

No. 2/8/2013-E.III (FBPE)

Government of India

Ministry of Water Resources, RD & GR

Applications are invited for filling up of the one post of Senior Administrative Officer in the Pay Band-3, Rs.15,600-39,100 + Grade Pay Rs. 6,800/- (pre-revised) by deputation (including short-term contract) in the Farakka Barrage Project, Dist-Murshidabad, West Bengal-742212, a subordinate office under the administrative control of the Ministry of Water Resources, River Development & Ganga Rejuvenation.

2. BRIEF JOB RESPONSIBILITIES:

The Senior Administrative Officer is accountable to General Manager, Farakka Barrage Project for efficient functioning of all establishment matters including CAT/Court Cases; transfer and posting of all staffs of Farakka Barrage Project, including staff of FBP Hospital & FBP Higher Secondary School. He/She will act as Chief Advisor of General Manager for matters pertaining to administration and welfare of employees in Farakka Barrage Project.

3. ELIGIBILITY CRITERIA:

Officers of the Central Government or State Government or Union Territory Administrations or Public Sector Undertaking or Statutory Organisations or Universities or Recognised Research Institutions:

- (a) (i) holding analogous post on regular basis in the parent cadre or department; or with five years service in the grade rendered after appointment thereto on a regular basis in the Pay Band-2, Rs. 9,300-34,800 with Grade Pay of Rs. 5,400 or equivalent in the parent cadre or department; or
- (ii) with seven years service in the grade rendered after appointment thereto on a regular basis in the Pay Band 2, Rs. 9,300-34,800 with grade pay of Rs. 4,800 or equivalent in the parent cadre or department; and
- (b) possessing five years' experience in administration or establishment or accounts matter.

Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment by deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Period of deputation (including short-term contract) including period of deputation 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 three years.

Note 3: The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 58 years as on the closing date prescribed for receipt of application.

Note 4: For the purpose of computing minimum qualifying service for deputation, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendation of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been a merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

4. PERIOD OF DEPUTATION:

Period of deputation (including short-term contract) including period of deputation 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 three years.

5. AGE: The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 58 years as on the closing date prescribed for receipt of application.

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. 00/2009-Ext.(Pay II), dated 17.08.2010 (as amended from time to time).

9. Applications with full particulars of the applicant in Annexure-I to IV should reach to Shd R.N. Dixit, Under Secretary, Ministry of Water Resources, RD & GR, 4th Floor, Room No.435, Shram Shakti Bhawan, Rafi Marg, New Delhi - 110 001 within 60 days from the date of issue of this circular or publication of this advertisement in the Employment News whichever is later. 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://wrrmin.nic.in>.

(R.N. Dixit)
Under Secretary (E.III)
Annexure-1

- 1. Name of Post : Senior Administrative Officer
- 2. Number of Posts : 01 (one)
- 3. Classification : General Central Service Group 'A' Gazetted, Ministerial
- 4. Pay Band : Pay Band-3, Rs.15,600-39,100/- (pre-revised)
- 5. Grade Pay : Rs. 6800/- (Pre-revised)
- 6. Period of deputation : Period of deputation (including short-term contract) including period of deputation 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 three years.
- 7. Duties and responsibilities of the post : The Senior Administrative Officer is accountable to General Manager, Farakka Barrage Project for efficient functioning of all establishment matters including CAT/Court Cases, transfer and posting of all staffs of Farakka Barrage Project, including staff of FBP Hospital & FBP Higher Secondary School. He/She will act as Chief Advisor of General Manager for matters pertaining to administration and welfare of employees in Farakka Barrage Project.
- 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.5/8/2009-Ext. (Pay II), dated 17.08.2010 (as amended from time to time).
- 9. Qualifications, Experiences and Eligibility required for the post : Officers of the Central Government or State Government or Union Territory Administrations or Public Sector Undertaking or Statutory Organisations or Universities or Recognised Research Institutions

- (A) (i) holding an analogous post on regular basis in the parent cadre or department; or (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the Pay Band -2, Rs. 9300-34800 with Grade Pay of Rs. 5400 or equivalent in the parent cadre or department; or
- (B) (i) with seven years service in the grade rendered after appointment thereto on a regular basis in the Pay Band-2, Rs. 9300-34800 with Grade Pay of Rs. 4800 or equivalent in the parent cadre or department; and
- (C) Possessing five years' experience in administration or establishment or accounts matter.

Note-1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment by deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note-2: For the purpose of computing minimum qualifying service for deputation, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been a merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

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 limit for appointment by deputation (including short-term contract) shall be not exceeding 58 years as on the closing date prescribed for receipt of application.

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/ Organization	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.

Counter signed 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.

(Authorized 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.

(Authorized signatory)
Name & Office Seal : _____
Date: _____
Annexure-5

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Report of Dr./Shri/Smt./Ms. _____ in the who has applied for the post of _____ 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: _____

42/3/Central Government/Recruitment/Other/Other/Deputation/Delhi