

No.A-34012/1/2021-Estt.VII/229
Government of India
Central Water Commission
Establishment-VII Section

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

Dated: 16th August, 2021.

CIRCULAR

Sub: Departmental Examination for Multi Tasking Staff, 2021 – reg.

The Central Water Commission will hold some time during the month of November, 2021 a qualifying departmental examination for recruitment to temporary vacancies in the grade of LDC borne on the Ministerial Cadre of Subordinate Offices of CWC/GBWRO and reserved under 10% quota for regularly appointed Multi Tasking Staff of Subordinate Offices of CWC/GBWRO. The actual date, time schedule and centre(s) of the examination will be decided and intimated shortly.

2. **Number of vacancies:**

The number of vacancies to be filled on the basis of this examination will be decided later.

3. **Conditions of eligibility:**

- (i) Multi Tasking Staff of CWC and GBWRO Subordinate Offices appointed on regular basis shall be eligible to appear in the examination.
- (ii) Educational qualifications: 12th Class pass or equivalent.
- (iii) Length of service: The candidates should have rendered not less than 3 years of approved and continuous service as a Multi Tasking Staff as on **30.06.2021**.
- (iv) The Maximum age limit for eligibility for examination is 45 years (50 years of age for SC/ST) employees as on **30.06.2021**.

4. **Scheme of Examination:**

The examination will be conducted according to the following scheme:-

The subject of the examination, the time allowed and the maximum marks for each subject will be as follows:-

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Paper No.	Subject	Maximum	Time allowed
I	Short essay	100	1 ½ Hours
II	General English	50	1 Hours
III	General Knowledge (including Geography of India)	50	1 Hours

Syllabus:

- Paper-I: Short essay:- An essay to be written on any one of the several specified subject.
- Paper-II General English:- Candidate will be tested in simple composition, applied grammar and elementary tabulation to test the candidate on the art compiling, arranging and presenting data in a tabular form.
- Paper-III General Knowledge(including Geography of India):- Knowledge of current events of such matters of every day observation and experience in their scientific subject as may be expected of an educated person who has not made a special study of any scientific subject. The paper will also include questions on Geography of India.

5. Candidates are allowed to opt to answer paper I and III Paper either in Hindi (In devanagari script) or in English. Paper-II must be answered in English by all candidates. Paper-I & III will be published in bilingual form i.e. in English and Hindi.

The option for Paper-III will be for the complete paper and not for different part/questions in it. Option once exercised by the candidates will be final and no change will be entertained.

6. Type writing test: Persons appointed as LDC to the post of Ministerial Cadre of Subordinate Offices of CWC will be regulated as per the DOPT's OM No.14020/2/91-Estt(D) dated 29th September, 1992 and DOPT's OM No.14020/3/1995-Estt(D) dated 14.9.1995 in regard to exemption allowed, release of increments, eligibility for regularization/confirmation and promotion from LDC to UDC.

7. Selection of Candidates: After the examination, the Commission will recommend the names of candidates who have qualified the examination to the concerned Superintending Engineer (Appointing Authority) for filling up the vacancies existing in their Circle. The selected candidates will be posted anywhere in India depending upon the availability of vacancies.

8. Submission of applications: Application on plain paper (fullscape size) as per proforma enclosed, duly typed on one side in double space and duly signed, giving information alongwith one copy of candidate's recent photograph (passport size) must reach the Section Officer(Estt.VII), CWC, Sewa Bhawan, R.K. Puram, New Delhi – 110066 latest by **30.09.2021** positively. Applications received after the due date or not accompanied by photograph or incomplete in any respect may be rejected summarily.

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9. Acknowledgement of application: The Commission will acknowledge receipt of every application. The Commission will, in due course, issue date sheet of the examination (including the Roll No, Date and Time of examination, Centre etc.) to the candidates.

10. Candidates shall be entitled to the reimbursement of 3rd AC Class fare for to and fro journey from their place of duty to the centre of the examination under the provision of SR-130 subject to the conditions that TA shall not be drawn more than twice for the purpose.

Encl: As stated above.



(RAJESH SHARMA)
Under Secretary
Tel.No.29583317.

To

1. All Heads of Subordinate Offices of CWC/GBWRO and its Circles/ Divisions/Sub-Divisions including all field Chief Engineers' Offices, Superintending Engineer' Offices and Directorates.
2. The Director, River Date Directorate, West Block-II, CWC, New Delhi.
3. The Superintending Engineer, Planning Circle, CWC, Faridabad.
4. The General Secretary, Multi Tasking Staff of Subordinate Offices Association, CWC.
5. DD, SMD for uploading on the website of CWC.

**APPLICATION FOR CLERKS GRADE DEPARTMENTAL EXAMINATION FOR
THE MINISTERIAL CADRE OF SUBORDINATE OFFICES OF CWC/GBWRO
CADRE FOR MULTI TASKING STAFF, 2021**

Space provided
for passport size
photograph of
the candidate

1. Name of the candidate : _____
(in block letter)
2. Postal Address : _____
(in block letter, where
communication should be sent)
3. Date of Birth : _____
4. Name & Address of Office where : _____
working
5. Whether belongs to : _____
SC/ST/OBC/Ex-Serviceman
6. Father/Husband Name : _____
7. Education qualification : _____
(Attested copies to be
submitted)
8. Religion : _____
9. From which date the applicant is : _____
employed continuously &
regularly appointed as Multi
Tasking Staff
10. Language (Hindi/English) in : _____
which wish to appear/answer
papers on (i) Short essay and
(iii) General Knowledge
(including Geography of India)

DECLARATION TO BE SIGNED BY THE CANDIDATE

I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.

Place: _____

Date: _____

(Signature of the candidate)

**TO BE FILLED BY THE HEAD OF DEPARTMENT OR OFFICE IN WHICH THE
CANDIDATE IS SERVING**

Certified that :-

- (i) The entries made by the candidate in columns (1 to 9) above have been verified with reference to his/her service records and are correct.
 - (ii) It has been verified from his/her service records that he/she belongs to _____ Caste/ Tribe in _____ State/UT, in which he/she and/or his/her family ordinarily resides.
 - (iii) There are no circumstances rendering him/her unsuitable for appointment as a LDC.
 - (iv) Shri/Smt./Kum. _____ is a Permanent/Regular appointee as Multi Tasking Staff employed in _____ and has been continuously working as Multi Tasking Staff w.e.f. _____.
2. Certified that he/she had submitted his/her application to the Department/ Office in _____ for onward transmission to the Commission.

Signature :

Name :

Designation :

Deptt/Office :

Place :

No.

Date