



राष्ट्रीय जल विकास अभिकरण  
जल शक्ति मंत्रालय, भारत सरकार  
(जल संसाधन, नदी विकास और गंगा संरक्षण विभाग)  
**National Water Development Agency**  
Ministry of Jal Shakti, Government of India  
(Department of Water Resources, River Development and Ganga Rejuvenation)



No.Admn-18/2/2021/ 2353

Dated: 12/04/2022

**VACANCY CIRCULAR**

**Advt. No.- 11 /2022**

**Sub: Filling up the posts of Administrative Officer, Junior Accounts Officer and Junior Accountant on deputation basis in National Water Development Agency (NWDA).**

It is proposed to fill up the under mentioned posts in the National Water Development Agency at New Delhi on deputation basis (including short term contract).

Sl. No.	Position	Pay Matrix	No. of the post	Place of Posting
1	Administrative Officer	Level-10 (Rs.56100-177500)	01	New Delhi
2	Junior Accounts Officer	Level-6 (Rs.35400-112400)	03	New Delhi, Lucknow, Bhopal,
3.	Junior Accountant	Level-5 (Rs.29200-92300)	02	Kolkata Bengaluru, Valsad, Vadodara & Chennai

**2. Qualification/Experience/Eligibility:**

Sl. No.	Position	Qualification/Experience/Eligibility
1	Administrative Officer	Officer under the Central/State Govt./PSU/Semi Govt./ Statutory/ Autonomous Organisations : a) (i) holding analogous post on regular basis in the parent cadre/department; <b>OR</b> . (ii) with two years regular service in the grade rendered after appointment thereto on regular basis in the level-8 (Rs. 47600-151100) of Pay Matrix or equivalent in the parent cadre or department; <b>OR</b> (iii) with three years regular service in the grade rendered after appointment thereto on regular basis in the level-7 (Rs.44900-142400/-) of Pay Matrix or equivalent in the parent cadre or department; and

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*[Handwritten Signature]*



		<p>b) (i) possessing degree from a recognized University or equivalent; and</p> <p>(ii) possessing 2 years experience in handling the Administrative / Vigilance/Court cases and having knowledge of office procedures and establishment matters.</p> <p><b>Note:</b></p> <p>The departmental candidates in the feeder cadre who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p>
2	Junior Accounts Officer	<p>Officer under the Central/State Govt./Public Sector Undertakings/SemiGovt./Statutory/ Autonomous Organisations/ Engg. Universities /Research &amp; Development Organisations;</p> <p>a) (i) holding analogous post on regular basis in the parent cadre/department; or</p> <p>(ii) with 6 years regular service in Level-5 (Rs.29200-92300/-) of Pay Matrix or equivalent in the parent cadre/department; and</p> <p>b) Possessing at least 5 years experience in finance/Audit work.</p>
3	Junior Accountant	<p>Officer under the Central/State Govt./ Union Territories/Public Sector Undertakings/Semi Govt./Statutory/Autonomous Organisations/Engg. Universities/Research &amp; Development Organisations;</p> <p>a) (i) holding analogous post on regular basis in the parent cadre/department; or</p> <p>(ii) with 5 years regular service in Level-4 (Rs.25500-81100/-) of Pay Matrix or equivalent in the Parent cadre/department; and</p> <p>b) Possessing at least two years' experience of cash, accounts and budget work.</p>

3. The officer selected, will be posted in NWDA regional offices. The maximum age limit for appointment on deputation (including short term contract) shall not exceed 56 years on the closing date for receipt of applications. Appointment on deputation (including short term contract) will be on Foreign Service terms for a period of 3 years. The Organizational setup and other details can be seen on website <http://www.nwda.gov.in>.



4. The pay and other terms and conditions of deputation of the officer selected, will be regulated in accordance with the provisions contained in DOPT O.M No.6/08/2009-Estt (Pay-II) dt.17.6.2010, and OM No. 2/11/2017-Estt.(Pay-II) dated 24.11.2017 and 15.03.2021 as amended from time to time. The officer selected will not be eligible for General Pool Accommodation.

5. Complete Bio-data of suitable and willing officers, who fulfill the requisite qualifications and experience for the above post(s), may be forwarded in the enclosed format through proper channel with their up to date Confidential Report Dossiers (last 5 years) and vigilance clearance certificate to Dy. Director (Admn.), National Water Development Agency, 18-20 Community Centre, Saket, New Delhi-110017 so as to reach within a period of **60 days** from the date of publication of the advertisement in the Employment News.

6. The Agency reserves the right to increase/decrease the number of posts or withdraw all or any of the above mentioned post (s) at any time without assigning any reason.

**Note:**

***In case of any discrepancy found in Hindi version of advertisement, the contents as given in the English version of Advertisement will prevail.***

Encl: As above.



(Rajesh Kumar)  
Dy. Director (Admn.)



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जल शक्ति मंत्रालय, भारत सरकार  
(जल संसाधन, नदी विकास और गंगा संरक्षण विभाग)  
**National Water Development Agency**  
Ministry of Jal Shakti, Government of India  
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No.Admn-18/2/2021/ 2353

Dated: 12 /04/2022

रिक्ति परिपत्र

विज्ञापन सं.11 /2022

**विषय:** राष्ट्रीय जल विकास अभिकरण में प्रतिनियुक्ति आधार पर प्रशासनिक अधिकारी, कनिष्ठ लेखा अधिकारी और कनिष्ठ लेखाकार के पदों को भरने के संबंध में।

राष्ट्रीय जल विकास अभिकरण, नई दिल्ली में प्रतिनियुक्ति के आधार (अल्पकालिक अनुबंध सहित) पर निम्नलिखित पदों को भरने का प्रस्ताव है:-

क्र.स.	पद	पे मैट्रिक्स	पद की संख्या	पोस्टिंग की जगह
1	प्रशासनिक अधिकारी	लेवल-10 (Rs.56100-177500)	01	नई दिल्ली
2	कनिष्ठ लेखा अधिकारी	लेवल-6 (Rs.35400-112400)	03	नई दिल्ली, लखनऊ, भोपाल, कोलकाता बेंगलुरु,
3	कनिष्ठ लेखाकार	लेवल-5 (Rs.29200-92300)	02	वलसाड, वडोदरा और चेन्नई

**2. योग्यता / अनुभव / पात्रता:**

क्र.स.	पद	योग्यता / अनुभव / पात्रता
1	प्रशासनिक अधिकारी	केंद्र/राज्य सरकार/पीएसयू/अर्ध सरकारी/सांविधिक/स्वायत्त संगठनों के तहत अधिकारी: क) (i) मूल कैडर /विभाग में नियमित आधार पर सदृश पद धारण करना; या (ii) मूल कैडर या विभाग में वेतन मैट्रिक्स या समकक्ष के स्तर -8 (47600-151100 रुपये) में नियमित आधार पर नियुक्ति के बाद प्रदान की गई ग्रेड में दो साल की नियमित सेवा के साथ; या (iii) मूल कैडर या विभाग में वेतन मैट्रिक्स के स्तर -7 (रु. 44900-142400/-) या समकक्ष में नियमित आधार पर नियुक्ति के बाद प्रदान की गई ग्रेड में तीन साल की नियमित सेवा के साथ; तथा

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		<p>बी) (i) किसी मान्यता प्राप्त विश्वविद्यालय से डिग्री या समकक्ष; तथा</p> <p>(ii) प्रशासनिक/सतर्कता/न्यायालय मामलों को संभालने में 2 वर्ष का अनुभव और कार्यालय प्रक्रियाओं और स्थापना मामलों का ज्ञान रखने वाला।</p> <p>नोट:</p> <p>फीडर संवर्ग में विभागीय उम्मीदवार जो पदोन्नति की सीधी पंक्ति में हैं, प्रतिनियुक्ति पर नियुक्ति के लिए विचार के पात्र नहीं होंगे। इसी प्रकार, प्रतिनियुक्त व्यक्ति पदोन्नति द्वारा नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।</p>
2	कनिष्ठ लेखा अधिकारी	<p>केंद्रीय / राज्य सरकारों / सार्वजनिक उपक्रमों / अर्ध सरकारी / सांविधिक / स्वायत्त संगठनों / विश्वविद्यालयों/ अनुसंधान और विकास संगठन के अधीन अधिकारी;</p> <p>क) (i) अपने मूल कैडर/विभाग में नियमित आधार पर सादृश्य पद धारण हो; या</p> <p>(ii) जो अपने मूल कैडर / विभाग में वेतन मैट्रिक्स के लेवल-5 (रु.29200-92300/-) में नियमित रूप से 6 वर्षों से पद पर कार्यरत है; तथा</p> <p>ख) वित्तीय /ऑडिट मामलों में कम से कम 5 वर्षों का अनुभव।</p>
3	कनिष्ठ लेखाकार	<p>केंद्र/राज्य सरकार/केंद्र शासित प्रदेशों/सार्वजनिक क्षेत्र के उपक्रमों/अर्ध सरकारी/सांविधिक/स्वायत्त संगठनों/इंजीनियरिंग विश्वविद्यालय/अनुसंधान एवं विकास संगठन के अधीन अधिकारी;</p> <p>क) (i) मूल कैडर /विभाग में नियमित आधार पर सादृश्य पद धारण हो; या</p> <p>(ii) मूल कैडर /विभाग में पे मैट्रिक्स के लेवल-4 (रु.25500-81100/-) या समकक्ष में नियमित रूप से 5 वर्षों से पद पर कार्यरत है</p> <p>ख) नकद, लेखा और बजट कार्य का कम से कम दो वर्ष का अनुभव।</p>

3. इस पद पर नियुक्त अधिकारी को रा.ज.वि.अ. के क्षेत्रीय कार्यालयों में तैनात किया जायेगा। प्रतिनियुक्ति (अल्पावधि अनुबंध सहित) पर नियुक्ति के लिए अधिकतम आयु सीमा आवेदनों पत्र प्राप्ति की अंतिम तिथि तक 56 वर्ष से अधिक न हो। प्रतिनियुक्ति (अल्पकालिक अनुबंध सहित) विदेश सेवा शर्तों के अधार पर नियुक्ति 3 साल की अवधि के लिए होगी। रा.ज.वि.अ. का संगठनात्मक ढांचा एवं अन्य जानकारी वेबसाइट <http://www.nwda.gov.in> पर उपलब्ध हैं।



5. उपरोक्त पद के लिए आवश्यक योग्यता और अनुभव रखने वाले योग्य उपयुक्त और इच्छुक अधिकारी उचित माध्यम द्वारा पूर्ण बायोडाटा अपनी (पिछले 5 वर्षों) गोपनीय रिपोर्ट डोजियर्स एवं प्रमाणपत्र के साथ कि उनके विरुद्ध कोई सतर्कता मामला विचाराधीन नहीं है संलग्न प्रोफार्मा में उनके सक्षम प्राधिकारी द्वारा सत्यापित करवा कर आवेदन करें। यह आवेदन रोजगार समाचार में प्रकाशन के 60 दिन के भीतर उप निदेशक (प्रशा.), राष्ट्रीय जल विकास एजेंसी 18-20 सामुदायिक केंद्र साकेत नई दिल्ली -110017 को आगे की कार्यवाही के लिए पहुंच जाना चाहिए।

6. एजेंसी के पास बिना किसी कारण बताए किसी भी समय पदों की संख्या बढ़ाने/घटाने या उपर्युक्त सभी या किसी भी पोस्ट को वापस लेने का अधिकार है।

**नोट:**

*विज्ञापन के हिंदी संस्करण में कोई विसंगति पाए जाने की स्थिति में विज्ञापन के अंग्रेजी संस्करण में दी गई सामग्री मान्य होगी।*

संलग्न: उपरोक्तानुसार।



(राजेश कुमार)  
उप. निदेशक (प्रशा.)

**BIO- DATA**

Name of the post applied for :-				Recently Passport Photo	
1	Name and Address (in Block Letters)	:			
2	Date of Birth (in Christian era)	:			
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. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>	:			
Qualifications/Experience required as mentioned in the advertisement/ vacancy circular			Qualification/experience possessed by the Officer		
<b>Essential</b>			<b>Essential</b>		
(A) Qualification		(A) Qualification			
(B) Experience		(B) Experience			
<b>Desirable</b>			<b>Desirable</b>		
(A) Qualification		(A) Qualification			
(B) Experience		(B) Experience			
5.1	<b>Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs <b>by the Administrative Ministry/Department/Office</b> 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 <b>by the candidate</b> .				
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	<b>Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Biodata) with reference to the post applied.</b>				
7.	Details of Employment, in chronological order. <b>Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</b>				
Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
<b>Important:</b> Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade pay where such benefits have been drawn by the Candidate, may be indicated as below:					

Office/Institution	Pay Level, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To
8.	Nature of present employment i.e. Adhoc or temporary or Quasi-Permanent or Permanent	:	
9.	In case the present employment is 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/organisation to which the applicant belongs.	(d) Name of the post and pay of the post held in Substantive capacity in the parent organisation
9.1	<b>Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.		
9.2	<b>Note:</b> Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organization		
10	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	:	
11	<b>Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)	:	
(a)	Central Government	:	
(b)	State Government	:	
(c)	Autonomous Organisation	:	
(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	<b>Total emoluments per month now drawn</b>		
	Basic Pay in the PB /Pay	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	<b>Additional information</b> , 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 and	:	
	(iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)	:	
	<b>(Note: Enclose a separate sheet, if the space is insufficient)</b>		
16.B	<b>Achievements:</b>	:	
	The candidates are requested to indicate information with regard to;	:	
	(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.	:	
	<b>(Note: Enclose a separate sheet if the space is insufficient)</b>		
17.	Please state whether you are applying for deputation (ISTC)/Absorption/Reemployment Basis# (Officers under Central/State Governments are only eligible for "Absorption" Candidates of non-Government Organizations are eligible only for Short Term Contract)	:	

	# (The option of 'STC'/Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")	:	
18	Whether belongs to SC/ST	:	
19	Place of Posting for which you have applied	:	

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 provided 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 Shri/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 in enclosed. (as the case may be)

**Countersigned**

\_\_\_\_\_  
**(Employer/Cadre Controlling Authority with Seal)**