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भारत सरकार

Government of India

जल शक्ति मंत्रालय

Ministry of Jal Shakti

जल संसाधन नदी विकास और गंगा संरक्षण विभाग

Department of Water Resources, River Development and Ganga Rejuvenation

Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated 8th June, 2021हरियाणा सिविल सचिवालय
चण्डीगढ़

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परिचालन संख्या

Services-I Branch
Diary No. 64209
Date 25.6.2021

To:-

1. The Secretaries of all Ministries/ Department of Govt. of India as per standard list.
2. Chief Secretaries All State Governments/UT Administration as per standard list.
3. All organisations under M/o WR, RD & GR.

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

Sir,

I am directed to say that applications are invited for filling up the 01 (one) post of Secretary in the Level-13A in the pay matrix (Rs.1,31,100 – 2,16,800/-) 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, Ministry of Jal Shakti.

2. BRIEF JOB RESPONSIBILITIES:

The Secretary shall be under the administrative control of the Board. He shall fix the meetings of the Board under the orders of Chairman and issue notices for the Board meetings. He shall prepare List of Business to be transacted at the meetings with explanatory notes on each item and circulate it to other members. He shall prepare the minutes of the proceedings of every meeting. After approval of the minutes by the Chairman, the Secretary shall communicate the decisions to the members of the Board and other authorities. Secretary shall place the Budget proposals prepared by the General Manager in consultation with the Financial Adviser before the Board for its approval.

3. ELIGIBILITY CRITERIA:

Deputation (including short-term contract): Officers of the Central Government or State Government or Union territory Administrations or State Electricity Boards or Public Sector Undertakings or Statutory organisations or Autonomous bodies or Universities or Recognised research institutions.

(A) (a) (i) holding analogous post on regular basis in the parent cadre or department; or
(ii) holding the post in level-13 (Rs.1,23,100 – 2,15,900/-) in pay matrix with two years' regular service in the grade; or

(iii) holding the post in level-12 (Rs.78,800 – 2,09,200/-) in pay matrix with six years' regular service in the grade; and

(b) possessing the following educational qualifications and experience, namely:-

(i) Degree in Civil Engineering from a recognised University or equivalent; and
(ii) twelve years experience in the Civil Engineering works with specialisation in the field of Water Resources Projects or Management and General Administration, or

(B) (i) All India Service officers holding the post in level-13 (Rs.1,23,100 – 2,15,900/-) in pay matrix with two years' regular service in Central Government or State Governments and having twelve years' experience in Administration; or

(ii) All India Service officers holding the post in level-12 (Rs.78,800 – 2,09,200/-) in pay matrix with six

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years' regular service in Central Government or State Governments and having twelve years' experience in Administration.

Note- The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation (including Short-term contract) basis. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

4. 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 shall ordinarily not exceed five years.

5. AGE:

The maximum age for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years on the closing date of receipt of applications.

6. The cut-off date for determining the qualifying service/experience and age of the candidate for the post will be the last date of receipt of application.

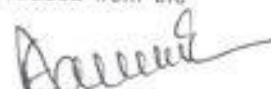
7. Any officer once selected shall not be allowed to withdraw or refuse to join; and it shall be the responsibility of the sponsoring authority to release the selected officers within one month of the issue of the appointment order.

8. 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. Applications with full particulars of the applicant in Annexure-I to V should reach to Shri A.K. Kaushik, Under Secretary, Department of Water Resources, RD & GR, 6th Floor, Room No.625, Shram Shakti Bhawan, Rafi Marg, New Delhi - 110001 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.

10. 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.

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



(A.K. Kaushik)

Under Secretary to the Government of India
Tele:23714350

Annexure-1

1. Name of Post : Secretary, Brahmaputra Board, a statutory body
2. Number of Posts : 01 (one)
3. Classification : Group 'A', Non-Ministerial
4. Pay Band : Level-13A in the pay matrix (Rs.1,31,100 – 2,16,600/-)
5. Grade Pay : Level-13A in the pay matrix (Rs.1,31,100 – 2,16,600/-)
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 shall ordinarily not exceed five years.
7. Duties and responsibilities of the post : The Secretary shall be under the administrative control of the Board. He shall fix the meetings of the Board under the orders of Chairman and issue notices for the Board meetings. He shall prepare List of Business to be transacted at the meetings with explanatory notes on each item and circulate it to other members. He shall prepare the minutes of the proceedings of every meeting. After approval of the minutes by the Chairman, the Secretary shall communicate the decisions to the members of the Board and other authorities. Secretary shall place the Budget proposals prepared by the General Manager in consultation with the Financial Adviser before the Board for its approval.
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 of the Central Government or State Government or Union territory Administrations or State Electricity Boards or Public Sector Undertakings or Statutory organisations or Autonomous bodies or Universities or Recognised research institutions:
(A) (a) (i) holding analogous post on regular basis in the parent cadre or department; or
(ii) holding the post in level-13 (Rs.1,23,100 – 2,15,900/-) in pay matrix with two years' regular service in the grade; or
(iii) holding the post in level-12 (Rs.78,800 – 2,09,200/-) in pay matrix with six years' regular service in the grade; and
(b) possessing the following educational qualifications and experience, namely:-
(i) Degree in Civil Engineering from a recognised University or equivalent; and
(ii) twelve years experience in the Civil Engineering works with specialisation in the field of Water Resources Projects or Management and General Administration, or
(B) (i) All India Service officers holding the post in level-13 (Rs.1,23,100 – 2,15,900/-) in pay matrix with two years' regular service in Central Government or State Governments and having twelve years' experience in Administration; or
(ii) All India Service officers holding the post in level-12 (Rs.78,800 – 2,09,200/-) in pay matrix with six years' regular service in Central Government or State Governments and having twelve years' experience in Administration.

Note- The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation (including Short-term contract) basis. Similarly,

deputationists shall not be eligible for consideration for appointment by promotion.

Any officer once selected shall not be allowed to withdraw or refuse to join; and it shall be the responsibility of the sponsoring authority to release the selected officers within one month of the issue of the appointment order.

10. Age

The maximum age for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years on the closing date of receipt of applications.

Annexure-2

Bio Data Proforma

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

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

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
7. Details of employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Office/ Institution/ organisation	Post held and service / cadre to which it belongs	From	To	Pay in the pay band and classification of post	Nature of duties

8. Nature of present employment, i.e.,
 - i. Ad-hoc basis
 - ii. Regular / on temporary basis
 - iii. Pay in the Pay Band
 - iv. Grade Pay drawn
9. In case the present employment is held on deputation / contract basis, please state:
 - a. The date of initial appointment
 - b. Period of appointment on deputation / contract
 - c. Name of the parent office/organisation to which you belong
10. Additional details about present employment. Please state whether working under:
 - a. Central Government
 - b. State Government
 - c. Autonomous organisation
 - d. Government Undertaking
 - e. Universities
11. Are you in the Revised Pay Structure? If yes, give the Date from which the revision took place and also indicate the pre-revised scale
12. Total emoluments per month now drawn:
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
14. Whether belonging to SC/ST
15. Remarks

Date:-

Signature of the candidate

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
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: