

F.No.35021/7/2019-GWE

Government of India/Bharat Sarkar
Ministry of Jal Shakti

Department of Water Resources, River & Development
and Ganga Rejuvenation
(GWE Section)

Room No.633,
Shram Shakti Bhawan,
Rafi Marg, New Delhi-1



Sub.: Filling up one post of Administrator, Group 'A', Gazetted, CGWA in Level-11 of Pay Matrix (pre-revised PB-3 (Rs.15,600-39,100/-) with GP Rs 6600/- in the Central Ground Water Authority, a subordinate office of the Ministry of Jal Shakti, Deptt. Of Water Resources, RD & GR on deputation/absorption basis :-

The undersigned is directed to say that it is proposed to fill up one post of Administrator, Group 'A', Gazetted, CGWA in Level-11 of Pay Matrix (pre-revised PB-3 (Rs.15,600-39,100/-) with GP Rs 6600/- in the Central Ground Water Authority, a subordinate office of the Ministry of Jal Shakti, Deptt. Of Water Resources, RD & GR on deputation/absorption basis :-

a. Officers under the Central Government or State Governments:

- Holding analogous post on regular basis in the parent cadre or department; or
 - With five years regular service in level-9 (Rs 53100-167800) in the pay matrix in the parent cadre or department; or
 - With six years regular service in level-8 (Rs 47600-151100) in the pay matrix in the parent cadre or department; or
 - With ten years regular service in level-6 (Rs 35400-112400) in the pay matrix in the parent cadre or department; and
- b. Having five years experience in Administration, Establishment and Accounts matters.

Note: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization 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.

Services-II Branch
Diary No 100757
Date 01/10/21

RTI 27/9/21

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. 2/29/91-Estt.(Pay.II) dated 05.01.1994, as amended from time to time.

3. Duties and Responsibilities for the post as follows :

Administrator is having the role of coordinating various activities of CGWA 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. It is requested that application of 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, so as to reach the '**Deputy Secretary (GW Estt.), Ministry of Jal Shakti, Deptt. of Water Resources, RD & GR, Room No. 421-A, Shram Shakti Bhawan, Rafi Marg, New Delhi 110 001**' within **60 days** from the date of publication of this circular in the Employment News/Rozgar Samachar Weekly.

5. Applications received after the prescribed limit or which are incomplete will not be entertained. Officers who volunteer for the post will not be permitted to withdraw their names later.

Asah
(A. K. Sahoo)^{5/09}

Under Secretary to the Govt. of India
Tel : 23716928

To,

- i) All Ministries/Departments of the Government of India.(Including Niti Ayog)
- 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 to upload on CGWB website)
- vi) All Wing Heads, MoWR, RD & GR.
- vii) NIC, DoWR, RD&GR with a request to upload on website.

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 on deputation / contract	B) Period of present office / organization, to which the applicant belongs	C) 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 details)	Total Emoluments
16.	Additional information, if any, that : A 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.	Achievements: B 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-----

Candidate)

(Signature of the

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)