

F.No.21/01/2021-CS.I (Coord.)  
Ministry of Personnel, Public Grievances & Pension  
Department of Personnel & Training  
(CS.I Division)

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2nd Floor, A Wing,  
Lok Nayak Bhavan  
Khan Market, New Delhi.  
Dated 12th January, 2022.

**OFFICE MEMORANDUM**

**Subject:- Filling up four (04) posts of Assistant Director in level 10, Rs. 56100-177500/- of the pay matrix in the National Water Informatics Centre (NWIC) on Deputation (including short term contract) basis in National Water Informatics Centre (NWIC)-reg..**

The undersigned is directed to circulate the Vacancy Circular no. 12021/1/2020-O/o DIR (NWIC)-MOWR dated 24.12.2021 (along with enclosures) received from Ministry of Jal Shakti, regarding filling up four (04) posts of Assistant Director in level 10, Rs. 56100-177500/- of the pay matrix in the National Water Informatics Centre (NWIC) on Deputation (including short term contract) basis in National Water Informatics Centre (NWIC)-reg. **The last date of receipt of application is within 60 days from the date of issue of this letter.**

2. The circular is hereby uploaded for eligible CSS Officers in terms of OM No. 2/2/2010-CS.I (U) dated 18th August 2010. **In case of any further clarification, applicants are requested to contact the concerned Ministry/Department which has advertised the circular.**

3. It may be noted that cadre clearance from CS.I Division will be required for Under Secretary and above level officers of CSS applying for deputation.

  
(R.Chakrapani)

Under Secretary to the Govt. of India  
Tel.No.24629412

To :

All Ministries/ Departments (through DOPT's website)



F.No.12021/1/2020-O/o DIR(NWIC)-MOWR  
Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD & GR  
National Water Informatics Centre  
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New Delhi, Sewa Bhawan, 4<sup>th</sup> Floor,  
Dated the 24.12.2021

### VACANCY CIRCULAR

Subject: Filling up four (04) posts of Assistant Director in level 10, Rs.56100-177500/- of the pay matrix in the National Water Informatics Centre (NWIC) on Deputation (including short term contract) basis in National Water Informatics Centre (NWIC) –reg.

National Water Informatics Centre (NWIC) is a Subordinate Office of the Department of Water Resources, River Development & Ganga Rejuvenation, Ministry of Jal Shakti mandated to act as a repository of nation-wide water resources data and to provide a single window solution for comprehensive and consistent data on country's water resources and allied themes

2. Applications are invited from eligible candidates to fill the following posts (**General Central Services, Group 'A',** Gazetted, Non-Ministerial) in NWIC, Department of Water Resources, RD & GR, New Delhi on Deputation (including short-term contract) basis: -

Sl. No.	Name of Post	No. of Posts	Pay Level/ Scale
1.	Assistant Director	04	Level – 10 Rs.56100-177500/- of the Pay Matrix of 7 <sup>th</sup> CPC.

2. Application form and eligibility conditions are given in Annexure – A.

3. **Period of Deputation:**

The period of deputation (including short term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years.

4. **Age:**

The maximum age limit for appointment by deputation (including short term contract) shall not exceed **56 years** on the closing date of receipt of applications.

5. **The eligibility conditions, educational qualification and duties attached to to the post in brief are as follows**

A. Eligibility conditions:

Officers of the Central Government, State Governments or Union Territories, autonomous or statutory organizations or Public Sector Undertakings/Universities or recognized research institutions:

- a. (i) holding analogous posts on regular basis in the parent cadre or Department; or with two years' regular service in **Level-9** (Rs.53100-167800) or **Level-8** (Rs.47600-142400) in the pay matrix or equivalent in the parent cadre or department; and
- b. (ii) Possessing **three years' experience** in the field of investigation or planning or design or execution, operation and maintenance of water resources subjects or ground water or in the field of Geo-informatics systems or Data Management or Administration.

Duties of the post:

Assistant Directors shall support their respective division/sub-division in development of real-time updation and maintenance of data repository on all water sources in the country on GIS platform with advance analytics for decision support systems on operation of water resources assets, river basin assessment, water utilization, water consumption, forecasting of flood, mitigation measures due to flood/drought and water quality etc.

They will also support in developing various models and generating different scenarios for immediate dissemination of information for the public and the government. The office shall also maintain linkages with the State Water Resources/Irrigation Departments of the country.

Any other duties assigned by the Ministry/Organization.

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B. Educational Qualification: -

Educational qualification required for the post is as under: -

- i. Bachelor of Engineering or Bachelor of Technology in the field of Computer Science or Information Technology or Electronics or Civil or Electrical or Mechanical Engineering from a recognized university or institute;

or

- ii. Master's Degree in Geology or Applied Geology or Hydrology or Geo-informatics or Computer Applications from a recognized university or institute with Bachelor's Degree in Science from a recognized university or institute.

6. The terms and conditions for appointment on deputation (ISTC) will be governed by DoPT O.M.No.6/8/2009-Estt (Pay-II) dated 17.06.2010 and the place of posting will be at New Delhi.

7. Any officer once selected shall not be allowed to withdraw or refuse to join and it shall be the responsibility of the sponsoring authority to relieve the selected officer within one month of issue of appointment letter.

8. The cutoff date for determining qualifying service/experience and age of the candidate for the post will be last date of receipt of application.

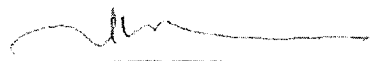
9. The NWIC is an eligible office for allotment/retention of Government accommodation from General Pool.

10. Bio-data of the eligible and interested officers who may be spared immediately may please be forwarded at the following address strictly in the prescribed Proforma, with the up-to-date photocopies of Annual Performance Appraisal Reports for last five years (duly attested by an officer not below the rank of Under Secretary or equivalent), as per Annexure mentioned above. The application should reach this office within **60 days** from the date of advertisement in Employment News/रोजगार समाचार. Applications received after the closing date or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified by the cadre controlling authority that the particulars furnished by the officer are correct and that no disciplinary/vigilance case is pending or contemplated against the officer. Integrity certificate and a statement of major/minor penalty, imposed if any, during the preceding last 10 years may also be sent along with all above documents: -

[Address at which application is to be sent]

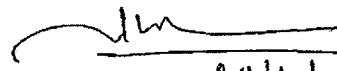
**Shri G S Panwar,  
Deputy Secretary (Admn.)  
National Water Informatics Centre,  
Department of Water Resources, RD & GR,  
Ministry of Jal Shakti,  
4<sup>th</sup> Floor (South) Sewa Bhawan, Sector-1, R. K Puram,  
New Delhi-110066.**

Encl: As above.

  
22/12/2024  
(Shri G S Panwar)  
Deputy Secretary (Admn.)  
Tel. No. 29583815

Copy to: -

1. The Secretary of all Ministries/ Departments of Government of India
2. The Chief Secretaries of All State Governments/ Union Territories/ Recognised Research Institutions/ Public Sector Undertakings/Autonomous Organisations/ Statutory Organisations.
3. The Chairman, Central Water Commission, Sewa Bhawan, R.K. Puram, New Delhi.
4. The Chairman, CGWB, Bhujal Bhawan, NH-IV, Faridabad (Haryana).
5. The Secretary, Bansagar Control Board, Bansagar Colony, Saman, Rewa-486 001 (Madhya Pradesh).
6. The Secretary, Betwa River Board, A 1/3, Betwa River Board, Jhansi.
7. The Chairman, Brahmaputra Board Basistha, Guwahati-781 029 (Assam).
8. The Director, Central Soil and Materials Research Station, Olof Palme Marg, Hauz Khas, New Delhi- 110 016.
9. The Director, Central Water and Power Research Station, Khadakwasla, Pune-411 024.
10. The General Manager, Farakka Barrage Project, P.O. Farakka Barrage, Dist. Murshidabad-742 212, (West Bengal).
11. The Chairman, Ganga Flood Control Commission, 3rd Floor, Sinchai Bhawan, Patna- 800 015, (Bihar).
12. The Executive Member, Narmada Control Authority, Narmada Sadan, Sector B, Scheme No 74, Vijay Nagar, Indore - 452 010.
13. The Chairman, Krishna River Management Board, Hyderabad.
14. The Chairman-cum-Managing Director, National Projects Construction Corporation Ltd. Raja House, 30-31, Nehru Place, New Delhi - 110 019.
15. The Director General, National Water Development Agency, Room No.305, 3rd Floor, Palika Bhawan, R.K. Puram, Sector-13, New Delhi-110 066.
16. The Director, North Eastern Regional Institute of Water and Land Management, NERIWALM, P/o Kaliambhomora, Dolabari, Tezpur-784 027.
17. The Secretary, **Sardar Sarovar Construction Advisory Committee (SSCAC) A'** Block, 4th Floor, Narmada Bhavan, Indira Avenue, Vadodara - 390 001, Gujarat.
18. The Chairman, Tungbandhra Board, Tungbandhra Dam, Hosapete-583 225, (Karnataka).
19. The Chairman, Upper Yamuna River Board, Wing-4, West Block-1, Ground Floor, R.K. Puram, New Delhi-110 066.
20. The Chairman-cum-Managing Director, WAPCOS, 115, K.G. Marg, Barakhamba Road, New Delhi-110 001.
21. The Director General, National Mission for Clean Ganga (NMCG), 1<sup>st</sup> Floor, Major Dhyan Chand National Stadium, India Gate, New Delhi.
22. The Chairman, Godavari River Management Board, 5<sup>th</sup> Floor, Jalasoudha, Errum, Manzil, Hyderabad-500 082.
23. The Director, National Institute of Hydrology, Roorkee - 247 667 (Uttarakhand).
24. Director of Administration, Indian Space Research Organization, Ahmedabad- 380 058, (Gujarat).

  
 24/12/2021  
 (Shri G S Panwar)  
 Deputy Secretary (Admn.)  
 Tel. No. 29583815

**BIO-DATA / CURRICULUM VITAE PROFORMA FOR ASSISTANT DIRECTOR  
(NWIC)**

<p>1(a) Name (in block letters):</p> <p>(b) Date of Birth in Christian era (dd/mm/yyyy):</p> <p>(c) Correspondence Address:</p> <p>(d) Mobile/Tel. and Email:</p>	
<p>2. (a) Service to which the officer belongs:</p> <p>(b) Name of Ministry</p> <p>(c) Name of Department</p> <p>(d) Name of Organization</p>	
<p>3 (i) Date of joining of service:</p>	
<p>(ii) Date of retirement under applicable Central /State Government Rules</p>	
<p>4. Educational Qualifications</p>	
<p><b>Essential</b></p>	<p><b>Essential</b></p>
<p><b>A) Qualification: -</b> Possessing the following educational qualifications and experience:</p> <p>i. Bachelor of Engineering/Bachelor of Technology in the field of Computer Science/Information Technology/ Electronics/Civil/Electrical/Mechanical Engineering from a recognized university or institute; or</p> <p>ii. Master's Degree in Geology/Applied Geology/Hydrology/Geo- informatics/Computer Applications from a recognized university or institute with Bachelor degree in Science from a recognized university or institute.</p>	<p><b>A. Qualification: -</b> <b>(Please state the qualification)</b></p>
<p><b>B) Experience and service conditions required</b></p>	<p><b>B. Experience and service details of the officer</b></p>
<p>Officers of the Central Government or State Governments or Union Territories or Universities or recognized research institutions of Public Sector Undertakings or Statutory or autonomous organizations:</p>	<p><b>(Please state present post held &amp; pay scale/level)</b></p>

<p>a. (i) holding analogous posts on regular basis in the parent cadre or Department; or</p> <p>(ii) with two years' regular service in Level-9 and Level-8 in the pay matrix or equivalent in the parent cadre or department</p> <p>(b) Three years' experience in the field of investigation or planning or design or execution, operation and maintenance or water resources subjects or ground water or in the field of Geo-informatics systems or Data Management or Administration</p>	<p><b>(Please state the field and number of years of experience therein)</b></p>
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5. **Note:** The period of deputation including the period of deputation 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 exceed four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.

<p>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.</p>	
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7. Details of Employment, in chronological order, starting from present post downwards. **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 Level/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

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

Office/Institution	Pay, Band and Grade	Pay and Pay	From	To

	drawn under ACP/ MACF Scheme		
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
<p>9.1 <b>Note:</b> - 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.</p> <p>9.2 <b>Note:</b> - Information under Column 9 (c) &amp; (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 parent cadre/organization.</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details, viz. completion of cooling off period.			
<b>11. 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 organization d) Government Undertaking e) Universities f) Others			
12. Total emoluments per month now drawn:			



Basic Pay in the PB/Pay Level	Grade Pay (if any)	Total emoluments

13. In case the applicant belongs to an Organization which is not following the Central Government Pay Scales, the latest salary slip issued by the Organization 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

14. 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 and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)

**(Note: Enclose a separate sheet, if the space is insufficient)**

**15. Achievements: -**

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

(Note: Enclose a separate sheet, if the space is insufficient)	
16. Whether belongs to SC/ST/OBC	

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)

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;

against i) There is no vigilance or disciplinary case pending / contemplated  
Shri/Smt. \_\_\_\_\_

ii) His/Her integrity is certified.

iii) His/Her CR Dossiers in original are enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government 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).

Countersigned

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