

**MINISTRY OF WATER RESOURCES  
CENTRAL GROUND WATER BOARD  
GOVERNMENT OF INDIA  
BHUJAL BHAWAN  
NH- IV, FARIDABAD  
HARYANA-121001**

The CGWB a subordinate office of Ministry of Water Resources, Government of India proposed to fill up six (06) posts of Administrative Officer (Group-B, Gazetted) in Pay Band-2 with corresponding Pay Scale of Rs. 9300-34800/- with Grade Pay of Rs. 4800/- on deputation basis from amongst officers at the Central/ State Governments/ Union Territories.

The eligibility criteria is given as under: -

(A) Deputation from amongst Central/State Government/Union Territories Officers:-

- (i) Holding analogous posts on a regular basis: or
- (ii) With three years regular service in posts in the Pay Band-2 and corresponding Pay Scale of Rs. 9300 – 34800 with Grade Pay of Rs. 4600/- (pre revised pay scale of Rs. 6500-10500/-) or equivalent  
OR
- (iii) With Seven years regular service in posts in the Pay Band-2 and corresponding Pay Scale of Rs. 9300 – 34800 with Grade Pay of Rs. 4200/- (pre revised pay scale of Rs. 5500-9000/-) or equivalent.

(B) Educational and other qualification:-

**Essential:**

- (i) Degree of a recognized University or equivalent:
- (ii) Five years experience of Administration, Accounts and Establishment work in a supervisory capacity.

**Desirable:**

Knowledge of Government Rules and Regulations.

**Note 1:** Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified.

**Note 2:** The qualification(s) regarding experience is/are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to the Scheduled

Castes and the Scheduled Tribes if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities are not likely to be available to fill up the post (s) reserved for them.

**Note**

Departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists will not be eligible for promotion.

**Conts....2**

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The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organization/department of the Central Government shall not ordinarily exceed three years. The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date prescribed for receipt of application.

The pay of the selected officers will be regulated in accordance with the DOP & T's OM No. 2/12/87-Estt(Pay-II) dated 29.04.1988, as amended from time to time.

Officers who volunteer for the post will not be permitted to withdraw their names later. Only such applications which are accompanied by the requisite personal bio-data as in the enclosed Proforma.

Duplicate and up-to-date ACR dossiers and Vigilance clearance/integrity certificate and a statement showing penalties, if any, imposed during the last five years from the concerned department will be entertained.

Applications of only those officers who satisfy the requirements mentioned above may be forwarded.

It is requested that the bio-data of eligible officers from Central/State Government Offices/Union Territories only, who are willing and can be spared in the event of their selection may be sent (in duplicate) duly signed by them in the attached Proforma and with their up-to-date Confidential Reports (attested copies), Integrity Certificate in the prescribed Proforma, Vigilance Clearance on the following address so as to reach in this office within 30 days from the date of publication of this circular in the Employment News/Rozgar Samachar Weekly. Incomplete nomination(s) and those received after the stipulated date or not received in the prescribed Proforma will not be entertained.

**The Director (Administration)**  
**Ministry of Water Resources**  
**Central Ground Water Board**  
**Bhujal Bhawan**  
**NH-IV, Faridabad-121001**  
**(Haryana)**  
Tel. No. : 0129 - 2419105  
Email Id: [diradm-cgwb@nic.in](mailto:diradm-cgwb@nic.in)

**PROFORMA**

1. Name and address in (block letters):
2. Date of Birth(in Christian era):
3. Date of retirement under Central Government Rules:
4. Educational Qualification:
5. The post satisfied (if any qualifications has been treated as equivalent to the one prescribed in the rules, state the authority for the same)
6. Please state clearly, whether in the light of the entries made by you, you meet the requirements of the post:
7. Details of Employment in Chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Sl No.	Office/Institute/ Organization	Post Held	From	To	Scale of Pay and last basic Pay	Duties Performed

- 8 Nature of present employment i.e., whether ad-hoc/temporary/permanent:
- 9 Whether belong to SC/ST:
- 10 Remarks:

I hereby understand and undertake that in the event of my selection to the post, I will not withdraw my candidature or decline the post offered.

Signature of the Candidate  
(Name in block Letters)

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**To be Certified by the  
Cadre controlling Authority/Head of Department/Head of Office**

Certified that the particulars furnished by the officer are correct as per the records held in his office and no disciplinary/ Vigilance case is pending or contemplated against the officer and no minor/major penalties are awarded to the officer during the last 10 years. His integrity is beyond doubt. His ACRs for the last 5 years (up to 31<sup>st</sup> March 2011) are enclosed.

Name, Signature  
and Seal of the Employer/  
Cadre Controlling  
Authority  
Head of the Department  
Head of the Office

