

By Speed Post/Mail

ESTT M-20/4/2024-ADMIN-MIN ESTT-2813

Government of India

भारत सरकार

Ministry of Jal Shakti

जल शक्ति मंत्रालय

Central Ground Water Board

केंद्रीय भूमि जल बोर्ड

Department Water Resources, RD & GR

जल संसाधन, नदी विकास और गंगा संरक्षण विभाग

Bhujal Bhavan

NH IV, Faridabad 121 001

Dated:

17 8 JUN 2024

To

(1)

The Regional Director

Central Ground Water Board

NR, Lucknow/ SR, Hyderabad/ CR, Nagpur/ ER, Kolkata/ WR, Jaipur/ WCR, Ahmedabad/ NWR, Chandigarh/ NER, Guwahati/ NWHR, Jammu/ SER, Bhubaneswar/ SWR, Bangalore/ SECR, Chennai/ NCR, Bhopal/ NCCR, Raipur/ NHR, Dharamshala/ KR, Trivendrum/ UR, Dehradun/ MER, Patna/ RGI, Raipur.

(2)

The Executive Engineer

Central Ground Water Board

Division I, Ahmedabad/ II, Ambala(Chandigarh)/ III, Varanasi/ IV, Chennai/ V, Ranchi/ VI, Nagpur/ VII, Guwahati/ VIII, Jammu/ IX, Hyderabad/ X, Bhubaneswar/ XI, Jodhpur/ XII, Bhopal/ XIII, Raipur/ XIV, Bangalore/ XV, Kolkata/ XVI, Bareilly/ XVII, Dharamshala.

(3)

The Officer-In-Charge

Central Ground Water Board

State Unit Office, Agartala/ Shillong/ Itanagar/ Allahabad/ Ranchi/ Belgaum/ Jodhpur/ Pune/ Vishakhapatnam/ JNH, New Delhi.

(4)

The HOO, CGWA, New Delhi

Central Ground Water Board

(5)

The Administrative Officer (Headquarters Section)

Central Ground Water Board

CHQ, Faridabad

Sub: Limited Departmental Competitive Examination for the posts of Lower Division Clerk in the Central Ground Water Board – regarding

Sir,

It is to inform that the Limited Departmental Competitive Examination (LDCE) for promotion of departmental Multi Tasking Staff to the post of Lower Division Clerk is proposed to be held on 29.07.2024 for filling up the following vacancies:-

Name of the Post	Year of Vacancy	No. of Vacancies
Lower Division Clerk	2024	02(UR) (01-Existing, 01-likely)

The above vacancies are subject to increase or decrease.

The subject of the examination, time and maximum marks allowed for each paper will be as follows:-

Examination for the post of	S. No.	Name of the paper	Time allowed	Max. Marks	Date & Time	Place of Examination
Lower Division Clerk	i)	Essay & Precise Writing	2 hrs.	100	29.07.2024 (10:00 AM to 12:00 PM)	CGWB, RGI, Raipur
	ii)	General English (50 marks) & General Knowledge (50 Marks)	2 hrs.	100	29.07.2024 (02:00 PM to 04:00 PM)	CGWB, RGI, Raipur

The terms and conditions of the examination is mentioned as under:-

1. Departmental Multi Tasking Staff possessing 12th Class pass from a recognized Board or University and should have rendered not less than 03 (Three) years regular service in CGWB on the first day of January for Vacancy year 2024, are eligible. Unless exempted from passing the typewriting test for the purpose on confirmation in the Lower Division Clerk Grade, he/she should have passed this test on or before the date of notification of the examination. (As per DOP&T OM No. 22011/06/2013-Estt.(D) dated 28.05.2014.
2. The eligible candidates must have attended "Two weeks training in enabling Administrative Rules from the National Ground Water Training and Research Institute, Raipur or Institute of Secretariat Training and Management, New Delhi.
3. The qualifying marks for passing the written examination will be 40% in aggregate with a minimum of 33% in each subject for General Candidates. Relaxation of 5% marks in aggregate qualifying marks will be granted to Scheduled Caste/Scheduled Tribe Candidates i.e 33% in each paper and 35% in aggregate. The medium of Examination will be bilingual i.e English/Hindi except for General English, which will be in English only.
4. The panel will be made in order of merit for exact number of vacancies in that year. The select List will be exhausted in the same year and individuals, who could not be promoted due to any reason whatsoever, will have no claim of being considered in the next year. The final selection list will contain names of qualified candidates to the extent of available vacancies. No additional list/extended panel shall be prepared for LDCE.
5. The maximum age limit for eligibility for examination shall be 45 years for General candidates and 50 years for Scheduled Caste and Scheduled Tribe candidates.
6. All applications in connection with departmental examinations should be filed in carefully and correct particulars should be furnished. If any candidate is found to have made a false or incorrect statement or to have suppressed material information, he will be considered as having used unfair means in the examination concerned and treated accordingly.
7. Re-evaluation and re-checking is not permissible under any circumstances in LDCE.
8. (a) Permission to a candidate to withdraw his candidature from an examination may be granted by the same authority who had granted him the permission to appear in that examination or by such other authority as may have been specially authorized in the behalf. The decision of such authority will be final.
(b) Withdrawal of candidature should not be ordinarily be allowed unless the circumstances of the case is fully justified the concession. After the assignment of roll numbers, a candidate should be allowed to withdraw his candidature only if he could not avail of the chance owing to circumstances beyond his control, and if the Head of Office (or any other Competent Authority, as the case may be) is fully satisfied about the genuineness of the case.
(c) No candidate should be allowed to withdraw his candidature after the examination except under very rare circumstances. Even when a candidate has been on medical leave during the days of the examination, the request for withdrawal must be submitted within 10 days from the date of his return to duty. No such request submitted later should be ordinarily be entertained.
9. (a)(i). If a Departmental candidate found guilty of impersonation, or of submitting fabricated documents or documents which have been tampered with, or of making statement which are incorrect or false, or of suppressing material information, or of using or attempting to use unfair means in the examination hall or otherwise resorting to any other irregular or improper means for obtaining admission to an examination, the Supervising Officer should submit a report to the authority competent to impose the major penalty on the candidate.

(ii). Immediately after the examination in the particular is concluded, the Supervising Officer should record the statements of the candidate concerned and of other witnesses and of the invigilator or Supervising Officer who found the candidate copying or rising other unfair means. He should also collect such evidence as may be relevant to the consideration of the case.
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(iii). The Supervising Officer will then forward his report with the statements and other evidence referred to at (ii) above to the authority competent to impose the minor/major penalties as per rule on the candidate.
10. Every candidate must obey all instructions and directions given by the Supervising Officer/Invigilator in the examination hall. If a Candidate fails to do so or indulges in disorderly or improper conduct, he will render himself liable to expulsion from the examination, and in addition to such disciplinary action as may be deemed necessary.

All the Head of Offices are requested that contents of this letter may be brought to the notice of all the eligible MTS working under their control and service particulars etc of those eligible officials who intend to appear in the Limited Departmental Competitive Examination and free from

Vigilance angle, integrity is beyond doubt and no penalty has been imposed during the last 05 years may please be sent to CHQ, Faridabad latest by 28.06.2024 positively on the enclosed Performa(Annexure-I).

If there is no willing/eligible official available in your office, Nil information may also be sent to CHQ, Faridabad. It shall be the full responsibility of the Head of Office to ensure circulation of the letter amongst all persons concerned even on leave or on tour or on deputation, if any, under their administrative control.

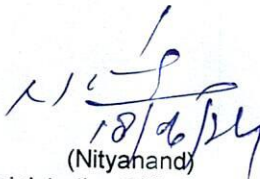
The applications of willing and eligible officials must be dispatched well in advance so as to reach CHQ, Faridabad on or before 28.06.2024.

No application received in CHQ, Faridabad after 28.06.2024 shall be entertained under any circumstances including any pretext whatsoever. The eligible candidates will be paid TA according to their normal entitlements. TA shall not be paid to the candidates more than twice under SR 130 (I) for the above said examination.

This issues with the approval of Chairman, CGWB.


Encls: as above

Yours faithfully,


(Nityanand)
Administrative Officer

Copy to: -

1. The Regional Director, RGI, Raipur. It is informed that CHQ intends to conduct the above Departmental Examination in RGI. The list of eligible candidates will be finalized on receipt of applications from the candidates and intimated to the RGI.
2. All the Sectional Heads of CGWB, CHQ, Faridabad.
3. PS to Chairman, CGWB, CHQ, Faridabad.
4. All Sr. PS/PS/PA to Members, CGWB, CHQ, Faridabad.
5. Sr. PS to Director (Administration), CGWB, CHQ, Faridabad.
6. Website Admin, CGWB, CHQ, Faridabad for uploading it on CGWB's Website.
7. Notice Board.


(Nityanand)
Administrative Officer

PROFORMA TO BE FILLED BY THE ELIGIBLE MULTI TASKING STAFF, WHO IS WILLING TO APPEAR IN THE DEPARTMENTAL COMPETITIVE EXAMINATION FOR THE POST OF LOWER DIVISION CLERK

1. Name of the Candidate :
2. Whether belongs to SC/ST :
3. Date of Birth :
4. Educational Qualification(copy of 10+2 Certificate) :
5. Date of Joining in CGWB in the Grade of MTS :
6. Number of attempts made in the past examinations :

(Signature of candidate)

(For Office use only)

1. Whether age as on 1st January 2024 is more than 45 years for General candidate and 50 years for SC/ST Candidate? :
2. Whether any vigilance case is either pending or contemplated? :
3. Whether integrity is beyond doubt :
4. Whether any Penalty has been imposed during last 05 year? If so, furnish relevant documents :
5. Whether mandatory training completed or not? If so, furnish training certificate :

Countersigned by the Head of Office