

No. A-12015/04/2012-Admn.
Government of India
Ministry of Drinking Water and Sanitation

8th Floor, Paryavaran Bhawan,
CGO Complex, Lodhi Road, New Delhi,
Dated the _7th_ September 2012

CIRCULAR

Subject : Application Bank for appointment to various posts

The Ministry of Drinking Water and Sanitation is creating an Application Bank for filling-up the following posts from the retired personnel(who have retired from Central Govt/State Govt/UT Govt/Public Sector Undertaking/Autonomous bodies etc)for empanelment for engagement on retainer-ship basis.

S.No.	Category	Retainership Fee
1	Deputy Adviser(PHE) (Drinking Water Supply and Sanitation)	Rs. 51,000/- per month (including Conveyance allowance)
2	Assistant Adviser(PHE) (Drinking Water Supply and Sanitation)	Rs. 48,000/- per month(Including Conveyance allowance)
3	Section Officer/Private Secretary	Rs. 25,000/- per month retainer-ship fee + Rs.1500/- per month Conveyance Allowance
4	Assistant/PA(Steno Gr. C)/Accountant/Sr. Hindi Translator/Jr. Hindi Translator	Rs. 20,000/- per month retainer-ship fee + Rs.1500/- per month Conveyance Allowance

2. Retired personnel with the following educational qualification/experience are eligible to apply:-

A. Deputy Adviser

Educational Qualification / Experience

B.E /B.Tech in Civil Engineering or M.Tech in Public Health Engineering of a recognized University or Institute or equivalent with ten Years' experience in investigation, design construction and operation of water supply and sewage installations including one year in urban sector or rural sector

Or

B.E /B.Tech in Civil Engineering or M.Tech in Public Health Engineering of a recognized University or Institute or equivalent or holding analogous post before retirement with five years service in pay band of Rs. 15600-39100 with Grade pay of Rs. 6600/-

B. Assistant Adviser

Educational Qualification / Experience

B.E /B.Tech in Civil Engineering of a recognized University or Institute or equivalent with eight years experience in investigation, design construction and operation of water supply and sewage installations including one year in urban sector or rural sector.

-2.-

Or

M.Tech. in Public Health Engineering of a recognized University or Institutions or equivalent with five years' experience in investigation, design construction and operation of water supply and sewerage installations including one year in urban sector or rural sector

Or

B.E./B.Tech in Civil Engineering or M.Tech in Public Health Engineering and holding analogous posts before retirement.

Or

B.E./B.Tech in Civil Engineering and M.Tech in Public Health Engineering with three years service in pay scale of Rs. 9300-34800 with Grade Pay of Rs. 5400/- or B.E./B.Tech in Civil Engineering and M.Tech in Public Health Engineering with five years' service in pay scale of Rs. 9300-34800 with Grade pay of Rs. 4800/-

**C SECTION OFFICER/PRIVATE SECRETARY/ASSISTANT/PA/ACCOUNTANT/SR.
HINDI TRANSLATOR/JR. HINDI TRANSLATOR**

The persons who retired from the similar posts are eligible

3 Terms and Conditions

Engagement on retainership basis will be initially for a period of six months or till the regular vacancy is filled whichever is earlier.

Engagement on retainership basis is liable to be terminated by the Ministry without any prior notice and without assigning any reasons. However you are required to give notice of 30 days for terminating your retainership with the Ministry.

Persons engaged on retainership basis are not entitled for any kind of leave.

The payment of monthly remuneration will be made after verification of attendance for which you will be required to send an attendance statement in respect of the previous month through the officer supervising the work to Administration Section by 5th of every month.

Knowledge of computer Viz; MS WORD & MS EXCEL is essential.

4. Age Criteria

The maximum age limit for all the above categories of Consultants(Retainers) shall be 65 years.

The persons who have retired from the above or similar position and fulfill the above mentioned criteria may submit their Bio-Data(in the application format enclosed) by e-mail followed by post to the following address within 20th day from the date of publication of the advertisement in the newspaper

**DEPUTY SECRETARY (ADMN.)
MINISTRY OF DRINKING WATER & SANITATION
8th FLOOR, PARYAVARAN BHAWAN,
C.G.O. COMPLEX, LODI ROAD,
NEW DELHI-110003**

E-MAIL : Kk.majumdar@nic.in



(K.K.MAJUMDAR)
Deputy Secretary to the Govt. of India
Telefax : 24364115

Application format for appointment as Deputy Adviser/Assistant Adviser/Section Officer/Private Secretary/Assistant/PA/Accountant/Sr.Hindi Translator/Jr. Hindi Translator on retainership basis in the Ministry of Drinking Water and Sanitation

1. Name: _____

2. Father's Name: _____

3. Date of Birth: _____

4. Domicile: _____

5. Nationality: _____

6. Mailing address (with Tel./Mob. No. and E-mail address) _____

7. Permanent address: _____

8. Educational Qualification:

S.No.	Course	Subject	University/Institute	Year of Passing	Division/Class

9. Work Experience:

S.No.	Organisation/ Institute	Period		Nature of work	Remarks
		From	To		

10. Whether SC/ST/OBC : _____

11. Reference

(i)

(ii)

(Signature)

Date: _____