



No. BB/3505/2017/Pt-1/47
भारत सरकार
Government of India
जल शक्ति मंत्रालय,
Ministry of Jal Shakti
जल संसाधन, नदी विकास एवं गंगासंरक्षणविभाग
Department of Water Resources, RD & GR
ब्रह्मपुत्र बोर्ड, Brahmaputra Board

बशिष्ठ, गुवाहाटी-781029
दिनांक- 8th January, 2020

VACANCY CIRCULAR

Date of Advertisement 8th on Brahmaputra Board website

Last date of receipt of application 28.02.2020

Applications are invited for filling up of 1 (one) post of Deputy Financial Adviser on deputation basis in the Brahmaputra Board, Guwahati-29 a Statutory Body established under Brahmaputra Board Act (46 of 1980) from candidates fulfilling the eligibility criteria as indicated against the posts:-

1. (a) Name of the post - Deputy Financial Adviser (Non-Ministerial Finance and Accounts Cadre),
(b) No. of posts 1 (one) posts,
(c) Place of posting –Guwahati
(d) Scale of pay : Level-12 (Rs. 78,800- 2,09,200).

Eligibility criteria-Officers of the Central Government or State Government or Union Territory Administrations 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 grade of Senior Accounts Officer in level-11 (Rs.67,700 – 2,08,700/-) in pay matrix in the parent cadre or department; or (iii) with ten years' regular service in the grade of Accounts Officer in level-10 (Rs.56,100 – 1,77,500/-) in pay matrix in the 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

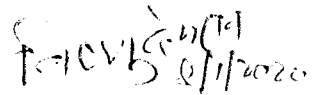
The selected officer will be appointed on deputation basis initially for a period of 3 (*three*) years, which can be extended further in the interest of works and depending on the meritorious service rendered by the officer. Brahmaputra Board has adopted the facilities conveyed by Ministry of Finance vide OM No. 11(b)2008-E-II(B) dt. 02.04.2013 and amended from time to time for the employees on deputation.

Interested and eligible officer/officials may send their applications through proper channel with 4(four) copies of biodata as per prescribed Proforma (enclosed). Applications completed in all respect are to be forwarded through proper channel so as to reach the Secretary, Brahmaputra Board, Basistha, Guwahati-29 within **28.02.2020**.

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.


(विष्णु देव राय)
सचिव

BIO-DATA PROFORMA

1. Name 2. Address in Block letters (a) Email id (b) Mobile No.	
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)	
Qualification/Experience required as mentioned in the advertisement/vacancy circular	Qualification/Experience possessed by the Officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RR by the Administrative Ministry/Departments/Office at the time of Issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 Note: In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience 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/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

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 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>9.1 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>9.2 Note: Information under Column 9(c) & 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>			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p>11. Additional details about present employment: : 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>			
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 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 Organisation which is not following the Central Government Pay-scales, the latest Salary slip issued by the Organization showing details may be enclosed.			
Basic Pay with Scale of Pay and rate increment	Dearness Pay/interim relief/other Allowances etc.(with break-up details)	Total emoluments	
16.A Additional information, 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 qualification			

(ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement (Note: Enclose a separate sheet, if the space is insufficient)	
16.B Achievement: The candidates are requested to indicate information with regard to; (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 (Note: Enclose a separate sheet, if the space is insufficient)	
17. 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)	
# (The option of 'STC'/Absorption/Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST/OBC	

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.

(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 qualifications 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)

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.