अर्धसरकारी, विधिक संगठन या स्वायत्त संगठन  
से सम्बंधित है :
6. पद पर नियुक्ति की तिथि :
7. व्यवसायिक अनुभव का विवरण  
(धारित पद और प्रत्येक पद के आगे सेवा की  
अवधि दर्शानी है) । :
8. मूल विभाग में वर्तमान में धारित नियुक्ति का  
विवरण :
9. (क) पद का नाम और उसका पे बैंड व ग्रेड पे  
(ख) वर्तमान पद में नियुक्ति की तिथि  
(ग) वर्तमान पद पर नियमित आधार पर  
नियुक्ति की तिथि  
(घ) वर्तमान वेतन एवं भत्ते और किस तिथि  
से आहरित कर रहे हैं । :
10. नियुक्ति होने के बाद न्यूनतम कितने समय में  
नियुक्ति अधिकारी कार्यभार ग्रहण कर सकेगा । :
11. वर्तमान पता (पूर्ण) व दूरभाष नम्बर  
(क) कार्यालय  
(ख) आवास
12. स्थायी पता व दूरभाष नम्बर :
13. क्या अनुसूचित जाति / अनुसूचित जन जाति/  
अन्य पिछड़ा वर्ग में आते हैं । :
14. कोई अन्य सूचना / विवरण :

अभ्यर्थी के हस्ताक्षर