

Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD & GR  
Central Water Commission  
(Estt-VII Section)

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5th Floor, Sewa Bhawan,  
R.K. Puram, New Delhi 66  
Dated: 21~~7~~ October, 2024

**CIRCULAR**

Subject: Vacancy circular for filling of post of Upper Division Clerks belonging to the Ministerial Cadre of Subordinate offices of CWC in JPO-SK-SKI, Biratnagar, Nepal on selection on transfer basis – regarding.

It is proposed to prepare a panel of Upper Division Clerks belonging to the Ministerial Cadre of Subordinate offices of CWC for filling of 01 post of Upper Division Clerk in JPO-SK-SKI, Biratnagar, Nepal on selection on transfer basis.

2. Upper Division Clerks belonging to the Ministerial Cadre of Subordinate offices of CWC, who fulfill the following criteria, are willing and can be spared in the event of their selection, may send their applications along with Vigilance Clearance Certificate through proper channel in the enclosed Annexure (Proforma) to Establishment-VII Section, Central Water Commission, Sewa Bhawan, R.K Puram, New Delhi by 15.12.2024:-

- i. Maximum age of the applicant on the last date of submission of application should not be more than 54 years.
- ii. 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.
- iii. Working Knowledge of the computer is desirable.
- iv. The officials suffering from any physical disability or major illness like heart problem, asthma, etc. shall not be eligible for posting in JPO-SK-SKI, Biratnagar, Nepal
- v. The applicants shall be awarded marks in various attributes on a scale of 100 marks as detailed below:

Sl. No.	Attributes	Max. Marks	Criteria for awarding of marks
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a)	Seniority: All eligible candidates shall be arranged in descending order of their Seniority and then divided into three parts. If the applicants are less than three, they will be placed in part-I and part-II.  Where the applicants cannot be divided in three equal parts, the remaining candidate/candidates shall be placed in third part.	20	Candidates in first part	20 marks
			Candidates in 2 <sup>nd</sup> part	15 marks
			Candidates in 3 <sup>rd</sup> part	10 marks
b)	Weightage of official service outside their declared hometown state excluding service put in abroad.	15	Below 1 year	0
			1 year to 3 year	05
			More than 3 years to 5 years	10
			More than 5 years	15
c)	Performance assessment based on the grading in the last 5 years ACRs/ APARs to be considered	50	Each year of Outstanding	10
			Each year of Very Good	06
			Each year of Good/Average	02
d)	Service put in abroad	15	More than 5 years	0
			More than 3 years upto 5 years	05
			1 year to 3 year	10
			Below 1 year	15

vi. The panel to be recommended would be prepared based on the overall score of candidates out of 100 marks.

vii. Tenure of posting will be for a maximum period of **two years**.

3. It may be noted by all applicants that the officer posted in JPO-SK-SKI, Biratnagar, Nepal on completion of tenure are likely to be posted anywhere in India (including NER/J&K).

1-5/11  
21/10/2024

(Nisha Gupta)  
Under secretary  
Tel: 011-29583534  
Email- estt7@nic.in

To: All concerned (Through CWC website)



(19)

**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.*

ANNEXURE  
PROFORMA  
(To be filled by the applicant)

(17)

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**