

National Water Development Agency

Applications are invited to fill up one post of Director (Admn.) in the pre-revised pay scale of Rs. 12,000-375-16,500 in the National Water Development Agency by promotion / deputation (including short-term contract) from amongst the officers under Central/State Governments / Public Sector Undertakings/Semi Govt./ Statutory / Autonomous Organizations; holding analogous post on regular basis in the parent cadre / department; or having 5 years of regular service in the grade rendered after appointment thereto on regular basis in the pre-revised pay scale of Rs.10000-15,200/- or equivalent in the parent cadre / department and possessing a Degree from a recognized University or equivalent; and with at least 5 years experience in administration, office procedures, establishment and housekeeping functions and thorough knowledge of Central Govt. rules and regulations and their applicability. The departmental Deputy Director (Admn) with 5 years of regular service in the grade will also be considered and in case, he is selected for appointment to the post, the same shall be deemed to have been filled up by promotion. The maximum age limit for appointment on deputation (including short-term contract) shall not exceed 56 years as on the closing date for receipt of applications. Period of deputation (including short-term contract) including period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years.

Appointment on deputation (including short-term contract) will be on Foreign Service terms for a period of 3 years. The pay of the officer selected on deputation will be regulated in accordance with the provisions contained in DOPT O.M. No. 6/08/2009-Estt (Pay-II), dated 17.06.2010 as amended from time to time. The officer selected will be posted in the NWDA headquarters at New Delhi and will not be eligible for General Pool Accommodation. Appointment to the post of Director (Admn.) in NWDA on Foreign Service is exempted from the condition of permanent absorption. Complete Bio-data of suitable and willing officers, who fulfill the requisite qualifications and experience for the post, may be sent in the format given and forwarded through their cadre controlling authority with their up-to-date Confidential Report Dossiers (last 5 years) and Vigilance Clearance Certificates to the Director General, National Water Development Agency, 18-20,

Community Centre , Saket, New Delhi-110017 so as to reach within 60 days from the date of publication of the advertisement in the Employment News. The incomplete applications will be rejected.

Proforma

(To be filled by the person concerned)

Application for the post of _____

1. Name of the Officer :

2. Date of Birth

(both figures and words) :

3. Due date of Superannuation :

4. Educational & Professional Qualifications :

5. Date of commencement of service in Central Govt./State Govt./Public Sector Undertaking :

6. Date of appointment in the post :

7. Details of professional experience (post held & period of service against each post to be indicated) :

8. Details of the appointment held at present in the parent department :

9. a) Name of the post and its scale of pay :

b) Date of appointment :

c) Date from which held on regular basis :

d) Present pay & allowance and date from which drawn :

10. Earliest date by which the official can report for duty, if selected :

11. Present address (in full) & Phone Number :

a) Office:

b) Residence:

12. Permanent Address & Phone Number :

13. Whether belongs to SC/ST/OBC category :

Photo

Signature of applicant

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