



NATIONAL WATER DEVELOPMENT AGENCY
Ministry of Jal Shakti, Govt. of India
(Department of Water Resource, RD & GR)
18-20, Community Centre, Saket, New delhi-110017



VACANCY CIRCULAR No. 20/2023

It is proposed to fill up one post of Director (Admn.) in Level-12 of Pay Matrix (Rs.78800-209200/-) in the National Water Development Agency (NWDA), New Delhi on deputation basis (including Short Term Contract). The detailed advertisement may be downloaded from NWDA website <http://www.nwda.gov.in>. The closing date for submission of application shall be **60 days** from the date of publication of this advertisement in "Employment News".

[Handwritten Signature]
16/08/2023

I/C Dy. Director (Admn.)

ANNEXURE-I

Eligibility Conditions for appointment to the post of Director (Admn.) in National Water Development Agency (NWDA).

No. of vacancy	:	01 (One)
Place of posting(tentative)	:	Delhi
Method of Recruitment	:	Deputation (including short term contract)
Level in the Pay Matrix or Scale of pay	:	Level-12 in the Pay Matrix (Rs.78800-209200)
Classification	:	CCS/NWDA Group 'A'
Eligibility	:	<p>Officers under the Central/State Govt./Public Sector Undertaking/Semi Government/Statutory/Autonomous Organizations:-</p> <p>a) (i) holding analogous post on regular basis in the parent cadre/department, or</p> <p>(ii) 5 years of regular service in the grade rendered after appointment thereto on regular basis in the Level-11 (Rs.67700 - 208700/-) of the Pay Matrix or equivalent in the parent cadre/department, and</p> <p>b) (i) Possessing a Degree from a recognized University or equivalent.</p> <p>(ii) With at least 5 years experience in Administration, office procedure, establishment and housekeeping function and thorough Knowledge of Central Govt. rules and regulation and their applicability.</p> <p>Note: Period of deputation (Including Short Term Contract) including the period o deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment on deputation (Including Short Term</p>

		Contract) shall not exceed 56 years as on the closing date for receipt of applications.
Job Description (in brief)		Responsible for all the Establishments, Administrative, Legal and RTI matters in the Headquarters offices and field offices, Acting as Head of the Office as per Bye-laws of the NWDA Society, Implementation of e-Governance modules pertaining to e-HRMS/e-Office and assisting the Chief Engineer (Headquarters), NWDA for all Legal and Administrative day to day function of NWDA.


16/08/2023

(Hari Om Varshney)
Dy. Director (Admn.) I/C

BIO- DATA

Paste recent
passport size
photo

Name of the post applied for :-			
1.	Name and Address (in Block Letters)	:	
2.	Date of Birth (in Christian era)	:	
3.	(i) Date of entry into service	:	
	(ii) Date of retirement under Central/State Government Rules	:	
4.	Educational Qualifications	:	
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	:	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular		Qualification/ experience possessed by the Officer	
Essential		Essential	
(A) Qualification		(A) Qualification	
(B) Experience		(B) Experience	
Desirable		Desirable	
(A) Qualification		(A) Qualification	
(B) Experience		(B) Experience	
5.1	Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.		
5.2	In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.		
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	:	
6.1	Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Biodata) with reference to the post applied.		

7. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
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Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To
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8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent :

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/organization to which the applicant belongs.	(d) Name of the post and pay of the post held in Substantive capacity in the parent organization
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9.1 **Note:** In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

9.2 **Note:** Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details. :

11. **Additional details about present employment:**
Please state whether working under (indicate the name of your employer against the relevant column) :

(a)	Central Government	:
(b)	State Government	:
(c)	Autonomous Organization	:

	(d)	Government Undertaking	:	
	(e)	Universities	:	
	(f)	Others	:	
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		:	
13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		:	
14.	Total emoluments per month now drawn			
	Basic Pay in the PB		Grade Pay	Total emoluments
15.	In case the applicant belongs to an Organization which is not following the Central Government pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.			
	Basic Pay with Scale of Pay and rate of increment		Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments
16.A	Additional information , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to		:	
	(i) additional academic qualifications		:	
	(ii) professional training and		:	
	(iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		:	
16.B	Achievements: The candidates are requested to indicate information with regard to;			
	(i) Research publications and reports and special projects		:	
	(ii) Awards/ Scholarships/ Official Appreciation		:	
	(iii) Affiliation with the professional bodies/ institutions/ societies and;		:	

	(iv) Patents registered in own name or achieved for the organization	:	
	(v) Any research/innovative measure involving official recognition	:	
	(vi) Any other information. (Note: Enclose a separate sheet if the space is insufficient)	:	
17.	Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption" Candidates of non-Government Organizations are eligible only for Short Term Contract)	:	
	# (The option of 'STC'/Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	:	
18.	Whether belongs to SC/ST	:	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the Candidate)

Address _____

Mob No. & e-mail _____

Date:

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years
Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)