



F. No: A-12022/4/2021-NCDWSQ-DDWS  
राष्ट्रीय पेयजल, स्वच्छता एवं गुणवत्ता केंद्र  
National Centre for Drinking Water, Sanitation and Quality  
(An autonomous Institution under Ministry of Jal Shakti, Department of Drinking Water and Sanitation,  
Government of India)  
Joka, Kolkata-700 104, Email: ncdwsq-ddws@gov.in

### VACANCY NOTIFICATION

National Centre for Drinking Water, Sanitation and Quality Kolkata, an autonomous institution of Government of India, Department of Drinking Water and Sanitation, Ministry of Jal Shakti invites applications in prescribed proforma on **Deputation/ Deputation (ISTC)** basis to fill up the following posts:-

Name of the Post	No. of Posts	Level in the pay matrix	Classification	Method of recruitment	Maximum age limit (in years)
Finance & Accounts Officer	1 (UR)	Level-12 (Rs. 78800-209200)	Group 'A'	By Deputation/ Deputation (ISTC)	56
Administrative Officer	1 (UR)	Level-12 (Rs. 78800-209200)	Group 'A'	By Deputation/ Deputation (ISTC)	56
Assistant	2 (UR)	Level-6 (Rs. 35400-112400)	Group 'B'	By Deputation / Deputation (ISTC)	56

#### 2. Detail of eligibility conditions, educational qualifications and experience:

1.	Name of Post	Finance & Accounts Officer
	Number of Posts	01 (UR)
	Classification	Group 'A'
	Level in the Pay Matrix	Level-12 in the pay matrix (Rs. 78800-209200)
	Age-limit	Not exceeding 56 years
	Period of deputation	Not exceeding four years or till superannuation, whichever is earlier
	Eligibility conditions, educational qualifications and experience required	Officers of the Central or State Government or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Universities or Recognized Research Institutions:-  (i) holding analogous post in the parent cadre or department; OR  (ii) with 05 years service in the grade rendered after appointment in Level-11 (Rs. 67700-208700) of pay

		<p>matrix in the parent cadre or department and possessing the educational qualifications and experience as detailed below:</p> <p><u>Essential:-</u></p> <p>(i) Bachelor of Commerce or Bachelor of Economics (with accounts as subjects) or Bachelor of Business Administration (with accounts as subjects) from a recognised University or Institute.</p> <p>(ii) Overall minimum twelve years experience in finance and accounts management, audit, budgeting, taxation, GFR, procurement in an Institute of repute or government organization or department with proficiency in computers, PFMS, tally / latest accounting packages.</p> <p>(Note:-Preference will be given to candidate with higher qualification and experience)</p> <p><u>Desirable :-</u></p> <p>(i) M.Com or MBA (Finance) or MBA (Economics) or Post Graduate Diploma in Management (Finance-minimum two years course) or Chartered Accountant or Cost &amp; Management Accountant with B.Com or BBA from a recognised University or Institute.</p> <p>(ii) Knowledge and experience in handling legal issues in respect of the departmental matter</p>
2.	Name of Post	Administrative Officer
	Number of Posts	1 (UR)
	Classification	Group 'A'
	Level in the Pay Matrix	Level 12 in the pay matrix (Rs. 78800-209200)
	Age-limit	Not exceeding 56 years
	Period of deputation	Not exceeding four years or till superannuation, whichever is earlier

	<p>Eligibility conditions, educational qualifications and experience required</p>	<p>Officers of the Central or State Government or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Universities or Recognized Research Institutions:-</p> <p>(i) holding analogous post in the parent cadre or department; OR</p> <p>(ii) with 05 years service in the grade rendered after appointment in Level-11 (Rs. 67700-208700) of pay matrix in the parent cadre or department and possessing the educational qualifications and experience as detailed below:</p> <p><u>Essential:-</u></p> <p>(i) Bachelor degree in any discipline from a recognised University or Institute.</p> <p>(ii) Overall minimum twelve years experience in administration, establishment, vigilance, procurement, service matter, Estate matters in an Institute of repute/ government organization/ department with proficiency in computer.</p> <p>(Note:-Preference will be given to candidate with higher qualification and experience)</p> <p><u>Desirable:-</u></p> <p>(i) Post Graduate Degree in Arts/ Commerce/ Science or MBA (HRM) or Post Graduate Diploma in Management (Human Resource Management- minimum two year's course) from a recognised University or Institute.</p> <p>(ii) Knowledge and experience in printing &amp; publication, Court matters etc.</p>
3.	Name of Post	Assistant
	Number of Posts	2 (UR)
	Classification	Group 'B'

Level in the Pay Matrix	Level 6 in the pay matrix (Rs. 35400-112400)
Age-limit	Not exceeding 56 years
Period of deputation	Not exceeding three years or till superannuation, whichever is earlier
Eligibility conditions, educational qualifications and experience required	<p>Employees of the Central or State Government or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Universities or Recognized Research Institutions:-</p> <p>(i) Holding analogous post in the parent cadre or department; OR</p> <p>(ii) With 06 years service in the grade rendered after appointment in Level-5 (Rs. 29200-92300) of pay matrix in the parent cadre or department and possessing the educational qualifications and experience as detailed below:</p> <p><u>Essential:-</u></p> <p>(i) Graduation Degree in any discipline from a recognised University or Institute.</p> <p>(ii) Knowledge of Computer application.</p>

3. Eligible and willing candidates may apply for deputation through proper channel alongwith the following documents:-

- (i) Application in prescribed Proforma as per **Annexure-I**
- (ii) Certification by the Employer/ Cadre Controlling Authority regarding Cadre clearance/ particulars furnished by the applicant are correct and also certification regarding vigilance clearance, integrity and No penalty certificate as per **Annexure-II**
- (iii) Attach photocopies of the ACRs/ APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary to the Government of India or equivalent as per **Annexure-II**

4. The prescribed application Proforma, eligibility conditions and other detail for each post is available in DDWS website <https://jalshakti-ddws.gov.in>.

5. The application in prescribed Proforma completed in all respect for each post should be submitted for deputation through proper channel in offline mode to the **Administrative Officer, National Centre for Drinking Water, Sanitation and Quality, Joka, Kolkata- 700 104**. The pdf copy of the same completed application form may also be forwarded in email: [ncdwsq-ddws@gov.in](mailto:ncdwsq-ddws@gov.in). The closing date for receipt of applications in offline mode as well as in email is **07.02.2022**.

6. The applications received after the closing date or otherwise found incomplete or not accompanied by supporting certificates/ documents in support of qualification and experience claimed by the candidates shall be summarily rejected and would not be processed for the eligibility of the candidates for the selection. The Director, NCDWSQ reserves all the rights to reject any/ all applications at any stage/ withdraw/ cancel the recruitment of one or all posts without assigning any reasons. The Corrigendum/ Addendum, if any, will be published in DDWS website only.



**(Avinash Kumar Sinha)**  
Administrative Officer  
Tele: 011-24360287

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

<b>Post applied for</b>	
1. Name and Address with Phone No. and Email: (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. (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</b>	<b>Qualifications/ Experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualifications:	A) Qualifications:
B) Experience:	B) Experience:
<b>Desirable</b>	<b>Desirable</b>
A) Qualifications:	A) Qualifications:
B) Experience:	B) Experience:
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.	

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	From	To	*Pay band and Grade Pay/ pay scale of the post/ Level in the pay matrix of the post held	Nature of Duties (in details) highlighting experience required for the post applied for

\* Important: 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 Candidates, may be indicated as below;

Office/ Institution	Pay, Pay Band and Grade Pay 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 Officer 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 Note: 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/ organization 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. Additional details about present employment: 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. 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			
Basic Pay in PB/ Level in the 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 detail may be enclosed			
Basic Pay with Scale of Pay	Dearness pay/ interim	Total Emoluments	

and rate of increment	relief/ other Allowances etc., (with break-up details)	
<p><b>16.A. Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</b> This among other things may provide information with regard to</p> <p>(i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>		
<p><b>16.B. Achievements:</b> The candidates are requested to indicate information with regard to:-</p> <p>(i) Research publications and reports and special projects; (ii) Awards/ Scholarships/ Official Appreciation; (iii) Affiliation with the professional bodies/ institutions/ societies; (iv) Patents registered in own name or achieved for the organization; (v) Any research/ innovative measure involving official recognition and; (vi) Any other information.</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>		
<p>17. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis. #(Officials under Central/ State Governments are only eligible for "Absorption". Candidates of non-Government Organization 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 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)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_



**Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application proforma (Annexure-I) by the applicant are true and correct as per the facts available on records. He/ she possess 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. Certified that His/ Her integrity is.....
- iii. His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs/APAR 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)

Countersigned

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