

No. BB/3575/13/08
Government of India
Ministry of Water Resources
River Development and Ganga Rejuvenation
Brahmaputra Board

Basistha, Guwahati-29
Dated November 14, 2014

Vacancy Circular

Applications are invited for filling up the following posts **on deputation basis**, in the Brahmaputra Board, Guwahati-29 a statutory body established under an act of Parliament called Brahmaputra Board Act (46 of 1980) from candidates fulfilling the eligibility criteria as indicated against the posts:-

1. Deputy Financial Adviser (1 post)

Scale of Pay PB-3 ₹ 15600-39100 + Grade Pay ₹ 7600

Officers holding analogous post or officers of the rank of Senior Accounts Officer or equivalent and possessing experience of five years regular service in the grade of Senior Accounts Officer under the Central Government /State Governments /Union Territory Administrations /State Electricity Boards /Public Sector Undertakings and also possessing knowledge of Central Government Financial Rules and Regulations, preferably having experience in compilation of Annual Accounts, Internal Audit and knowledge in Central Public Works Department system of Accounts.

2. Under Secretary (Establishment) (Ministerial Cadre)(one post)

Scale of pay: PB 3 ₹ 15600-39100 + Grade pay ₹ 6600

A Graduate from a recognized University/Institution and holding analogous post on regular basis under the Central Government / State Government / Union Territory Administrations / State Electricity Boards / Public Sector Undertakings/ Autonomous Bodies or with seven years continuous service in the grade of regular Section Officer or equivalent in the CDA Scale of pay : PB ₹ 9300 - 34800 + Grade Pay ₹ 4600 (Revised)/ ₹ 6,500-200-10,500/-(pre-revised) with 24 years' service experience including the post of Lower Division Clerk.

3. Principal Private Secretary (Ministerial Cadre)(one post)

Scale of pay : PB 3 ₹ 15600-39100 + Grade pay ₹ 6600

Officers holding analogous posts under the Central Governments or State Government or Union territory Administration or State Electricity Boards or Public Sector Undertakings or statutory organizations with seven years continuous service in the grade of regular Private Secretary in the grade pay of Rs.4600/-

4. Assistant Executive Engineer (Civil) (six posts) (reserved category SC-4, ST-2)

Scale of pay : PB 3 ₹ 15600 – 39100 + Grade Pay ₹ 5400

Holding analogous posts on regular basis or officer in the rank of Assistant Engineer or equivalent of the CDA Scale of PB 2 ₹ 9300 – 34800 + Grade Pay ₹ 4600 with five years regular service in the grade of Assistant Engineer (Civil).

5. Assistant Executive Engineer (Mechanical) (one posts reserved category ST-1) likely to be increased for unreserved category

Scale of pay: PB 3 ₹ 15600 – 39100 + Grade Pay ₹ 5400

Holding analogous posts on regular basis or officer in the rank of Assistant Engineer or equivalent of the CDA Scale of PB 2 ₹ 9300 – 34800 + Grade Pay ₹ 4600 with five years regular service in the grade of Assistant Engineer (Mechanical).

6. Section Officer (Secretariat) (three posts) likely to be increased

Scale of pay : PB 2 ₹ 9300 – 34800 + Grade Pay ₹ 4600

Holding analogous post on regular basis or with three years regular service in the grade of Superintendent Gr.I or equivalent in the scale of pay ₹ 5500-175-9000 (pre-revised) or equivalent under the Central government/State Government/ Union Territory Administrations/ State Electricity Boards/Public Sector undertakings/ Autonomous bodies and possessing knowledge and experience of working in the various establishment jobs and also possessing knowledge of Central Government rules and regulations.

7. Stenographer Gr.I (five posts, likely to be increased)

Scale of Pay PB-2 ₹ 9300 – 34800 + Grade Pay ₹ 4200/-

Holding analogous post on regular basis or with three years regular service in the grade of Stenographer Gr.II or equivalent in the scale of pay ₹ 5000-150-8000 (pre-revised) or with ten years regular service in the grade of Stenographer Gr.III under the Central government/State Government/ Union Territory Administrations/ State Electricity Boards/Public Sector undertakings/ Autonomous bodies or equivalent in the scale of pay ₹ 4000-100-6000/- (pre-revised).

The selected officers/officials under the Sl. 1 and 2 will be appointed on deputation basis initially for a period of 1 year which can be extended further in the interest of works and depending on the meritorious service rendered by the officer. The selected officers/officials in the Sl. 3 to SL. 7 will be appointed on deputation basis initially for a period of 3 years which can be extended in the interest of works and depending on the meritorious service rendered by the officer. The terms and conditions will be governed as per **DoPT's OM No.6/8/2009-Estt (Pay II) dated 17.6.2010** and as amended from time to time.

Interested and eligible officers/officials may send their applications through proper channel with 4(four) sets of bio-data as per enclosed Proforma. Applications completed in all respect are to be forwarded through proper channel so as to reach the **Executive Engineer (HQ), Brahmaputra Board, Basistha, Guwahati-29 within 45 days** of publication of the vacancy circular of these posts in the **Employment News**.

The officer who had applied earlier and appeared in the interview may also apply afresh.

While forwarding the applications the lending/administrative authorities may forward CR dossiers for last 5 years of the officers concerned and certify that the information furnished by the applicants are correct and no vigilance/disciplinary case is pending or contemplated against the officers. The upper age limit for application is 56 years on closing date of receipt of application.

If the officer nominated for the post is selected, the lending department will have to release the officer within one month from the date of issue of the appointment order. An undertaking to this effect is to be forwarded along with the application.

The eligibility criteria of the candidate will be on the date of issue of this Notification.

Sd/-
(J. Barman)
Secretary
Brahmaputra Board

BIO-DATA PROFORMA

1. Name and Address in Block letters
2. Date of Birth (in Christian era)
3. Date of retirement under Central/State Government rules
4. Educational Qualifications
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

Qualifications/Experience required

Qualification/Experience possessed by the officer

Essential (1), (2), (3)
Desired (1), (2), (3)

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

7. Details of Employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt/ Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties

8. Nature of present employment, i.e. ad hoc or temporary 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 you belong

10. Additional details about present employment: Please state whether working under—

- (a) Central Government
- (b) State Government
- (c) Autonomous Organisation
- (d) Government Undertakings
- (e) Universities

11. Are you in Revised Scale of Pay ? If yes, give the date from which the revision took place and also indicate the pre revised scale.

12. Total emoluments per month now drawn

13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

14. Whether belongs to SC/ST/OBC

15. Remarks.

Date

Countersigned

(Employer)

Signature of the candidate

Address.....

.....

.....

Certificate

(To be furnished by the employer)

Office.....

1. Certified that the particulars given by Shri/Smt/Kum.....have been verified from his service record and found correct.
2. Certified that Shri/Smt/Kum..... Has renderedyears of service in the post ofin the pay scale of Rs..... or equivalent/grade/post.....
3. No Vigilance case is either pending or contemplated against him/her

Place :

Date :

Signature of the forwarding authority :

Seal :