

No.A-49011/1/2012-Estt.IV-636  
Central Water Commission  
Establishment-IV Section  
\*\*\*\*\*

R. No.303, Sewa Bhawan  
R.K. Puram, New Delhi-66


Dt. 21.11.2014.

**Office Memorandum**

Sub.: Filling up the post of Finance Officer of the National Institute of Hydrology,  
Roorkee on deputation basis

A copy of letter No.22/8/2014-NIH/A.3-2014, dt. 27.10.2014 along with enclosures received from National Institute of Hydrology on the subject mentioned above is enclosed with the request that the names of eligible and willing officers may be sent to National Institute of Hydrology as per National Institute of Hydrology letter dated 27-10-2014.

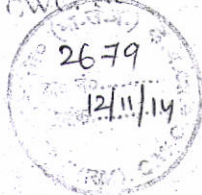
Encl.: As above.

  
( Rajesh Sharma )  
Under Secretary, E-IV, CWC  
Ph. 26107577

CWC Website.



हाथरी संख्या 298  
Diary No. 298  
दिनांक 13/11/14  
कंस. ज. 0. 4. 0 नई दिल्ली  
CWC New Delhi



# राष्ट्रीय जलविज्ञान संस्थान

(जल संसाधन मंत्रालय के अधीन भारत सरकार की समिति)  
जलविज्ञान भवन, रुड़की - 247 667, उत्तराखण्ड, भारत

## National Institute of Hydrology

(Government of India Society under Ministry of Water Resources)  
Jalvigyan Bhawan, Roorkee - 247 667, Uttarakhand, INDIA



Phone : +91-1332-272106, 272909  
Fax : +91-1332-272123, 273976  
Email : @nih.ernet.in

No. 22/8/2014-NIH/A.3-2014

Dated 21st October, 2014

To,

CHAIRMAN  
CENTRAL WATER COMMISSION  
Sewa Bhawan, R.K.Puram,  
New Delhi-110066.

*Chm*  
*CB (12m)*  
*Dir (Admn)*  
*2.11.2014*  
*11.11.14*

Subject: Filling up the post of Finance Officer of the National Institute of Hydrology, Roorkee on deputation basis.

Sir,

I am directed to enclose herewith a copy of Advertisement No. 3/2014 for the recruitment of Finance Officer in National Institute of Hydrology, Roorkee in PB-3 Rs. 15,600-39,100 + Rs. 6,600/- (Grade Pay) to be filled up on deputation basis from amongst officers under the Central Government/State Government/Public Sector Undertakings/Semi Government/Statutory/Government Autonomous organizations/Government Societies.

It is requested that wide circulation may be given to the post and applications of eligible and willing officers (in duplicate) duly signed by the officer concerned and duly countersigned by the sponsoring authority along with requisite certificate/documents may be forwarded to the undersigned within 60 days from the date of issue of the circular. Up to date Annual Confidential Report dossiers of the applicants, No Penalty Certificate for last 10 years and Integrity Certificate should also be sent along with applications form. 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. Applications received after the prescribed date or without the desired certificate/documents or not received through proper channel will not be considered. Those candidates who have already applied against Advt. No.2/2013 through proper channel need not apply again.

Thanking you,

Yours faithfully,

*Sanjay Kumar*  
21/10/14  
(Sanjay Kumar)

Scientist D & Senior Admn Officer

Encls: as above

*12/11/14*  
*क. क. (क. क. य.)*  
*क. क. (क. क. य.)*

*12.11.14*

**NATIONAL INSTITUTE OF HYDROLOGY**  
**( A GOVT. OF INDIA SOCIETY UNDER MINISTRY OF WATER RESOURCES)**  
**JALVIGYAN BHAWAN, ROORKEE – 247 667 (UTTRAKHAND) INDIA**

**ADVERTISEMENT NO. 3/2014**

**Dated: October 21, 2014**

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

**FINANCE OFFICER – One post**

Pay Band: PB-3 Rs.15,600-39,100/- plus grade pay Rs. 6600/-

**1. QUALIFICATIONS AND EXPERIENCE**

The officers working under Central Govt./ State Govt./ Public Sector Undertakings/ Semi Government/ Statutory/Government Autonomous organizations/Government 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/-

OR

- (4) with 7 years service in the pay Band : PB-2, Rs. 9300-34800 with Grade pay Rs. 4600/-

AND

Possessing a degree from a recognized University and experience in Administration, Finance, Accounts, Audit, Budget and other financial matters.

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 applications 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 J&K State, Lahaul & Spiti district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).

**DUTIES OF FINANCE OFFICER**

The Finance Officer shall assist the Director in the preparation of the budget of the Institute. He shall be responsible for the control of its finance, preparation of balance sheet, for proper maintenance of accounts and audit etc. The Finance Officer shall advise the Director on all financial matters.

**GENERAL CONDITIONS AND REQUIREMENTS:**

1. Appointment on deputation will be on Foreign Service terms for a period of 3 years. The pay of officers selected for deputation will be regulated in accordance with the provisions contained in DOPT O.M. No. 6/08/2009-Estt(Pay-II) dated 17.6.2010.
2. Screening Committee can exercise discretion regarding fulfillment of experience criteria in the specified pay band and equivalence of pay band.
3. 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. No Penalty Certificate for last 10 years may also be sent along with application form. 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.

4. Candidates already employed in Government/ Semi-Govt./Autonomous Bodies/ Society should apply through proper channel. Applications not forwarded through proper channel will not be considered.
5. If the number of candidate is too large, considering the number of vacancies to be filled for a particular post, the Institute reserve the right to short-list the candidates to be called for interview based on the eligibility criteria decided by the Screening Committee.
6. Applications in the prescribed format in duplicate along with self attested copies of certificates, mark sheets and testimonials should reach " Senior Administrative Officer, National Institute of Hydrology, Jal Vigyan Bhawan, Roorkee,-247 667, (Uttarakhand) before the closing date. The closing date for receipt of applications will be 60 days from the date of publication of the advertisement in the Employment News. Those candidates who had already applied against earlier advertisement No. 2/2013 through proper channel need not to apply again.
7. The candidates called for interview will be paid TA as per Institute's Rules.
8. Recent passport size photograph should be pasted on the top right hand corner of the application.
9. 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 (13) Name and full address of three referees who are not  
 related to the candidates and to whom reference could be made regarding candidates experience and  
 suitability for the post (14) 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)**

Dated:

Signature of the candidate.

**FOR OFFICIAL USE BY THE FORWARDING OFFICE**

The above entries have been verified from the records available in this office and found correct. It is also certified that no disciplinary or vigilance case is either pending or contemplated against the officer. The integrity of the officer is certified.

Signature:

Name:

Seal of the office: