

The Director (Administration), Government of India, Ministry of Water Resources, River Development & Ganga Rejuvenation, Central Ground Water Board, Central Headquarter, NH IV, Faridabad (Haryana) - 121001

RECRUITMENT NOTICE

Applications are invited for filling up one (01) post of Photographer Grade-I (Un-reserved category) (Group-C, Non-Gazetted & Non-Ministerial) temporary but likely to continue Group-C (Non-Gazetted & Non-Ministerial) Post in the Pay Band – 1 and corresponding pay scale of Rs. 5200-20200/- plus Grade Pay of Rs. 2800/- from physically fit candidates between the age limit of below 30 years.

5. No.	Detail of Post	Description of Post
1.	Name and address of the employer	The Director (Administration), Government of India, Central Ground Water Board, Central Headquarter, NH IV, Faridabad (Haryana) - 121001 Telephone No. 0129-2477105 & 0129-2477120
2.	Number of vacancy	01 (Un-reserved)
3.	Name of the Post	Photographer Grade-I
4.	Pay Scale	Pay Band – 1 and Corresponding Pay Scale of Rs. 5200-20200/- with Grade Pay of Rs. 2800/-
5.	Classification	General Central Service (Group-C, Non-Gazetted & Non-Ministerial)
6.	Period of Probation, if any	Two (02) years.
7.	Eligibility	Matriculation or equivalent. Four years experience in Photography Lantern Slides, retouching of negatives, printing enlarging and reducing and knowledge of Photostat machines.
8.	Age Limit :	<p>Below 30 years. (Relaxable for the Government servants upto 40 years in case of general candidates and up to 45 years in case of candidates belonging to the Scheduled Castes or the Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time.)</p> <p>Note: -</p> <ol style="list-style-type: none"> The crucial date of determining the age limit shall be fixed according to the prescribed provision for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Manipur Nagaland, Arunachal Pradesh, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Division and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep). In case of recruitment made through the employment Exchange the crucial date of determining the age limit shall be the in case be the last date upto which the Employment Exchange or Director General Employment and Training are asked to submit the names.
9.	Place of Posting	Anywhere in India

10.	Description of Duties	<p>The duties and responsibilities of the post of Photographer Grade-I is given as under: -</p> <ol style="list-style-type: none"> 1) Photography of important Hydrogeological and Drilling investigations for the Scientific Reports. 2) Photography of Seminars, Workshops, Exhibitions, Trade Fair etc. conducted by the Board. 3) Re-touching / corrections of the film negatives before final printing of the photographs. 4) Guidance and supervision of the work of the Photographer Grade-II in developing of the exposed films and maintenance of their record. 5) Inspection of Photographic material / instruments procured for the Board. 6) Preparation of slides for presentation.
11.	Last date for receipt of application	<p>Interested candidates who fulfill the above requirements and are willing to serve anywhere in India may apply (Through Proper Channel, if already in Government service) to the Director (Administration) at the above address furnishing their Bio-data indicated as per Annexure-I along with attested copies of all the certificates / testimonials so as to reach this office upto at 5:30 pm of the last date. By Speed Post / Registered Post only. The envelope containing the application should be marked as "Application for the post of Photographer Grade-I" (Un-reserved).</p> <p>Applications, which are incomplete / illegible /un-signed, not supported with required documents received after the due date or otherwise deficient in any manner will be our rightly rejected.</p> <p>Mere fulfilling the minimum prescribed qualifications and experience will not bested any right with a candidate for being called for the skill test (A screening committee will scrutinize all the applications received for the post and only short listed candidates will be called for skill test. Candidate already employed in the Central / State, PSU should send their applications through proper channel with obtaining "No Objection Certificate" from the Employer. The decision of the Screening Committee will be final and no correspondence on the decision of the Committee will be entertained. The exact date and time for Skill Test will be qualifying in nature but no assessment will be made based on skill test and will be communicated to the eligible candidates separately.</p>
12.	Last date for receipt of application	30 days from the date of publication
13.	Whether there is obligation for arrangement for giving preference to any category of person's since filling up the vacancy.	Nil


 (R.R. NAUTIYAL)
 Administrative Officer

ANNEXURE - I

APPLICATION FOR THE POST OF PHOTOGRAPHER GRADE-I

Recent passport
photograph
(Attested by the
Gazetted Officer)

1.	Name of the Applicant (IN BLOCK LETTERS)	
2.	Father's Name	
3.	Date of Birth of the Applicant	
4.	Male / Female	
5.	Educational Qualifications	
6.	Whether belongs to UR, SC, ST & OBC	
7.	Permanent Address	
8.	Correspondence Address	
9.	Employment Exchange Registration No. / Date / Place (if any)	
10.	Whether ready to work anywhere in India (Write YES or NO)	
11.	Experience	
12.	List of enclosures i.e. Educational Qualification, date of birth, affixing a recent passport size photo, Caste Certificate along with attested copies of all certificates / testimonials.	

I hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect or ineligibility being detected any stage, my candidature / appointment may be cancelled / terminated without any notice.

Date:-----

Place:-----

(Signature of the Applicant)