

F.No.20-21/2022-Min.Estt. 4530

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: 12 2 JUN 2023

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

Sub: Limited Departmental Competitive Examination for the posts of Office Superintendent in the
Central Ground Water Board – regarding

Sir,

In compliance to the Hon'ble CAT, Cuttack order dated 31.01.2019 in OA No. 33/2016 and in
supersession to notification dated 12.10.2015 issued vide letter No. 20-40/2015-Min.Estt-8969 and as
per the Recruitment Rules of Office Superintendent, 20% post of Office Superintendent are to be filled
up from UDC, who have completed 05 years of regular service in CGWB through Limited
Departmental Competition Examination (LDCE). Accordingly, it has been decided to fill up the
following Vacancies:-

1. **02 posts** through LDCE for the recruitment year 2015-16 in compliance of Court Order dated
31.01.2019 in OA No. 33/2016 from the eligible Upper Divisional Clerk who should have
rendered not less than 5(five) years regular service on the first day of APRIL of vacancy year
for which the examination is held (Vacancy year calculated from 1st April to 31st March next

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year).

2. **09 posts** through LDCE for the recruitment year 2023 from the eligible Upper Divisional Clerk as on **01.01.2023**.

Name of the Post	Year	No. of Vacancies
Assistant (Now Office Superintendent)	2015-16	02 (UR-01, SC-01)
Office Superintendent	2023	09 (UR-07, SC-01, ST-01)

The above vacancies may be increase or decrease.

It is requested to forward the applications of eligible candidates in the enclosed proforma duly countersigned by the Head of Office to this office so as to reach this office latest by **03.07.2023**. Also, a certificate may be issued alongwith the application that no vigilance case is either pending or contemplated against those officials willing to appear in this Examination.

The eligibility condition for the examination is as under:-

1. **For 2 posts (UR-01, SC-01)** for the recruitment year 2015-16"- Upper Divisional Clerk who should have rendered not less than 5(five) years regular service on the first day of APRIL of vacancy year for which the examination is held (Vacancy year calculated from 1st April to 31st March next year).
2. **For 9 posts (UR-07, SC-01, ST-01)** for the recruitment year 2023"- Upper Divisional Clerk who should have rendered not less than 05(Five) years regular service as on 01.01.2023.
3. It is intimated that the un-reserved candidates securing 33% marks in each subject and 40% in aggregate will only be declared qualified, whereas 5% relaxation in qualifying marks will be granted to SC/ST candidates in the total aggregate marks only 33% marks in each paper and 35% aggregate marks under relaxed standard. Candidates will be promoted to the post of Office Superintendent as per merit up to the number of vacancies notified only. The medium of Examination will be bilingual i.e. English/Hindi.
4. 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
Office Superintendent	i)	Essay & Precise Writing	2 hrs.	100	17.07.2023 11.00 AM to 13.00 PM	CGWB, RGI, Raipur

	ii)	Noting, Drafting & office Procedure	2 hrs.	100	17.07.2023 15.00 PM to 17.00 PM	CGWB, RGI, Raipur
	iii)	General Knowledge of Financial Rules and Service Matters	2 hrs.	100	18.07.2023 11.00 AM to 01.00 PM	CGWB, RGI, Raipur

5. The panel will be made in order of merit for exact no. of vacancies in that year. The select list will exhaust 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.
6. 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.
7. The applications of willing and eligible officials must be dispatched well in advance so as to reach CHQ, Faridabad **on or before 03.07.2023**.
8. No application received in CHQ, Faridabad **after 03.07.2023** shall be entertained under any circumstances including any pretext whatsoever. Further, it may also be ensured that the applicants who have applied appear for the examination without fail. However, if any of the willing candidates do not want to appear in the said examination for any special circumstances/reasons, the concerned Head of the Office would inform CHQ, Faridabad at least one week before the date of examination.
9. 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.

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

1. 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.
2. Re-evaluation and re-checking is not permissible under any circumstances in LDCE.
3. (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

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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.

4. (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.

(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.

5. 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.

This issues with the approval of Chairman, CGWB.

Yours faithfully,


Encls: as above

N. Nityanand
22/06/23

(Nityanand)
Administrative Officer

Copy to: -

1. The Administrative Officer (Head Quarters Section), CGWB, CHQ, Faridabad.
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. 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