



भारत सरकार : Government of India  
जलशक्ति मंत्रालय/ Ministry of Jal Shakti  
जल संसाधन नदी विकास और गंगा संरक्षण विभाग  
Department of Water Resources, RD & GR  
ब्रह्मपुत्र बोर्ड: Brahmaputra Board



बशिष्ठ : गुवाहाटी-29  
Basistha, Guwahati-29  
**Dated : 18.06.2024**

### VACANCY CIRCULAR

Last date of receipt of application within 45 days from the date of publication in the Employment News.

Applications are invited for filling up the following posts on deputation basis in the Brahmaputra Board, Guwahati-781029, a Statutory Body established under Brahmaputra Board Act,1980 (46 of 1980) from candidates fulfilling the eligibility criteria as indicated against each posts:-

1. (a) **Name of the post** : **Deputy Chief Engineer (Non-Ministerial)**  
 (b) **No. of post** : **3 (three) posts**  
 (c) **Place of posting** : **Guwahati, Agartala, Siliguri**  
 (d) **Scale of pay** : **Level-13 (Rs. 1,23,100- 2,15,900)**  
 (e) **Eligibility criteria-** : Officers of the Central Government or State Government or Union Territory Administrations or State Electricity Boards or Public Sector Undertakings or Statutory Organizations or Autonomous bodies or Universities or recognized Research Institutions: (a) (i) holding analogous post in parent cadre or department on regular basis; or (ii) with five years regular service in the post Superintending Engineer in Level-12 (Rs.78,800 – 2,09,200/-) in pay matrix rendered after appointment thereto on regular basis in parent cadre or department; and (b) **Desirable-** five years experience in Water Resources Project.
  
2. (a) **Name of the post** : **Superintending Engineer (Non-Ministerial)**  
 (b) **No. of post** : **5 (five) posts**  
 (c) **Place of posting** : **Nagaland, Gangtok, Imphal, Aizwal and Silchar**  
 (d) **Scale of pay** : **Level-12 (Rs. 78,800- 2,09,200)**  
 (e) **Eligibility criteria-** : Officers of the Central Government or State Government or Union Territory Administrations or State Electricity Boards or Public Sector Undertakings or Statutory Organisation or Autonomous Bodies or Universities or recognized Research Institutions: (a) (i) holding analogous post in parent cadre or department on regular basis; or (ii) with five years regular service in the post of Executive Engineer in Level-11 (Rs.67,700 – 2,08,700/-) in pay matrix in their parent cadre or department; and (b) **Desirable-** five years experience in Water Resources Project.

3. (a) **Name of the post** : **Executive Engineer (Civil) (Non-Ministerial)**
- (b) **No. of post** : **14 (fourteen) posts**
- (c) **Place of posting** : **Guwahati, Nagaland, Gangtok, Silchar, Lakhimpur, Agartala, Siliguri, Majuli, New Delhi and Aizwal**
- (d) **Scale of pay** : **Level-11 (Rs. 67,700-2,08,700)**
- (e) **Eligibility criteria** : Officers of the Central Government or State Government or Union Territory Administration or State Electricity Boards or Public Sector Undertakings or Statutory Organisations or Autonomous Bodies or Universities or recognised research institutions: (a) (i) holding analogous post in parent cadre or department on regular basis; or (ii) with five years regular service in the post of Assistant Executive Engineer (Civil) in Level-10 (Rs.56,100 - 1,77,500/-) in pay matrix in parent cadre or department; and (b) *Desirable- five years experience in Water Resources Project.*

4. (a) **Name of the post** : **Executive Engineer (Mechanical) (Non-Ministerial)**
- (b) **No. of post** : **1 (one) post**
- (c) **Place of posting** : **Guwahati**
- (d) **Scale of pay** : **Level-11 (Rs. 67,700-2,08,700)**
- (e) **Eligibility criteria** : Officers of the Central Government or State Government or Union Territory Administration or State Electricity Boards or Public Sector Undertakings or Statutory Organizations or Autonomous Bodies or Universities or recognized research institutions: (a) (i) holding analogous post in parent cadre or department on regular basis; or (ii) with five years regular service in the post of Assistant Executive Engineer (Mechanical) in Level-10 (Rs.56,100 - 1,77,500/-) in pay matrix in parent cadre or department; and (b) *Desirable- five years experience in Water Resources Project.*

- 5.(a) **Name of the post** : **Senior Accounts Officer (Non-Ministerial)**
- (b) **No. of post** : **1 (one) post**
- (c) **Place of posting** : **Guwahati**
- (d) **Scale of pay** : **Level-11 (Rs. 67,700-2,08,700)**
- (e) **Eligibility criteria** : Officers of the Central Government or State Government or Union Territory Administration or State Electricity Boards or Public Sector Undertakings or Statutory Organizations or Autonomous Bodies or Universities or recognized research institutions: (a) (i) holding analogous post in parent cadre or department on regular basis; or (ii) holding the post of Accounts Officer in Level - 10 (Rs.56,100-1,77,500/-) in pay matrix with five

years regular service in parent cadre or department; and (b) Having three years experience in dealing with financial matters, 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.

6. (a) **Name of the post** : **Accounts Officer (Non-Ministerial) (Finance & Accounts Cadre)**  
 (b) **No. of post** : **2 (two) posts**  
 (c) **Place of posting** : **Guwahati**  
 (d) **Scale of pay** : **Level-10 (Rs. 56,100-1,77,500)**  
 (e) **Eligibility criteria** : Officers of the Central Government or State Government or Union Territory Administration or State Electricity Boards or Public Sector Undertakings or Statutory Organisations or Autonomous Bodies or Universities or recognised research institutions: (a) (i) holding analogous post in parent cadre or department on regular basis; or (ii) holding the post of Section Officer (Accounts) in level-7 (Rs.44,900 – 1,42,400/-) in pay matrix with three years' regular service in parent cadre or department; and (b) having three years' experience in dealing with financial matters, 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.
7. (a) **Name of the post** : **Section Officer (Secretariat) (Non- Ministerial)**  
 (b) **No. of post** : **2 (two) posts.**  
 (c) **Place of posting** : **Guwahati**  
 (d) **Scale of pay** : **Level- 7 (Rs. 44,900 – 1,42,400)**  
 (e) **Eligibility criteria** : From amongst officers under the Central Government or State Government or Union Territory Administration or State Electricity Board or Autonomous Body or Statutory Body or Public Sector Undertakings :  
 (a) (i) holding analogous posts on regular basis in parent cadre or department; or (ii) with five years' regular service in the grade of Assistant or Superintendent in Level-6 (Rs. 35,400 – 1,12,400/-) in Pay Matrix; and (b) *Desirable- 3 years' experience of working in the various establishment jobs and knowledge of Central Government rules and regulations.*
8. (a) **Name of the post** : **Private Secretary (Ministerial)**  
 (b) **No. of post** : **4 (four) posts**  
 (c) **Place of posting** : **Guwahati**  
 (d) **Scale of pay** : **Level-7 (Rs. 44,900-1,42,400)**  
 (e) **Eligibility criteria** : From amongst officers under the Central Government or State Government or Union Territory Administration or Autonomous Body or Statutory Body or Public Sector Undertakings:

(i) holding analogous post on regular basis in parent cadre or department; or (ii) with five years regular service in the grade of Stenographer Grade - I in Level-6 (Rs.35,400-1,12,400/-) in Pay Matrix.

- 9. (a) Name of the post : Divisional Accountant (Non-Ministerial)**  
**(Finance and Accounts Cadre),**  
**(b) No. of post : 5 (five) posts**  
**(c) Place of posting : Majuli, Lakhimpur, Roing, Imphal, Aizwal**  
**(d) Scale of pay : Level-7 (Rs. 44,900-1,42,400)**  
**(e) Eligibility criteria : From amongst officers under the Central Government or State Governments or Union Territory Administrations or State Electricity Board or Autonomous Body or Statutory Body or Public Sector Undertakings: (i) holding analogous posts on regular basis in parent cadre or department; or (ii) with eleven years regular service in the grade of Junior Accountant in Level-5 (Rs.29,200 - 92,300) in Pay Matrix.**
- 10. (a) Name of the post : Assistant (Ministerial)**  
**(b) No. of post : 11 (eleven) posts**  
**(c) Place of posting : Guwahati, Majuli, Lakhimpur, Nalbari, Roing, Siliguri, Agartala, Silchar**  
**(d) Scale of pay : Level-6 (Rs. 35,400 – 1,12,400)**  
**(e) Eligibility criteria : From amongst Officers under the Central Government or State Governments or Union Territory Administrations or State Electricity Board or Autonomous Body or Statutory Body or Public Sector Undertakings: (a) (i) holding analogous posts on regular basis in parent cadre or department; or (ii) with ten years regular service in the grade of Upper Division Clerk in Level-4 (Rs.25,500 – 81,100) in Pay Matrix; and possessing 3 years' experience of working in the various establishment jobs and knowledge of Central Government rules and regulations.**
- 11. (a) Name of the post : Upper Division Clerk (Ministerial)**  
**(b) No. of post : 17 (seventeen) posts**  
**(c) Place of posting : Guwahati, Itanagar, Aizwal, NEHARI, Gangtok, Shillong, Imphal, Meghalaya and Nagaland**  
**(c) Scale of pay : Level-4 (Rs.25,500 – 81,100/-)**  
**(d) Eligibility criteria : Officers working under the Central Government or State Governments or Union Territory Administrations or State**

Electricity Board or Public Sector Undertakings or Statutory Organisation or Autonomous Bodies or Universities or Recognized Researched Institution: (a) (i) holding analogous posts on regular basis in parent cadre or department; or (ii) with eight years' regular service in the post of Lower Division Clerk in Level-2 (Rs.19,900 - 63,200/-) in pay matrix.

**The number of posts mentioned above in each case may likely vary.** The selected officers/officials will be appointed on deputation basis initially for a period of 3 (*three*) years, which can be extended further in the interest of works and depending on the meritorious service rendered by the officer. The deputation will be govern as per the terms and conditions contained in DoP&Ts O.M. No.6/8/2009-Estt.(PayII) dated 17.06.2010 and amended from time to time. **The place of posting will be against the vacancies in the respective grade in Brahmaputra Board.**

Interested and eligible officer/officials may send their applications through proper channel with 4 (four) copies of bio-data as per prescribed Proforma (enclosed). Applications complete in all respect are to be forwarded through proper channel so as to reach the **Secretary, Brahmaputra Board, Basistha, Guwahati-781029 within 45 days from the date of publication in the Employment News.**

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 in the prescribed format (enclosed Annexure-I). The upper age limit for candidates 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.

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

**Signed by Shankamath  
Sharma Laimayum  
Date: 18-06-2024 19:22:07**

(Shankarnath Sharma Laimayum)  
Under Secretary (E)



8. Details of Employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is in sufficient.					
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 drawn by the candidate may be indicated as below;

Office/ Institution	Pay, Pay Band and Grade Pay drawn under ACP under ACP/MACP Scheme	From	To
9. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
10. In case the present employment is held on deputation/contract basis, Please state-			
(a)The date of initial appointment	(b) Period appointment on deputation/contract	(c) Name of the parent office/ organization to which the applicant belongs.	(d) Name to the post and pay of the post held in substantive capacity in the parent organization

<p>Note: In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance and Integrity Certificate.</p>		
<p>Note: Information under Column 9(c) &amp; 9 (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.</p>		
<p>11. If any post held on Deputation in the past</p>		
<p>by the applicant, date of return from the last deputation and other details.</p>		
<p>12. <b>Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column):</p> <p>(a) Central Government  (b) State Government  (c) Autonomous Organisation  (d) Government Undertakings  (e) Universities  (f) Others</p>		
<p>13. Please state whether you are working in the same Department and are in the Feeder grade or feeder to feeder grade.</p>		
<p>14. 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.</p>		
<p>15. Total emoluments per month now drawn</p>		
Basic Pay in the Pay Band	Grade Pay	Total emoluments
<p>16. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest Salary slip issued by the Organization showing details may be enclosed.</p>		
Basic Pay with Scale of Pay and rate increment	Dearness Pay/interim relief/other Allowances etc.(with break-up details)	Total emoluments



<p>17. (a) Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualification (ii) Professional training and</p>		
<p>(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>17. (b) Achievement:</p> <p>The candidates are requested to indicate information with regard to:</p> <p>(i) Research publications and reports and special projects  (ii) Awards/Scholarships/Official Appreciation  (iii) Affiliation with the professional bodies/ Institutions/societies and;  (iv) Patents registered in own name or achieved for the organization  (v) Any Research/innovative measure involving official recognition  (vi) Any other information</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>		
<p>18. Please state whether you are applying for deputation (STC)/Absorption/Re-employment Basis. # (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>		

19. Whether belongs to SC/ST/OBC	
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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 the 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.

Date :

(Signature of the candidate)

Address :

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**Annexure-I****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 qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**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)**

**Annexure-II****Points to be noted by the Borrowing Parent Department/ Office to be highlighted in DOP&T Circular for compliance by the Ministries/ Departments**

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No.11012/11/2007-Estt.(A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M. No.2/1/2012-Estt.(Pay.11) dated 04.01.2013 may be strictly adhered to.
3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as *Word Document* along with the advertisement.
4. In the case of a vacancy already existing at the time of issue of communication inviting nominations/ publication in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
5. It shall be prominently mentioned in the vacancy circular/ advertisement that the applications/CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
6. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/ post in the Employment News. ie., For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19th Jan. 2014 (excluding the first date of publication).
7. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.