

F. No. A-35021/1/2016-Admin
Government of India
Ministry of Drinking Water & Sanitation

8th floor, Pt. Deendayal
'Antyodaya Bhawan',
CGO Complex, Lodhi Road,
New Delhi - 110 003.

Dated: 24th January, 2017

VACANCY CIRCULAR

Following posts are required to be filled up on Deputation/ (ISTC)/Absorption basis from among officers under the Central Government/State Governments/UT Administration/PSU/ Universities/ Recognized Research Institutions/Semi Government or Autonomous Bodies or Statutory Organizations:

Name of Post	Level in the PAY MATRIX/Scale of pay	No. of post	Classification
Deputy Adviser(PHE)	"Level- 12" in the "PAY MATRIX"	Two	General Central Service, Group 'A', Gazetted, Non-Ministerial Service

2. Service, Educational Qualification and Experience required for Deputy Adviser (PHE):

In terms of the notified Recruitment Rules for the post of Deputy Adviser (PHE) the educational qualifications, experience and age limit etc. required for the post shall be as under:

Officers under the Central Government/State Governments/UT Administration/PSU/ Universities/ Recognized Research Institutions/Semi Government or Autonomous Bodies or Statutory Organizations:

A) (i) Holding analogous post on regular basis in the Parent cadre/Department ; or

(ii) With five years' service in the grade rendered after appointment thereto on a regular basis in posts in "Level-11 in the "PAY MATRIX" or equivalent in the Parent Cadre/ Department; and

B) Possessing the Educational Qualification and Experience as prescribed for Direct Recruits as under;

Essential:

(i) Bachelor's Degree in Civil Engineering/Environmental Engineering/Public Health Engineering from a recognized University/ Institute.

(ii) 9 Years' experience in Investigation, Design Construction and Operation of Water Supply and Sewerage Installation Including at least three years in Rural Or Urban Sector with experience in Desalination, Defluoridation, Iron Removal, Water Harvesting Structure.

Desirable:

(i) Master's Degree in Civil Engineering/ Environmental Engineering/Public Health Engineering from a recognized University/ Institute.

Note 1: Only Officers of Central/ State Government shall be eligible for consideration for absorption.

Note 2: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation (ISTC) including period of Deputation (ISTC) in another Ex-Cadre post held immediately preceding this appointment in the same or some other organization/ Department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation/ (ISTC) shall be not exceeding 56 as on the closing date of receipt of applications).

Note 3: For the purpose of appointment on Deputation/Absorption basis, the service rendered on a regular basis by an officer prior to 01.01.2006/ the date from which the Revised Pay structure based on the 6th CPC recommendation has been extended, shall be deemed to be service rendered in the corresponding Grade Pay/Pay Scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one Pre-revised Scale of Pay into one Grade with a common Grade Pay/Pay Scale, and where this benefit will extend only for the Post(s) for which that Grade Pay/Pay Scale is the normal Replacement Grade without any Up gradation.

3. Duties & responsibilities attached to the post of Deputy Adviser (PHE):

Scrutiny of Rural Drinking and Sanitation Projects, Solid Waste Management Schemes; assistance in implementation of Centrally Sponsored Programmes (e.g. NRDWP & SBM); appraisal of DPRs; convening meetings/workshops; preparation of technical guidelines etc.; assistance in preparing Manuals, technical reports and code of practices in Rural Drinking Water and Sanitations sectors; representing the Ministry in different inter-ministerial meeting, teams etc.

4. Period and other terms and Condition of Deputation: The terms and conditions of deputation will be governed by the Department of Personnel & Training's O.M. No.6/8/2009 Estt. (Pay. II), dated 17.06.2010.

5. It is, therefore, requested that service particulars and bio-data of the eligible officers who are willing to be considered, may please be sent to this Ministry in the prescribed Proforma (in triplicate) enclosed (Annexure-I) along with their complete and up-to-date CR Dossiers and Vigilance Clearance, Integrity Certificate and No penalty certificate (Annexure-II) and in case any major/minor penalty has been imposed during the last 10 years indicate the same in the prescribed format as at Annexure II.

6. The vacancy circular and Annexures are also available on the Ministry's website <http://www.mdws.gov.in>. The applicants may send an Advance Copy of the application through email to **ddws_usadm@nic.in**. For any query the applicants may contact on Telephone No. 01124368613. Applications should be sent only by Speed Post or by Registered Post **and "Application for the Post of Deputy Adviser (PHE) on Deputation/ (ISTC)/Absorption basis"** should be super scribed on the envelope and be addressed to **'The Under Secretary (Admn.), 8th floor, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi – 110 003'** **within 60 days of the publication of this circular in the Employment News/Rojgar Samachar.**

7. List of enclosures to be accompanied with the application:

i) Application in the prescribed format- Annexure-I & II duly completed, **signed by the candidate and countersigned by the Head of the office on each side of pages.** ii) Attested copies of ACR/ APARs for the last 5 (five) years **duly attested and sealed on each side of pages** by an officer not less than the rank of Under Secretary or equivalent. While forwarding the applications of the officers, it may also be certified that the service **particulars of the officers have been verified as per records available with them.**

8. Application not forwarded through proper channel or those received without complete and up-to-date CR Dossiers, vigilance and integrity certificate and a list of major/minor penalties of the officers or received after the date prescribed will not be considered. Once the nominations of the officers are received, the officers or forwarding organizations shall not be allowed to withdraw their nomination later.

9. Those who applied earlier through proper channel on the basis of Vacancy Circular dated 4th July, 2016 for same posts need not apply again.

(Sudhir Kumar Sinha)
Under Secretary to the Govt. of India
Tel: 24368711
E-mail: ddws_usadm@nic.in

To
The Chief Secretaries.
All State Govts. /UTs.

Copy forwarded for information and similar necessary action to:

1. All Ministries/Departments of the Government of India/Universities/Recognized Research Institutions. It is requested that the post may please be circulated to their Attached/Subordinate Offices/Public Sector Undertakings/Autonomous Statutory Bodies/Statutory Organizations and Semi-Government Organizations under their control.
2. Chief Engineers/Engineer Chiefs of all States, PHE Deptt.
3. Editor (Advtg.), Employment News (Publications Division), Ministry of I&B, (through DAVP)
4. Director General, CPWD, Nirman Bhavan, New Delhi- 4
5. Chairman, Central Ground Water Board, Jal Bhawan, NH-IV, Faridabad.
6. Chairman Central Water Commission, West Block, 1, Sewa Bhavan, R.K. Puram, New Delhi.
7. Chairman, Central Electricity Authority, West Block, Sector-1, Sewa Bhavan, R.K. Puram, New Delhi- 66.
8. The UPSC, Dholpur House, Shahajahan Road, New Delhi-
9. Secretary, ICAR, Krishi Bhavan, New Delhi/IARI, Pusha Road, New Delhi-01.
10. Secretary, University Grant commission (UGC), Bahadur Shah Zafar Marg, New Delhi-110002.
11. WAPCOS, Kailash, 5th Floor, 26, Kasturba Gandhi Marg, New Delhi-110001.
12. Technical Director (NIC) – with a request to upload on the Ministry's website
13. Hindi Section, MDWS

BIO-DATA/ CURRICULAM VITAE PROFORMA

1.Name and address (In Block Letters)			
2.Date of Birth (In Christian area)			
3.i) Date of entry into service			
ii) Date of retirement under Central/ State Government Rules.			
4. Educational Qualifications			
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)			
Qualifications/ Experience required as mentioned the advertisement/ vacancy circular.		Qualifications/ experience possessed by the officer	
Essential		Essential	
A) Qualification		A). Qualification	
B) Experience		B). Experience	
Desirable		Desirable	
A) Qualification		A). Qualification	
B) Experience		B). Experience	
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualification as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News.			
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.			
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.			
6.1 Note: Borrowing Department are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.			

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay scale of the post held on regular basis/ Level in pay matrix	Nature of Duties (In detail) highlighting experience required for the post applied for

*Important: Pay band and Grade Pay/ Level in pay Matrix granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay band and Grade Pay/ Level in pay Matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay/ Level in pay Matrix where such benefits have been drawn by the Candidate, may be indicated as below;

Office/ Institution	Pay, Pay band and Grade Pay/ Level in pay Matrix drawn under ACP/MACP scheme	From	To

8. Nature of present employment i.e Ad-hoc or Temporary or Quasi-Permanent or Permanent.			
9. In case the present employment is held on deputation/ contract basis please state-			
a). The date of initial appointment	b) Period of appointment on deputation/ contract	c) Name of the parent office/ organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
9.1 Note: In case of officers already on deputation, the application of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.			
9.2 Note: Information under Colum 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parents cadre/organization			

10. If any post held on Deputation in the past by the applicant, date of return form the last deputation and other details		
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) <ul style="list-style-type: none"> a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others 		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If Yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14. Total emoluments per month now drawn		
Basis Pay in the PB/ Pay Matrix	Grade Pay/ Level	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/ other Allowances etc. , (with break-up details)	Total Emoluments
16. A) Additional information , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		

<p>16. B) Achievements: The Candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects (ii) Awards/Scholarships/ Official Appreciation (iii) Affiliation with the professional bodies/ Institutions/ societies and; (iv) Patents registered in own name or achieved for the organization. (v) Any research/ innovative measure involving official recognition vi) any other information <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (Officers under central/ State Governments are only eligible for “Absorption”. Candidates of Non-Government Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of ‘STC’ / ‘Absorption’/ ‘Re-employment’ are available only if the vacancy circular specially mentioned recruitment by “STC” or “Absorption” or “Re-employment”.)</p>	
<p>18. whether belongs to SC/ST.</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details proved by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address: _____

Date _____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/ contemplated against Sh. / Smt._____

ii) His/ Her integrity is certified

iii) His/ Her CR Dossier in original is enclosed/ Photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/minor penalty has been imposed on him/her during the last 10 years. Or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Date:-

Countersigned

(Employer/ Cadre Controlling Authority with seal)