

National Water Development Agency

(Administration Section)

File No.5/1/2021-Admn./Vol-I

Dated: 15.09.2021

NOTICE

The shortlisted Candidates for Documents Verifications are advised to produce original certificates/documents at the time of document verification.

The candidate should bring following original certificates/documents (as applicable) at the time of documents verification on the scheduled date and time.

1. Certificate mentioning date of the birth such as Certificate/mark sheet of Matriculation.
2. Educational qualification certificate.
3. Caste Certificate (SC/ST/OBC), EWS certificate must be in proper format. EWS & OBC certificate will not be more than one years old from the last date of receipt of application (i.e. 25.06.2021).
4. Photo-identity proof (Aadhar Card/PAN card/Driving Licence etc.)
5. Two Passport size Photograph (same as uploaded in Application form)
6. Experience Certificate (if applicable).
7. No Objection Certificate from the present employer (if applicable).

The candidate should also bring one set of clear & legible self attested photocopies each of the original certificates/documents.

Skill Test (Short Hand)

Dictation : 10 Minutes @ 80 w.p.m.

Transcription : For English -50 Minutes

For Hindi -65 Minutes

Typing Test : For English -35 w.p.m./10 Minutes

For Hindi -30 w.p.m./10 Minutes (Mangal Font)

(A blank proforma (Bio-Data) is enclosed as Annexure. Candidates are requested to fill up the same and complete in all respect and bring at the time of Documents Verification.)

Note: 1. Those candidates, who do not appear for Documents Verification, would not be considered for the post applied for and also liable to be cancelled without any further Notice to them.

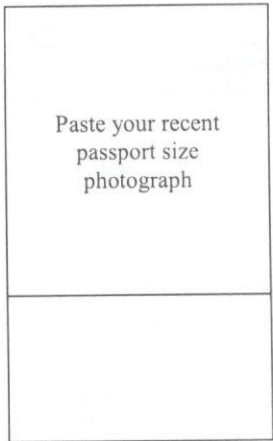
2. Shortlisted candidates may note that no request to change the schedule of document verification will be entertained.

-sd-

Dy. Director (Admn.)

BIODATA PROFORMA

Advertisement No. 07/2021



- 1. Name of the Post: _____
- 2. Full Name of the Candidate: _____
(in Capital Letters) _____
- 3. Date of Birth: _____
 Day Month Year
- 4. Gender: Male/Female: _____
- 5. Marital Status: _____
- 6. Father's/Husband's Name: _____
- 7. Mailing Address (in block letters): _____

_____ Pin Code: _____
- Tel. No. : _____ Mobile: _____
- E.mail ID (if any): _____
- 8. Permanent Address: _____

_____ Pin Code: _____
- 9. Nationality: _____
- 10. Category (please tick ✓) SC ST OBC GENERAL EWS
- 11. All Educational/ professional Qualifications from 10th Standard onwards:

Exam passed	Year of Passing	Board/ University	Division/Grade/ Percentage of Marks	Remarks (Awards if any)

12. Experience (if any):

Office/Instt./ Organisation	Post held	Part time/ Contract Basis/ Ad-hoc/ regular/ Temp./pmt.	Exact dates to be given (indicate day, month & year)		Total Period (in years)			Scale of pay	Nature of duties performed
			From	To	Years	Months	Days		

13. Have you been debarred or punished for adopting unfair means in any Examination by the Institution/ Board or University? If yes, please specify _____

14. Have you been imprisoned by any Court of Law for any criminal or civil act? If so, please give details _____

16. Any other relevant information: _____

17. References: The referees should be residents of India and holder of responsible positions. They should be intimately acquainted with the character and work of the applicant but must not be in relations:

S. No.	Name of the referee	Designation	Present Address
1.			
2.			

18. Details of enclosures: (Self-attested)

- 1) _____ 4) _____
 2) _____ 5) _____
 3) _____ 6) _____

I hereby declare that all the statements made in the application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by the Agency, if I am declared by them to be guilty of any type of misconduct mentioned herein.

Signature of candidate

Date:
Place:

Name: