

No.A-22015/1/2020-Estt.VII/179  
Government of India  
Central Water Commission

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Room No.501 (S), Sewa Bhawan,  
R.K. Puram, New Delhi – 110066.

Dated: 18<sup>th</sup> September, 2020.

**CIRCULAR**

Sub: Preparation of panel for posting of Upper Division Clerk and Stenographer Grade-I belonging to the Ministerial Cadre of Subordinate offices of CWC in JPO-SKSKI, Nepal.

It is proposed to prepare a panel of Upper Division Clerk and Stenographer Grade-I belonging to the Ministerial Cadre of Subordinate offices of CWC for filling up one post of Upper Division Clerk and one post Stenographer Grade-I in JPO-SKSKI, Nepal.

2. Upper Division Clerks and Stenographer Grade-I belonging to the Ministerial Cadre of Subordinate offices of CWC, who are not above the age of **54 years as on 01-10-2020** and willing, may send their applications through proper channel in the enclosed Annexure (proforma) to Estt.VII Section, Central Water Commission, Sewa Bhawan, R.K. Puram, New Delhi by **20-10-2020**.
3. The candidate applying for a post in JPO-SKSKI, Nepal office of CWC shall invariably mention in his/her application about the period he/she has already served in foreign assignment.
4. The persons already on deputation in Bhutan/ Nepal office of CWC or in any office out of CWC are not eligible for applying against this circular.
5. The officials who have served in the field office of CWC in the States other than their declared hometown state shall invariable mention in his/her application about the period he/she has served in other states.
6. Working knowledge on computers is desirable. This should be indicated in the application.
7. The officials suffering from any physical disability or major illness like heart problem, asthma, etc shall not be eligible for posting in JPO-SKSKI, Nepal. Therefore, the applicants must mention in their application/bio-data that they are not suffering from these illnesses.

8. Application should be accompanied with Vigilance Clearance Certificate etc. in the enclosed 18 Points proforma.
9. The Integrity Certificate may also be furnished separately alongwith 18 Points format.
10. The date of submission of Annual Property Return may be indicated in the Sl. No.17 in the 18 points Proforma or enclosed a copy of Annual Property Return.
11. 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.
10. 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. **20-10-2020**. Applications may also be sent by email on [estt7@nic.in](mailto:estt7@nic.in).

**Hindi version will follow.**

(KRISHNA TOPPO)  
Section Officer  
☎ : 29583287.

**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 Director (Nepal & Bhutan Coordination Dte), CWC, Kalindi Bhawan, New Delhi.
2. The General Secretary, Association of Ministerial Staff of Subordinate Offices of CWC, Planning Circle, CWC, Faridabad.

ANNEXURE  
PROFORMA  
(To be filled by the applicant)

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**

# **PROFORMA FOR SEEKING VIGILANCE CLEARANCE**

1.	Name of the Officer																			
2.	Designation																			
3.	Present place of posting																			
4.	Whether on deputation or from with the organization																			
5.	Service to which belong																			
6.	Whether the service/post belongs to Central Civil Service/Central Civil Post/All India Service																			
7.	Date of Joining in CWC																			
8.	Date of Superannuation																			
9.	Level/Group of post and pay scale																			
10.	Appointing/Disciplinary Authority																			
11.	Vigilance Clearance is required with respect to	<p><i>(Please tick the relevant column)</i></p> <table border="1"> <tr> <td>1) Empanelment (Promotion, MACP, etc)</td> <td></td> </tr> <tr> <td>2) Deputation (Internal or Foreign)</td> <td></td> </tr> <tr> <td>3) Appointment</td> <td></td> </tr> <tr> <td>4) Assignment to training programme</td> <td></td> </tr> <tr> <td>5) Mandatory training</td> <td></td> </tr> <tr> <td>6) Obtaining Passport only</td> <td></td> </tr> <tr> <td>7) Forwarding of application for outside job</td> <td></td> </tr> <tr> <td>8) Voluntary retirement</td> <td></td> </tr> <tr> <td>9) For other purpose not covered by above</td> <td></td> </tr> </table>	1) Empanelment (Promotion, MACP, etc)		2) Deputation (Internal or Foreign)		3) Appointment		4) Assignment to training programme		5) Mandatory training		6) Obtaining Passport only		7) Forwarding of application for outside job		8) Voluntary retirement		9) For other purpose not covered by above	
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12.	Details of the purpose for which VC has been sought																			
13.	Whether Vigilance status of the officer from the concerned organization and/or Cadre Controlling Authority have been obtained	Yes/No (enclosed copy)																		
14.	Whether the officer has been placed under suspension	(Give details with date of suspension)																		
15.	Whether any penalty imposed upon the officer in the past Specific details after ascertaining from the service records																			
16.	Whether any administrative/ disciplinary action/ case is pending/ contemplated against the officer. If so, details thereof																			
17.	Whether the officer/official has submitted his annual Immovable Property Return (IPR) of previous year as required under Rule 18 of the CCS (Conduct) Rules, 1964 within the prescribed time limit																			
18.	Personal foreign visit undertaken in the last three years																			

(Signature with date)