

National Institute of Hydrology

(A Govt. of India Society under Ministry of Water Resources)
Jal Vigyan Bhawan,
Roorkee-247667
(Uttarakhand) India

Advertisement No. 1/2011

Applications are invited for the following post to be filled up on deputation/promotion basis in National Institute of Hydrology (A Govt. of India Society under Ministry of Water Resources), at its Headquarters from Indian Nationals satisfying qualifications and experience as under :

Senior Administrative Officer

Pay Band : Rs. 15,600-39,100 plus Grade Pay Rs. 6600/-

1. Qualifications and Experience
Officer under the Central Govt./State Govts/Public Sector Undertakings/Semi Government/Statutory/Autonomous organiza-tions/Societies:

(1) holding analogous post or the post in the Pay Band: PB-3, Rs. 15600-39100 with Grade Pay of Rs. 6600/- **Or** (2) With 5 years of regular service in the Pay Band: PB-2, Rs. 9300-34800 with Grade Pay Rs. 5400/- **Or** (3) with 6 years service in the Pay Band: PB-2, Rs. 9300-34800 with Grade Pay Rs. 4800/- **And** (4) with 7 years service in the Pay Band: PB-2, Rs. 9300-34800 with Grade Pay Rs. 4600/-

Possessing a degree from a recognized University and experience in administration/establishment and related matters.

Note : Departmental Section Officer with 07 years regular service in the Pay Band of Rs. 9300-34800 in PB-2 with Grade Pay Rs. 4600/- will also be eligible for the post of Sr. Administrative Officer. In case a departmental candidate is selected, the same shall be deemed to have been filled by promotion.

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department or the Central Govt. shall normally be for 3 years and shall not exceed five years.

The maximum age limit shall not be exceeding 56 years in case of deputationists as on the closing date prescribed for receipt of applications.

Note : The crucial date of determining the age limit shall be the

closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Division of Jammu and Kashmir State, Lahaul and Spiti district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

General Conditions and Requirements :

1. The above post carry usual allowances as admissible under the Central Government Rules. The NPS is available in the Institute for recruit after 1.1.2004. However, CPF-cum-Gratuity Scheme is also operational in the Institute who joined NIH before 1.1.2004.

2. Age will be relaxed for persons already in service in the Institute and other Govt./Semi-Govt./Autonomous organizations as well as candidates belonging to SC/ST/OBC community and physically handicapped persons as per Govt. of India Rules.

3. The requirement regarding experience is relaxable at the discretion of Screening Committee in the cases of candidates belonging to SC/ST, if at any stage of selection, the relevant Committee is of the opinion that sufficient number of candidates from these communities possessing the requisite qualifications are not likely to be available to fill up the posts reserved for them.

4. Screening Committee can exercise discretions regarding fulfillment of experience criteria in the specified pay band and equivalence of pay band.

5. In case of candidates already employed, the forwarding authority should certify that the particulars furnished by the officer are correct and that no disciplinary or vigilance case is pending or contemplated against the officer. Up-to-date annual confidential report dossiers of the applicants should also be sent when requested by the National Institute of Hydrology. It may also be confirmed that in the event of selection for the appointment, the officer concerned will be relieved of his duties as and when requested. The integrity of the officer should also be certified.

6. Candidates already employed in Government/Semi-Govt./Autonomous Bodies should apply through proper channel. Applications not forwarded through proper channel will not be considered.

7. If the number of candidate is too large, considering the number of

vacancies to be filled for a particular post, the Institute reserves the right to short-list the candidates to be called for interview based on the eligibility criteria decided by the Screening Committee.

8. Applications in the prescribed format in duplicate along with attested copies of certificates, mark sheets and testimonials should reach " Senior Administrative Officer, National Institute of Hydrology, Jal Vigyan Bhawan, Roorkee,-247667", (Uttarakhand) before the closing date. The closing date for receiving applications will be **60 days** from the date of publication of the advertisement in the Employment News.

9. The candidates called for interview will be paid TA as per Institute's Rules.

10. Recent passport size photograph should be pasted on the top right hand corner of the application.

11. Applications, which are not complete in all respects, are liable to be rejected.

Format For Application :

Post applied for.....

(2) Full name

(Block letters).....

(3) Father's/Husband Name.....

(4) (a) Date of birth

(b) Age

(as on closing date of application) :

(Years

Month.....

Days

(5) Marital Status

(6) Permanent Address

(7) Address for communication

(8) Details of Educational Qualifications (High School/Metric onwards)

(9) Details of professional course/training etc.

(10) Details of experience and previous Employment including deputation (if any) indicating the scale of pay and basic pay and details of present post and pay (attach proof)

(11) Whether belongs to SC/ST/OBC/Physically Handicapped (Attach certificate in proper format)

(12) whether prepared to serve anywhere in India.

(14) Name and full address of three referees who are not related to the candidate's and to whom reference could be made regarding candidates experience and suitability for the post (15) List of enclosures.

Certified that all information given in the application is true to the best of my knowledge and belief. **(Strike out whichever is not Applicable)**

Signature of candidate

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