

**Most Immediate**  
**Time Bound**

*File No. A-22015/2/2022-E.VII/35*

Government of India  
Ministry of Jal Shakti  
D/o Water Resources, RD & GR  
Central Water Commission  
(Establishment-VII Section)

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Sewa Bhawan, R.K. Puram,  
New Delhi – 110066.

Dated: 02 February, 2022.

**CIRCULAR**

Sub: Preparation of panel for posting of Stenographer Grade-II belonging to the Ministerial Cadre of Subordinate offices of CWC in Bhutan Investigation Division, Phuentsholing, CWC, Bhutan.

It is proposed to prepare a panel of Stenographer Grade-II belonging to the Ministerial Cadre of Subordinate offices of CWC for filling up of one post of Stenographer Grade-II in Bhutan Investigation Division of CWC in Phuentsholing, Bhutan on selection on transfer basis.

2. Stenographer Grade-II belonging to the Ministerial Cadre of Subordinate offices of CWC, who fulfill the following conditions and willing, may send their applications through proper channel in the enclosed Annexure-I to Estt.VII Section, Central Water Commission, Sewa Bhawan, R.K.Puram, New Delhi by 28.2.2022:-

- (a) Maximum age of the applicant on the last date of submission of application will not be more than 54 years.
- (b) Officials who have been posted or served in Bhutan/Nepal for a period of 2 years or more in any capacity during the last 5 years (Counted from the closing date of receipt of application) shall not be considered.
- (c) Working knowledge, of the computer is desirable,.
- (d) The officials suffering from any physical disability or major illness like heart problem, asthma, etc, shall not be eligible for posing in BID Bhutan/ JPO-SK-SKI, Nepal.

3. The candidate applying for a post in BID Bhutan office of CWC shall invariably mention in his/her application about the period he/she has already served in foreign assignment.

4. The officials who have served in the field office of CWC in the States other than their declared hometown state shall invariably mention in his/her application about the period he/she has served in other States.

—2—Contd.

5. Application should be accompanied with Vigilance Clearance Certificate etc. in the enclosed 6 points proforma.
6. The application shall be sent to CWC (HQ) by the respective field offices (where the applicants are serving) after verifying the contents of the applications from the records of the applicants.
7. The applications of interested persons, who can be spared in the event of their selection, may be forwarded to the undersigned alongwith Vigilance Clearance on or before the closing date i.e. **28.02.2022**. Applications may also be sent by email on [estt7@nic.in](mailto:estt7@nic.in).

**Hindi version will follow.**

*Pinkhi*  
21/2/22  
(Pinkhi Pandey)  
Under Secretary  
☎ : 29583356

**To,**

1. All the field Chief Engineers, CWC.
2. All the field Superintending Engineers, CWC
3. All the field Executive Engineers, CWC.
4. All the Directors of field units of CWC.

**Copy for information to:-**

1. The Chief Engineer, T&BDBO, CWC, Kolkata.
2. The General Secretary, Association of Ministerial Staff of Subordinate Offices of CWC, Planning Circle, CWC, Faridabad.
3. The Under Secretary, Estt.I Section, D/o WR, RD & GR, New Delhi.

ANNEXURE  
PROFORMA  
(To be filled by the applicant)

(17) 12

1. Full Name of Applicant :
2. Designation :
3. Date of Birth :
4. Date of Superannuation :
5. Educational Qualification / Professional Qualification :
6. Date of Joining in Service :
7. Date of Appointment to the present grade :
8. Whether earlier served in Bhutan or Nepal, if yes give details :
9. Declaration of Home Town :
10. Do you have experience in computer software, if yes give details :
11. Whether you are suffering from Heart Diseases, Diabetics, Asthama or any other serious illness, if yes, give details :
12. Post Wise details :

Sl. No.	Designation	From	To	Place of Posting	Nature of works performed

**Declaration :**

I declare that the particulars given above are true to the best of knowledge & belief and there is nothing to be secreted and I will not withdraw my candidature in the event of my selection.

Signature : .....  
Name of Office : .....  
Telephone : .....

**Signature with seal of Verifying / Recommending Officer**

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**FORMAT FOR VARIOUS CERTIFICATES TO BE ISSUED BY FIELD OFFICES  
FOR SEEKING VIGILANCE CLEARANCE AND OTHER CERTIFICATES IN R/O  
GROUP 'B' AND 'C' OFFICERS/ OFFICIALS IN CWC'S FIELD OFFICES**

Name of office and address

As per service records available, it is certified that Shri/ Smt./ Ms.  
.....(name)....., .....(designation)....., posted in .....(name of  
office)..... from .....(date of joining in that office).....

1. As on date, no administrative action/ disciplinary proceedings are pending or contemplated against him/ her and he/ she is clear from vigilance angle. He/ She has submitted his/ her Annual Immovable Property Return (IPR) of the previous year on .....(date of filling of IPR).....
2. No recognized penalty under the CCS (CCA) Rules, 1965 has been imposed on him/ her.
3. There is no doubt about his/ her integrity.
4. He/ She is not under suspension.
5. Neither any prosecution for a criminal charge is pending nor sanction for prosecution has been issued or a decision has been taken to accord action for prosecution against him/ her.
6. He/ she had undertaken no personnel foreign visits during last three years.

Or

He/ She had undertaken (number of visits with details) personnel foreign visits during last three years.

Date:

Signature of controlling/certifying officer:  
(Name of controlling/certifying officer)  
Designation  
Phone

*Note: If any of the above certification needs any change, the same may be modified accordingly on case to case basis giving details.*