

# Ministry of Water Resources, River Development & Ganga Rejuvenation

Applications are invited for filling up of the 01 (one) post of **Secretary** in the pay band-4 of Rs. 37400-67,000 plus grade pay of Rs 8900/- (6th CPC Scale) (Level-13A in 7th CPC) by deputation (including short-term contract) in the Brahmaputra Board, Guwahati a statutory body setup under an Act of Parliament (46 of 1980) under the administrative control of the Ministry of Water Resources, River Development & Ganga Rejuvenation.

## 2. BRIEF JOB RESPONSIBILITIES:

The Secretary shall be under the administrative control of the Board. He shall fix the meetings of the Board under the orders of Chairman and issue notices for the Board meetings. He shall prepare List of Business to be transacted at the meetings with explanatory notes on each item and circulate it to other members. He shall prepare the minutes of the proceedings of every meeting. After approval of the minutes by the Chairman, the Secretary shall communicate the decisions to the members of the Board and other authorities. Secretary shall place the Budget proposals prepared by the General Manager in consultation with the Financial Adviser before the Board for its approval.

## 3. ELIGIBILITY CRITERIA:

Deputation (including short term contract): Officers under the Central Government or State Government or public sector undertakings or recognized Research Institutions or Statutory organizations:

A. (i) holding an analogous post on a regular basis in the present cadre or department; or (ii) holding the post in the pay band-4 plus grade pay of Rs. 8700/- with two years regular service in the grade; or

(iii) holding the post in pay band-3 plus grade pay of Rs. 7600/- with six years regular service in the grade rendered after appointment thereto on a regular basis; and possessing the following educational qualifications and experience-

i. Degree in Civil Engineering from a recognised University or equivalent; and 12 years' experience in the field of Investigation, Planning, Design, Execution, Operation and Maintenance of Water Resources Development Projects Environment, Administration, Management; or

iii. 12 years' experience in the preparation of Master Plans, Comprehensive Plans for Flood Management, River Training Works and General Administration; or

A. (i) All India Service others holding the post in pay band-4 with grade pay of Rs.8700 with two years of regular service in Central Government or State Governments and having 12 years' experience; or

(ii) All India Service officers holding the post in pay band - 3 with grade pay of Rs. 7600 with six years regular service in Central Government or State Governments and having 12 years' experience.

## 4. PERIOD OF DEPUTATION:

The period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government or State Governments shall ordinarily not exceed five years.

5. **AGE:** The maximum age limit for appointment by deputation or short term contract shall not exceed fifty six years as on the closing date of receipt of applications.

6. The cut-off date for determining the qualifying service/experience and age of the candidate for the post will be the last date of receipt of application.

7. Any officer once selected shall not be allowed to withdraw or refuse to join; and it shall be the responsibility of the sponsoring authority to release the selected officers within one month of the issue of the appointment order.

8. The officer selected will have the option to draw his grade pay plus deputation (duty) allowance or to have his pay fixed in the scale of pay of the deputation post in terms of Department of Personnel & Training O.M. No.6/8/2009-Estt.(Pay II), dated 17.06.2010 (as amended from time to time).

9. Applications with full particulars of the applicant in Annexure-I to V should reach to Smt. Shalini Juneja, Under Secretary, Ministry of Water Resources, RD & GR, 6th Floor, Room No. 625, Shram Shakti Bhawan, Rafi Marg, New Delhi -110001 **within 60 days** from the date of issue of this circular or publication of this advertisement in the Employment News whichever is later. All applications will be treated in strict confidence. Those from Government and Public Sector should apply "Through Proper Channel." Applications without full details as asked for are liable to be rejected.

10. Applications of only such officers/candidates will be considered as are routed through proper channel and are accompanied with (i) Bio-data (in quadruplicate) in the Proforma as given in **Annexure-2** (ii) Photocopies of ACRs/APARs for the last five years duly attested by an officer not below the rank of Under Secretary (iii) Vigilance clearance as given in **Annexure-3** (iv) Statement giving details of major or minor penalties imposed on the officer, if any, during the last ten years as given in Annexure-4 and (v) Integrity Certificate as given in **Annexure-5** and (vi) Cadre Clearance.

11. The details of advertisement and the application forms can also be downloaded from the Ministry's website - [mowr.gov.in](http://mowr.gov.in).

(Shalini Juneja)  
Under Secretary to the Govt. of India  
**Annexure-1**

- Name of Post :** Secretary, Brahmaputra Board, a statutory body
- Number of Posts :** 01 (one)
- Classification :** Group 'A', Non-Ministerial
- Pay Band :** Pay band-4 Rs.37,400 - 67,000 (6th CPC Scale)
- Grade Pay :** RS. 8900/- (6th CPC Scale) (level-13 A in 7th CPC)
- Period of deputation :** The period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government or State Governments shall ordinarily not exceed five years.
- Duties and responsibilities of the post :** The Secretary shall be under the administrative control of the Board. He shall fix the meetings of the Board under the orders of Chairman and issue notices for the Board meetings. He shall prepare List of Business to be transacted at the meetings with explanatory notes

on each item and circulate it to other members. He shall prepare the minutes of the proceedings of every meeting. After approval of the minutes by the Chairman, the Secretary shall communicate the decisions to the members of the Board and other authorities. Secretary shall place the Budget proposals prepared by the General Manager in consultation with the Financial Adviser before the Board for its approval.

8. **Pay & Allowances:** The officer selected will have the option to draw his grade pay plus deputation (duty) allowance or to have his pay fixed in the scale of pay of the deputation post in terms of Department of Personnel & Training O.M. No.6/8/2009-Estt.(Pay II), dated 17.06.2010 (as amended from time to time).

9. **Qualifications, Experiences and Eligibility required for the post :** Deputation (including short term contract): Officers under the Central Government or State Government or public sector undertakings or recognized Research Institutions or Statutory organizations:

A. (i) holding an analogous post on a regular basis in the present cadre or department; or

(ii) holding the post in the pay band-4 plus grade pay of Rs. 8700/- with two years regular service in the grade; or

(iii) holding the post in pay band-3 plus grade pay of Rs. 7600/- with six years regular service in the grade rendered after appointment thereto on a regular basis; and possessing the following educational qualifications and experience-

i. Degree in Civil Engineering from a recognised University or equivalent; and 12 years' experience in the field of Investigation, Planning, Design, Execution, Operation and Maintenance of Water Resources Development Projects Environment, Administration, Management; or

iii. 12 years' experience in the preparation of Master Plans, Comprehensive Plans for Flood Management, River Training Works and General Administration; or

A. (i) All India Service others holding the post in pay band-4 with grade pay of Rs. 8700 with two years of regular service in Central Government or State Governments and having 12 years' experience; or

(ii) All India Service officers holding the post in pay band - 3 with grade pay of Rs. 7600 with six years regular service in Central Government or State Governments and having 12 years' experience.

Any officer once selected shall not be allowed to withdraw or refuse to join; and it shall be the responsibility of the sponsoring authority to release the selected officers within one month of the issue of the appointment order.

10. **Age:** The maximum age limit for appointment by deputation or short term contract shall not exceed fifty six years as on the closing date of receipt of applications.

## Annexure-2

### Bio Data Proforma

- Name and address (in Block Letters) :  
Telephone Number :
- Date of Birth (in Christian era) :
- Date of retirement under Central Government Rules:
- Educational Qualifications:
- Whether educational and other qualifications required for the posts are satisfied (if any qualification has been treated as equivalent to those prescribed in the rules, state the authority for the same)

Qualifications / Experience Required	Qualifications/ Experience possessed by the Officer
Essential	
Desirable	

6. Please state clearly whether in the light of entries made by you above, 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)

Office/Institution/ Organisation	Post held and service/ cadre to which it belongs	From	To	Pay in the pay band and classification of Post	Nature of duties

- Nature of present employment, i.e.,
  - Ad-hoc basis
  - Regular/ on temporary basis
  - Pay in the Pay Band
  - Grade Pay drawn
- In case the present employment is held on deputation/contract basis, please state:
  - The date of initial appointment
  - Period of appointment on deputation / contract
  - Name of the parent office/organisation to which you belong
- Additional details about present employment. Please state whether working under:
  - Central Government
  - State Government
  - Autonomous organisation
  - Government Undertaking
  - Universities