

Shram Shakti Bhawan, Rafi Marg,  
New Delhi. dated 27<sup>th</sup> January, 2017

**OFFICE MEMORANDUM**

**Subject:** Inviting nominations for the Posts of Additional Chief Executive Officer and Executive Director (Finance) in Pancheshwar Development Authority, Nepal on deputation basis.

The undersigned is directed to refer to the subject mentioned above and to inform that the Government of India intends to nominate officers for holding the following posts in the Pancheshwar Development Authority, Nepal (PDA), a Joint Venture between Government of India and Government of Nepal :-

- i) Additional Chief Executive Officer (HAG Level)
- ii) Executive Director (Finance) (SAG Level)

2. The eligibility conditions for selection for these two posts are as under:-

- (i) **Additional Chief Executive Officer (HAG Level) [Level 15 of the Pay Matrix (182200-224100)] [ Pre-revised Rs. 67000-79000/-]**

Officers from Central Government or State Government or other Govt. PSU of GoI/Autonomous Bodies /Recognised Research Institutions/Statutory Organisations of GOI:

- (a) Holding an analogous post or the post of Chief Engineer or equivalent on regular basis (PB-4 with GP 10000) with at least one year regular service in grade in India, and
- (b) Possessing Bachelor's degree in Civil Engineering from recognized University.  
Preferable: Master's degree in Water Resources and related fields from a recognized University, and
- (c) Possessing minimum of 25 years of professional experience and technical competence in the field of water resources including planning, designing, investigation, preparation of DPR, construction, operation and maintenance etc. of irrigation or hydro power projects, and
- (d) Excellent oral and written communication skill in English.

**Age Limit:** Clear four years left for retirement from Govt. Service on the closing date for applications. The tenure in PDA is three years.

- (ii) Executive Director (Finance) (SAG Level) [Level 14 of the Pay Matrix (144200-218200)] [Pre-revise PB-4 Rs. 37400-67000 + Grade Pay Rs. 10000/-]

Deputation including short-term contract:

From officers belonging to organized Finance/ Accounts Services under the Central Government or Government of States or Union Territories or Central/ State Government Public Sector Undertakings/ Autonomous Bodies/ or Recognized Research Institutions/ Statutory Organizations of Government of India, holding analogous posts.

OR

From officers belonging to organized Finance/ Accounts Services under the Central Government or Government of States or Union Territories or Central/ State Govt. Public Sector Undertakings/ Autonomous Bodies/ or Recognized Research Institutions/ Statutory Organizations or Govt. of India serving in the PB-4, Rs.37400-67000 + GP 8700 (pre-revised) with 3 years of regular service in the Grade.

**Age Limit:** Clear four years left for retirement from Govt. Service on the closing date for applications. The tenure in PDA is three years.

3. The tenure of the posts, service conditions, other relevant terms and conditions etc. will be decided by the PDA, Nepal. **The amount of Nepal Compensatory Allowance will be paid by PDA as per their discretion.** However, the initial appointment will be for a period of one year.

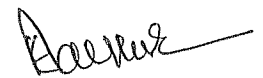
4. The selection of officers to be nominated by the Government of India will be made by Department of Personnel and Training. The selected officers will be required to be relieved immediately on selection to enable them to join PDA.

5. It is requested that nomination of suitable officers belonging to Organised Central Services/ Services under State/UT Govt. falling under the purview of the concerned Ministry, who are willing to serve in Pancheshwar Development Authority, Nepal and are clear from Vigilance angle may be sent to this Ministry, alongwith the Bio-Data (as per enclosed format), Vigilance Clearance Certificate, Integrity Certificate, No Penalty Certificate, Cadre Clearance and APAR dossiers for the past five years so as to reach this Ministry within Sixty days from the date of publication of this circular in the Employment News, at the following address -

Shri A.K. Kaushik, Under Secretary (Admn), Room No. 424, 4<sup>th</sup> Floor, Ministry of Water Resources, RD & GR, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001, Tel. No. : (011) 23738126, email id: [usadmn-mowr@nic.in](mailto:usadmn-mowr@nic.in). The applications without Vigilance Clearance Certificate, Integrity Certificate, No Penalty Certificate, Cadre Clearance and APAR dossiers for the past five years will not be accepted.

6. This issues with the approval of competent authority.

Encls : As above.

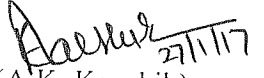
  
(A.K. Kaushik)

Under Secretary to the Government of India  
Tel. 011-23738126  
e-mail: [usadmn-mowr@nic.in](mailto:usadmn-mowr@nic.in)

To  
As per list attached.

**List of Addressees :-**

1. CAG of India, Office of the Comptroller & Auditor General of India, Pocket-9, Deen Dayal Upadhyay Marg, New Delhi-110024
2. Secretaries of all Ministries of the Govt. of India (Separate list attached)
3. Secretary, Department of Personnel & Training, North Block, New Delhi - It is requested to upload the above vacancy circular on the DoPT's website.
4. Secretary, ACC, Department of Personnel & Training, North Block, New Delhi – The selection of officers to be nominated by the Government of India will be made by Department of Personnel and Training.
5. Secretary, Defence (Finance), Ministry of Defence, Sena Bhawan, New Delhi
6. Secretary, Department of Expenditure, North Block, New Delhi
7. Chief Secretaries of States and Chief Secretaries/Administrators of UTs (Separate list attached)
8. Principal Secretaries/Secretaries (Revenue, Water Resource or Irrigation, Agriculture, Minorities Welfare, Tribal Affairs, Social Welfare) and Production Commissioners (Horticulture) of all States and UTs.
9. Comptroller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantonment – 110010
10. Chairman, Railway Board, Rail Bhawan, New Delhi
11. Department of Posts, Dak Bhawan, New Delhi
12. Department of Telecommunications, Sanchar Bhawan, New Delhi
13. NIC, Ministry of Water Resources, RD&GR – for uploading the same of website of the Ministry.

  
(A.K. Kaushik)

Under Secretary to the Government of India  
Tel. 011-23738126  
e-mail: usadmn-mowr@nic.in



BIO-DATA/ CURRICULUM VITAE PROFORMA

1.	Name and Address (in Block Letters)	
2.	Date of Birth (in Christian Era)	
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 ( <b>if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same</b> )	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular		Qualification/ experience possessed by the officer
<b>Essential</b>		<b>Essential</b>
A) Qualification		A) Qualification
B) Experience		B) Experience
<b>Desirable</b>		<b>Desirable</b>
A) Qualification		A) Qualification
B) Experience		B) Experience
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate</b>.</p>		
6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post	
<p><b>6.1 Note:</b> Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied</p>		

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 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.		
10. If any post held on Deputation in the past by applicant, date of return from the last deputation and other details.		
<b>11. Additional details about present employment:</b>  Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Govt. b) State Govt. 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 the 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
<b>16.A. Additional information,</b> 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		

<p>training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
<p><b>16.B Achievements</b></p> <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><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p>17. Please state whether you are applying for deputation (STC)/ Absorption/ Re-employment basis. #</p> <p>(Officers under Central/ State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC'/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")</p>	
<p>18. Whether belongs to SC/ ST</p>	

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 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/ details 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 Employer/ 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 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 Shri/ Smt. \_\_\_\_\_
- ii) His/ her integrity is certified.
- iii) His/ her CR Dossier in original is enclosed/ photocopies of the ACRs 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

\_\_\_\_\_  
(Employer/ Cadre Controlling Authority with seal)

