




Krishna Water Disputes Tribunal  
Trikoot – 1, 3<sup>rd</sup> Floor, Bhikaji Cama Place,  
New Delhi – 110 066  
No. 2-6/2012/KWDT

It is proposed to fill up two posts of Private Secretary in the pay scale of Rs. 9300 - 34800+ GP 4800 and one post of Personal Assistant in the pay scale of Rs. 9300-34800 + GP Rs. 4200 on deputation/re-employment basis in this Tribunal from the employees of Central Government / State Governments/ UT/PSUs/ Autonomous / Semi Govt./ Statutory Organisations etc. The description of the posts and eligibility criteria (including short term contract) are available in web site [mowr.gov.in](http://mowr.gov.in) . The application duly filled in as per proforma at annexure I alongwith ACR dossier and the latest vigilance clearance certificate of the eligible candidate on deputation may be forwarded by the concerned organization / department to Admn. Officer. The terms and conditions of appointment will be regulated under the DOP&Ts OM No. 2/29/91-Estt. (Pay-II) dated 5<sup>th</sup> January, 1994. In so far the applicant on re-employment basis is concerned, the application may be submitted direct to the Administrative Officer , Krishna Water Disputes Tribunal, Trikoot, 1, 3<sup>rd</sup> Floor, Bhikaji Cama Place, New Delhi - 110066 within 60 days from the date of publication. The employees working in the Krishna Water Disputes Tribunal are not eligible for Govt. accommodation. The selected candidates would not be allowed to withdraw their candidature. Incomplete applications shall not be considered under any circumstances.

  
(M.M.L. VIJ )  
Administrative Officer

Two post of Private Secretary and one post of Personal Assistant is to be filled up on Deputation (including short-term contract ) / Re-employment basis.

1. **Private Secretary** : Scale of Pay : 9300-34800 + GP 4800  
Eligibility Criteria : On deputation (including short-term contract) or Re-employment

(a) **Deputation** (including short-term contract )

Officers under the Central Government / State Governments/ UT/PSUs/ Autonomous / Semi Govt./ Statutory Organisations etc. (i) a Graduate from recognized University or equivalent having a speed of 120 words per minute in shorthand; AND (ii) holding analogous post on regular basis OR Holding a post in the pay scale of Rs. 9300-34800 + GP Rs. 4200 or equivalent in pre-revised scale with at least three years regular service in the grade.

- (b) **Re-employment** : Officers retired from the Central Govt./ State Govt./ UT/ PSUs/ Autonomous /Semi-Govt./ Statutory Organizations etc (i) a Graduate from recognized University or equivalent having a speed of 120 words per minute in shorthand AND (ii) having held analogous post on regular basis OR having held a post in the Pay scale of Rs.9300-34800 + GP 4200 (or equivalent in pre revised scale ) with three years regular service in the grade. The retired Govt. Servant appointed as Private Secretary shall cease to hold the post of Private Secretary after he attains the age of 65 years. Beyond that the term of incumbent can be extended further for a period of not more than six months on the same terms and conditions in public interest if required. in the pre-revised scale) with 10 years regular service in the grade. Preference would be given to the candidate having good knowledge in the computer.

2. **PERSONAL ASSISTANT** : Pay scale Rs. 9300-34800 + GP 4200  
Eligibility Criteria On deputation (including short-term contract) or Re-employment

**On Deputation** (including short-term contract)

Officers under the Central Government / State Governments/ UT/PSUs/ Autonomous / Semi Govt./ Statutory Organizations etc. (i) a Graduate from recognized University or equivalent having a speed of 80 words per minute in shorthand; AND (ii) holding analogous post on regular basis OR Holding a post in the pay scale of Rs. 5200-20200 + GP Rs. 2800(or equivalent in pre-revised scale with six years regular service in the grade OR Holding post in the pay scale of Rs. 5200-20200 + GP 2400 (or equivalent in the pre-revised scale) with 10 years regular service in the grade. Preference would be given to the candidate having good knowledge in the computer.

**Re-employment** : Officer retired from the Central Government / State Governments/ UT/PSUs/ Autonomous / Semi Govt./ Statutory Organizations etc. (i) a Graduate from recognized University or equivalent having a speed of 80 words per minute in shorthand; AND (ii) having held analogous post on regular basis OR having held a post in the pay scale of Rs. 5200-20200 + GP Rs. 2800(or equivalent in pre-revised scale with six years regular service in the grade OR having held in the pay scale of Rs. 5200-20200 + GP 2400 (or equivalent in the pre-revised scale) with 10 years regular service in the grade. Preference would be given to the candidate having good knowledge in the computer. The retired Govt. Servant appointed as Personal Assistant shall cease to hold the post of Personal Assistant after he attains the age of 65 years. Beyond that the term of incumbent can be extended further for a period of not more than six months on the same terms and conditions in public interest if required

Note : Period of deputation / contract including the period of deputation / contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization / Department of the Central Government shall ordinarily not exceed 3 years or till the life of the KWDT or till further orders whichever is earliest. The maximum age-limit for appointment by deputation including short-term contract shall not be exceeding 56 years.

To be filled up by the applicant :

1. Name;
2. Date of Birth;
3. Designation with Grade/Group of post held on regular basis and w.e.f.;
4. Pay scale on regular basis and w.e.f. ;
5. Name of the department / office;
6. 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

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

I hereby declared 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 in by the Forwarding Authority**

It is certified that the particulars given above are correct and the officer will be relieved for appointment on deputation. His/her application is forwarded alongwith (i) Vigilance Clearance Certificate, and (ii) C.R. Dossiers for the last 5 years.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation and Department \_\_\_\_\_

(of the forwarding officer) with date and official Seal