

RAVI & BEAS WATERS TRIBUNAL
Government of India
MINISTRY OF WATER RESOURCES, RD & GR

Telephone No. 26102230
Fax No 011-26102237

EAST BLOCK NO. 7
R.K. PURAM
NEW DELHI-110066

No. F.1/Appointment/RBWT/2018/953-55 - Dated: 19/03/2018.

To

The Editor
Advertisement & EDTL
Employment News, Publication Division
Ministry of Information & Broadcasting
Room No.764, 7th Floor,
Suchana Bhawan, CGO Complex, Lodhi Road,
New Delhi -110003.

Sub : Publication of circular for filling up of one post of Private Secretary in the Office of the Ravi & Beas Waters Tribunal, Ministry of Water Resources, RD & GR.

Sir,

I am directed to enclose herewith a circular to be published in the weekly Employment News /Rozgar Smachar in bilingual form (English/Hindi). It is requested that the same may be published at the earliest.

2. The Bill for payment may be sent to this Tribunal after the publication of the Circular.

Encls.:as above.

Yours faithfully,


(Santanu Rakshit)

9C Drawing & Disbursing Officer, RBWT

Copy to :-

1. PS to Director (GWE & D-II), MoWR, RD & GR
2. PS to Sr Joint Commissioner (BM), MoWR, RD & GR
3. Office copy

No. 1/Appointments/RBWT/2018
Government of India
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Ministry of Water Resources, RD & GR
East Block No. 7, R.K. Puram
New Delhi -110066. Tele No.:26102230

Applications are invited from employees of the Central /State / Union Territories' Governments / Courts/ Tribunals for filling up one post of Private Secretary to the Member in the Pay Matrix Level-8 of Rs.9300-34800+Grade Pay of Rs. 4800/ in Ravi and Beas Waters Tribunal, R.K.Puram, New Delhi on deputation. The Tribunal is a temporary office under Ministry of Water Resources, RD & GR being given extension on six monthly / yearly basis and the deputation will be on the usual terms and condition of deputation of the Government of India. This Tribunal is an eligible office so far government accommodation is concerned. Applications duly filled in as per Performa at Annexure-I along with CR dossiers and latest vigilance certificate of the eligible candidates may be forwarded by the Departments / organisations to the Head of the Department at the above address within 45 days from the date of publication of this advertisement.

Eligibility conditions:-

i. Candidates holding the analogous post on regular basis;

Or

Holding post in the Pay Matrix Level-6 of Rs 9300-34800+ GP Rs. 4200/- (or equivalent in the pre-revised scale) with at least 3 years regular service in that grade as Personal Assistant.

- ii. Candidates having working knowledge of computers will be preferred.
2. Applicants who have completed more than 56 years of age as on closing date of the application will not be eligible.
 3. The term of the deputation will be initially for one year.
 4. The officer selected will have the option to draw his/ her grade pay plus deputation (duty) allowance or his pay fixed in the scale of pay of the deputation post subject to the restrictions as per the guidelines issued by DoP&T from time to time.

Drawing & Disbursing Officer, RBWT

To be filled by the applicant

1. Name
2. Date of Birth
3. Designation with Grade /Group of post
4. Post held on regular basis and w.e.f.
5. Pay scale on regular basis and w.e.f.
6. Name of the department of the officer
7. Service particulars in chronological order point wise.

Sl.No.	Post held & office	From	To	Scale of pay	Nature of Appointment (Substantive/ Officiating /Adhoc)	Nature of duties
1	2	3	4	5	6	7

8. Educational /Technical Qualification
9. Experience /Training undergone
10. Knowledge of Computer
11. Address for correspondence
12. Phone/ Mobile No.
13. Any other information, if any

I hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and I shall not withdraw my candidature after selection.

Signature of applicant

TO BE FILLED BY THE FORWARDING AUTHORITY

It is certified that the particulars given above are correct and the officer will be relieved for appointment on deputation basis. His/her application is forwarded along with (a) Vigilance Clearance Report; (b) Integrity Certificate and (c) copies of C.R. dossiers for the last 5 years.

Signature.....

Name.....

Designation Department

(of the forwarding officer) with date and office Seal.