

No. BB/3375/10/7  
GOVT. OF INDIA  
BRAHMAPUTRA BOARD

Dated Basistha, Guwahati, the 27<sup>th</sup> June'2011

**NOTIFICATION**

Applications are invited for filling up of the following post on deputation (including short term contract) from Central Govts/State Govts./Union Territory Administrations/State electricity Boards /Public Sector undertakings/Semi-Governments/Autonomous or statutory organizations/ Universities /Recognized Research Institutions fulfilling the eligibility criteria as indicated against the post:-

**1. Under Secretary (Establishment) (Ministerial Cadre)( one post), Scale of pay : PB 3 ₹ 15600-39100 + Grade pay Rs. 6,600/-**

A Graduate from a recognized University/Institution and holding analogous posts on regular basis under the Central government/State Government/ Union Territory Administrations/ State Electricity Boards/Public Sector undertakings/ Autonomous bodies or with eight years continuous service in the grade of regular Section Officer or equivalent in the CDA Scale of Pay PB-2 ₹ 9300-34800 + grade Pay ₹ 4600 (₹ 6,500-200-10,500/- (pre-revised) with 24 years service experience including the post of Lower Division Clerk.

**2. Section Officer (Secretariat) (one post) Scale of pay : PB 2 ₹ 9300 – 34800 + Grade Pay ₹ 4600/-**

Holding analogous posts on regular basis or with three years regular service in the grade of Superintendent Gr.I of the scale of ₹ 5500-175-9000/- (pre-revised) or equivalent and possessing knowledge and experience of working in the various establishment jobs and also possessing knowledge of Central Government rules and regulations.

**3. Stenographer Gr.I , (4 Posts) Scale of Pay PB 2 ₹ 9300 – 34800 + Grade Pay ₹ 4200/-**

Holding analogous posts on regular basis or with three years regular service in the grade of Stenographer Gr.II. Must have passed School leaving Certificate Examination or equivalent from a recognized University/Board and having 100 words per Minute speed in English/Hindi Shorthand and 40 Words per minute in English/Hindi Typewriting.

Application forms and details can be downloaded from the '[www.brahmaputraboard.gov.in](http://www.brahmaputraboard.gov.in)'.

The selected officers/officials in the above grades will be appointed on deputation basis initially for a period of 1 years which can be extended in the interest of works and depending on the meritorious service extended by the officer.

Interested and eligible officer/officials may send their application complete in all respect through proper channel with 4(four) copies of biodata as per enclosed Proforma as to reach the Secretary, Brahmaputra Board, Basistha, Guwahati-29 within 45 days of publication of this advertisement.

The officer who had applied earlier and appeared in 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 that 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/-  
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 in sufficient.

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 Organization
  - (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 into 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)

Certificate  
(To be furnished by the employer)

Signature of the candidate

Address.....

.....

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Office.....

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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 rendered .....years of service in the post  
of .....in 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 :