



राष्ट्रीय जल विकास अभिकरण
जल शक्ति मंत्रालय, भारत सरकार
(जल संसाधन, नदी विकास और गंगा संरक्षण विभाग)
National Water Development Agency
Ministry of Jal Shakti, Government of India
(Department of Water Resources, River Development and Ganga Rejuvenation)



No.ADMN/18/2/2021/8327-8413

Dated: 18 /09/2023

VACANCY CIRCULAR**Advt. No.- 21/2023**

Sub: Filling up the post of Administrative Officer on deputation basis in National Water Development Agency (NWDA).

It is proposed to fill up the under mentioned post in the National Water Development Agency at New Delhi on deputation basis (including short term contract).

Sl. No.	Position	Pay Matrix	No. of the post
1	Administrative officer	Level-10 (56100-177500)	01

2. Qualification/Experience/Eligibility:

Sl. No.	Position	Qualification/Experience/Eligibility
1	Administrative Officer	<p>Officer under the Central/State Govt./PSU/Semi Govt./ Statutory/ Autonomous Organistaions :</p> <p>a) (i) holding analogous post on regular basis in the parent cadre/department; OR</p> <p>(ii) with two years regular service in the grade rendered after appointment thereto on regular basis in the level-8 (Rs. 47600-151100) of Pay Matrix or equivalent in the parent cadre or department; OR</p> <p>(iii) with three years regular service in the grade rendered after appointment thereto on regular basis in the level-7 (Rs.44900-142400/-) of Pay Matrix or equivalent in the parent cadre or department; and</p> <p>b) (i) possessing degree from a recognised University or equivalent; and</p> <p>(ii) possessing 2 years experience in handling the Administrative / Vigilance/Court cases and having knowledge of office procedures and establishment matters.</p> <p>Note:</p> <p>The departmental candidates in the feeder cadre who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p>



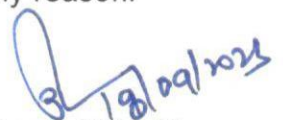
3. The officer selected, will be posted in NWDA Headquarters, New Delhi. The maximum age limit for appointment on deputation (including short term contract) shall not exceed 56 years on the closing date for receipt of applications. Appointment on deputation (including short term contract) will be on Foreign Service terms for a period of 3 years. The Organizational setup and other details can be seen on website <http://www.nwda.gov.in>.

4. The pay and other terms and conditions of deputation of the officer selected, 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 OM No. 2/11/2017-Estt.(Pay-II) dated 24.11.2017 and 15.03.2021 as amended from time to time. The officer selected will not be eligible for General Pool Accommodation.

5. Complete Bio-data of suitable and willing officers, who fulfill the requisite qualifications and experience for the above post(s), may be forwarded in the enclosed format through proper channel with their up to date Confidential Report Dossiers (last 5 years) and vigilance clearance certificate to Dy. Director (Admn.), National Water Development Agency, 18-20 Community Centre, Saket, New Delhi-110017 so as to reach within a period of **45 days** from the date of publication of the advertisement in the Employment News.

6. The Agency reserves the right to increase/derease the number of posts or withdraw all or any of the above mentioned post (s) at any time without assigning any reason.

Encl: As above.


(Khushal Singh)
Dy. Director (Admn.)

Copy to:-

1. All Ministries of Government of India (as per list enclosed).
2. All State/Union Territory Governments (as per list enclosed).
3. Chief Engineer (South) / (North), NWDA, Hyderabad / Lucknow.
- ✓ 4. Director (MDU), NWDA, Saket, New Delhi for display on NWDA web site.
5. Technical Director ,NIC, DoWR, RD & GR, Shram Shakti Bhawan, New Delhi with the request to upload the above circular on the website of DoWR,RD&GR.
6. Under Secretary (CS-I), Department of Personnel & Training, 2nd Floor Lok Nayak Bhawan, Khan Market, New Delhi with the request to give publicity of the above circular through DoPT website.
7. Notice Board, NWDA, Saket/Palika Bhawan, New Delhi.



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रिक्ति परिपत्र
विज्ञापन सं. 21/2023

विषय: राष्ट्रीय जल विकास अभिकरण में प्रतिनियुक्ति आधार पर प्रशासनिक अधिकारी का पद भरने के संबंध में।

राष्ट्रीय जल विकास अभिकरण, नई दिल्ली में प्रतिनियुक्ति के आधार (अल्पकालिक अनुबंध सहित) पर निम्नलिखित पद का भरने का प्रस्ताव है:-

क्र.स.	पद	पे मैट्रिक्स	पद की संख्या
1	प्रशासनिक अधिकारी	लेवल-10 (Rs.56100-177500/-)	01

2. योग्यता / अनुभव / पात्रता:

क्र.स.	पद	योग्यता / अनुभव / पात्रता
1	प्रशासनिक अधिकारी	<p>केंद्रीय/ राज्य सरकारों / सार्वजनिक उपक्रमों / अर्ध सरकारी / सांविधिक / स्वायत्त संगठनों के अधीन अधिकारी:</p> <p>क) (i) अपने मूल कैडर/विभाग में नियमित आधार पर सादृश्य पद धारण हो; या (ii) अपने मूल कैडर/विभाग में वेतन मैट्रिक्स के लेवल-8 (रु.47600-151100/-) या समकक्ष में नियमित आधार पर नियुक्ति के बाद प्रदान की गई ग्रेड में 2 वर्षों से पद पर कार्यरत है; या (iii) अपने मूल कैडर/विभाग में वेतन मैट्रिक्स के लेवल-7 (रु.44900-142400/-) या समकक्ष में नियमित आधार पर नियुक्ति के बाद प्रदान की गई ग्रेड में 3 वर्षों से पद पर कार्यरत है; तथा</p> <p>बी) (i) किसी मान्यता प्राप्त विश्वविद्यालय से डिग्री या समकक्ष; तथा (ii) प्रशासनिक/सतर्कता/न्यायालय मामलों को संभालने में 2 वर्ष का अनुभव और कार्यालय प्रक्रियाओं और स्थापना मामलों का ज्ञान रखने वाला।</p> <p>नोट: फीडर कैडर में विभागीय उम्मीदवार जो पदोन्नति की सीधी पंक्ति में हैं, प्रतिनियुक्ति पर नियुक्ति के लिए विचार के पात्र नहीं होंगे। इसी प्रकार, प्रतिनियुक्त व्यक्ति पदोन्नति द्वारा नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।</p>



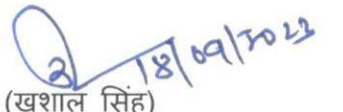
3. इस पद पर नियुक्त अधिकारी को रा.ज.वि.अ. मुख्यालय, नई दिल्ली में तैनात किया जायेगा। प्रतिनियुक्ति (अल्पावधि अनुबंध सहित) पर नियुक्ति के लिए अधिकतम आयु सीमा आवेदनों पत्र प्राप्ति की अंतिम तिथि तक 56 वर्ष से अधिक न हो। प्रतिनियुक्ति (अल्पकालिक अनुबंध सहित) विदेश सेवा शर्तों के अधार पर नियुक्ति 3 साल की अवधि के लिए होगी। रा.ज.वि.अ. का संगठनात्मक ढांचा एवं अन्य जानकारी वेबसाइट <http://www.nwda.gov.in> पर उपलब्ध हैं।

4. प्रतिनियुक्ति पर चयनित अधिकारी का वेतन कार्मिक मंत्रालय, लाके शिकायत एवं पेंशन (कार्मिक एवं प्रशिक्षण) विभाग के कार्यालय जापन संख्या 06/08/2009-स्था. (वेतन-11) दिनांक 17.06.2010 और कार्यालय जापन संख्या 02/11/2017-स्था. (वेतन-11) दिनांक 24.11.2017 और दिनांक 15.03.2021 एवं समय-समय पर किये गये बदलाव के प्रावधानों के अनुसार समायोजित किया जायेगा। चयनित अधिकारी सामान्य आवास पूल के हकदार नहीं होंगे।

5. उपरोक्त पद के लिए आवश्यक योग्यता और अनुभव रखने वाले योग्य उपयुक्त और इच्छुक अधिकारी उचित माध्यम द्वारा पूर्ण बायोडाटा अपनी (पिछले 5 वर्षों) गोपनीय रिपोर्ट डोजियर्स एवं प्रमाणपत्र के साथ कि उनके विरुद्ध कोई सतर्कता मामला विचाराधीन नहीं है संलग्न प्रोफार्मा में उनके सक्षम प्राधिकारी द्वारा सत्यापित करवा कर आवेदन करें। यह आवेदन रोजगार समाचार में प्रकाशन के 45 दिन के भीतर उप निदेशक (प्रशा.), राष्ट्रीय जल विकास एजेंसी 18-20 सामुदायिक केंद्र साकेत नई दिल्ली -110017 को आगे की कार्यवाही के लिए पहुंच जाना चाहिए।

6. एजेंसी के पास बिना किसी कारण बताए किसी भी समय पदों की संख्या बढ़ाने/घटाने या उपर्युक्त सभी या किसी भी पद को वापस लेने का अधिकार है।

संलग्न: उपरोक्तानुसार।


(खुशाल सिंह)
उप. निदेशक (प्रशा.)

प्रतिलिपि:-

1. भारत सरकार के सभी मंत्रालय (संलग्न सूची के अनुसार)।
2. सभी राज्य / केंद्र शासित प्रदेश सरकारें (संलग्न सूची के अनुसार)।
3. मुख्य अभियंता (दक्षिण)/(उत्तर), एनडब्ल्यूडीए, हैदराबाद / लखनऊ।
4. निदेशक (MDU), एनडब्ल्यूडीए, साकेत, नई दिल्ली को इस अनुरोध के साथ की वह उपरोक्त परिपत्र को एनडब्ल्यूडीए वेब साइट पर अपलोड करे।
5. तकनीकी निदेशक, NIC, DoWR, RD & GR, श्रम शक्ति भवन, नई दिल्ली को इस अनुरोध के साथ की वह उपरोक्त परिपत्र को DoWR, RD & GR की वेब साइट पर अपलोड करे।
6. अवर सचिव (सीएस-आई), कार्मिक एवं प्रशिक्षण विभाग, द्वितीय तल, लोक भवन भवन, खान मार्केट, नई दिल्ली इस अनुरोध के साथ की वह उपरोक्त परिपत्र का प्रचार करने हेतु DoPT की वेब साइट पर अपलोड करे।
7. नोटिस बोर्ड, एनडब्ल्यूडीए, साकेत/ पालिका भवन, नई दिल्ली।

BIO- DATA

Name of the post applied for :-					Recently Passport Photo
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			Qualification/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 issue 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 Biodata) 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	Post 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. Adhoc or temporary or Quasi-Permanent or Permanent		:	
9.	In case the present employment is 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 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 Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2	Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation 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)		:	
	(a)	Central Government	:	
	(b)	State Government	:	
	(c)	Autonomous Organisation	:	
	(d)	Government Undertaking	:	
	(e)	Universities	:	
	(f)	Others	:	

12	Please state whether you are working in the same Department and are in the 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		
	Basic Pay in the PB /Pay	Grade Pay / Level	Total emoluments
15	In case the applicant belongs to an Organisation which is not following the Central Government pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments
16.A	Additional information , if any, 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) Awards/Scholarships/Official Appreciation	:	
	(iii) Affiliation with the 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/Reemployment Basis# (Officers under Central/State Governments are only eligible for "Absorption" Candidates of non-Government Organizations are eligible only for Short Term Contract)	:	

	# (The option of 'STC'/Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")	:	
18	Whether belongs 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.

(Signature of the Candidate)

Address _____

Date:

Mobile No. _____

E-mail ID: _____

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. 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 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are 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 in enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)