

भारत सरकार / Government of India  
जल शक्ति मंत्रालय / Ministry of Jal Shakti  
जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग/Department of Water Resources, RD &  
GR  
केंद्रीय जल आयोग / Central Water Commission  
स्थापना पाँच अनुभाग / Establishment V Section  
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3rd Floor(S), Sewa Bhawan,  
R. K. Puram, New Delhi-66.  
16/04/2025

VACANCY CIRCULAR 01/2025

**Sub.: Filling up the post of Assistant Director Grade-II/Sub Divisional Engineer of Central Water Commission by Deputation (including short-term contract) basis.**

It is proposed to fill up 70 (tentative) vacant posts of Assistant Director Grade-II/Sub Divisional Engineer of Central Water Commission, General Central Service Group 'B' Gazetted, Non-Ministerial in the Offices of Central Water Commission located in different parts of India in Pay level - 7 (Rs. 44900-142400) on deputation (including short-term contract) basis. Region-wise vacancies available in the grade is indicated in Annexure. Efforts would be made to accommodate the selected candidates in region of their choice subject to availability of vacancy and administrative exigency.

2. **Eligibility :** Officers of the Central Government or State Government or Union territory or public sector undertaking or statutory or autonomous organization or recognized university or recognized institute :

- a. (i) holding analogous post on regular basis in the parent cadre or department;  
or (ii) with five years service in the grade rendered after appointment thereto on regular basis in posts in level-6 (Rs. 35400-112400) in the pay matrix or equivalent in the parent cadre or department; and

- b. Possessing the following educational qualification and experience -  
i. Bachelor Degree in Civil Engineering or Mechanical Engineering from a recognized University or institute and  
ii. Two years experience in work relating to Civil Engineering or Mechanical Engineering.

**Note 1. :** The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation (including short-term contract). Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2. :** 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 organization or department of the Central Government shall ordinarily not exceed three years.

**Note 3.** : The maximum age limit for appointment by deputation (including short-term contract) shall not exceed fifty six years as on the last date of receipt of application.

3. Other terms/conditions for appointment on deputation as stipulated in Orders/Rules issued by the Govt. of India from time to time will also be applicable.
4. It is requested that application in duplicate in the enclosed prescribed Proforma along with :
  - i) Copies of ACRs/APARs for the last five years upto 2023-2024 duly attested by the Controlling Authority;
  - ii) Vigilance Clearance Certificate;
  - iii) Certificate of Major/Minor penalty if any imposed during last 10 years and
  - iv) Integrity Certificate ;

In respect of the interested and eligible officers, who can be spared immediately in the event of their selection, may be sent to **Under Secretary, Establishment-V Section, Central Water Commission, 4<sup>th</sup> Floor(S), Sewa Bhawan, R.K. Puram, New Delhi-110066** so as to reach within 45 days from the date of publication of this Circular in the Employment News.

5. Applications received after the prescribed time limit or otherwise found incomplete will not be entertained.

Encl.: Proforma

  
( SUMITRA TOPPO )  
Under Secretary  
Ph. No. 011-29583327  
011-2958 3356

Copy to for wide circulation:-

1. All Ministries/Departments of Government of India/ All Chief Engineers, Central Water Commission, Field Offices/All Sections/Dtes./Units of CWC (Through CWC Website)
2. Under Secretary (Estt.-I), Ministry of Jal Shakti, Department of Water Resources, RD & GR. It is requested that this Circular may also be uploaded on the Website of the Ministry.
3. The Under Secretary (Admin), DoPT, North Block New Delhi. It is requested that this Circular may please be uploaded on the Website of the DoPT.

**Bio-data /Curriculum Vitae (CV) Proforma for submission  
by the candidate for appointment to the post of Asstt**

**Director Grade-II/ Sub-Divisional Engineer by  
deputation/ISTC)**

1.	Name and address (in Block Letters)	
2.	Date of Birth	
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)	
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications / experience possessed by the officer
	Essential	Essential
	A) Qualification:-	A) Qualification:-
	B) Experience	B) Experience
	<b>Desirable</b>	<b>Desirable</b>
	A)Qualification:-	A)Qualification:-
	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 on regular basis	From	to	*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-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 / 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 Candidate, 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 officers 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.

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10.	If the post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
11.	<b>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.	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 the PB	Grade Pay
		Total Emoluments
15.	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
16A.	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).	
16B	<b>Achievements:</b>	

	<p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards / Scholarships / Official Appreciation</p> <p>(iii) Affiliation with the professional bodies / institutions / societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research / innovative measure involving official recognition</p> <p>(vi) any other information.</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
17.	Whether belongs to SC/ST	

Strike out whichever is not applicable

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 / detail 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)

Address \_\_\_\_\_

Date \_\_\_\_\_

#### Certification by the 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;

- i) There is no vigilance or disciplinary case pending / contemplated against Sh./Smt. ....
- ii) His / Her integrity is certified.
- iii) His / Her APARs 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

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**File No.A-35/2/2024-ESTT-V**

(Cadre Controlling Authority with Seal)



**Details of vacancies in the grade of Ad.II/SDE available Region-wise**

<b>Office</b>	<b>Vacancies</b>
CWC(HQ), New Delhi	35
Barak & Other Basin Organization, Shillong	4
Brahmaputra Basin Organization, Guwahati	6
Cauvery & Southern River Organization, Coimbatore	3
Indus Basin Organization, Chandigarh	3
Krishna Godavari Basin Organization, Hyderabad	3
Mahanadi Eastern River Organization, Bhubaneswar	1
Monitoring Central Office, Nagpur	2
Monitoring South Office, Bengaluru	1
Mahi Tapi Basin Organization, Gandhinagar	3
National Water Academy, Pune	1
Teesta & Bhagirathi Damodar Basin Organization, Kolkata	4
Upper Ganga Basin Organization, Lucknow	1
Central Electricity Authority	6