

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 6,600/-) 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 Undertakings or statutory organizations or Universities or Recognized 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
- (iii) 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. 4600 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: 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 grace pay or pay scale is the normal replacement grade without any up-gradation.

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 56 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.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 Proforma-I (six copies) and Proforma-II should reach to Shri Ram Swarup, Director, Ministry of Water Resources, RD & GR, 6th Floor, Room No.623, Shram Shakti Bhawan, Rafi Marg, New Delhi – 110 001 **within 45 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. Application forms can also be downloaded from the Ministry's website – <http://wrmin.nic.in>.


(Ram Swarup)
Director (E.III)

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PROFORMA-I

1. Name of Officer (in Block letters as Recorded in the Service Book):
2. Date of Birth (in Christian era) :
3. Date of first joining service:
4. Date of superannuation under the Central/State Government/Union Territory/Public Sector Undertakings/Autonomous/Statutory Organization etc :
5. Present address

(i) Office :

Telephone No.(Office)

Fax No

(ii) Residence :

Telephone No.(Residence)

Fax No. (Residence):

6. Educational Qualifications:
7. Present post held and date from which held and where held:

(i) Present Pay :

(ii) Present Scale of Pay :

(iii) Nature of appointment i.e.; whether Ad-hoc or regular or on deputation:

(iv) If on deputation, the name of Parent Department and the post held there along with Pay and its Scale of Pay and date from which held :

8. Details of entire service – various posts held in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:

Office/Institution/ organisation	Post held	From	To	Scale of pay (with grade pay)	Nature of duties performed

9. Experience in the subject field or selection:
10. Any other significant matter worth mentioning :
11. I hereby affirm that the information given above is true to the best of my knowledge and belief.
12. I also hereby assure that in the event of my selection to the post applied for, I will not decline to join the said post when offered and join the same within one month as required.

Place :

Date :

Signature of the Applicant

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PROFORMA (II)

(TO BE FILLED IN BY THE LENDING/SPONSORING AUTHORITY)

1. Certified that the particulars given by Shri _____ Designation _____ in the application and Proforma (I) are correct as per office records.
2. Certified that "No Vigilance/Disciplinary Case" is either pending or contemplated against him.
3. In case of his selection, he shall be relieved of his duties in this Office/Organization/Department, etc., within one month from the date of issue of Appointment Letter to enable him to take up his new assignment in the Farakka Barrage Project.
4. His ACR/APAR dossiers (in original) (or photocopies attested by an officer not below the rank of Under Secretary) for the last five years are enclosed in a "Sealed Cover". "No Penalty Statement Certificate", "Vigilance Clearance Certificate" and "Integrity Certificate" are also attached to the ACR/APAR dossiers.

Signature :

(Name of the Officer of the
Lending/Sponsoring Authority
along with his Designation)

Name of the Office:

Organization/Ministry/ Department etc.

with the rubber stamp,;

Telephone No. :

Fax No. :