



नर्मदा नियंत्रण प्राधिकरण

(जल संसाधन मंत्रालय, भारत सरकार)

NARMADA CONTROL AUTHORITY

(Ministry of Water Resources, Govt of India)

दिनांक: 7.9.2016

संख्या: अ-3(69)/2012/3033



कार्यालय परिपत्र

विषय: नर्मदा नियंत्रण प्राधिकरण में अवर श्रेणी लिपिक (पीबी-1 रु. 5200-20200+1900) के रिक्त पद को सीनियरटी-कम-फीटनेस आधार पर भरने बाबद।

वर्तमान में नर्मदा नियंत्रण प्राधिकरण में अवर श्रेणी लिपिक का 1 पद रिक्त है। संशोधित भर्ती नियम-2010 के अनुसार, 1 पद निम्नलिखित अर्हताएँ रखने वाले विभागीय ग्रुप-सी एम.टी.एस. कर्मचारियों से सीनियरटी-कम-फीटनेस आधार पर भरा जाना प्रस्तावित है। अतः इच्छुक योग्य कर्मचारी परिपत्र जारी होने की तारीख से 15 दिनों के अन्दर संलग्न आवेदन-पत्र को विधिवत रूप से भरकर उचित माध्यम द्वारा ननिप्रा के केन्द्रीय कार्यालय, प्रशासन अनुभाग, इन्दौर को सत्यापित प्रमाण-पत्रों सहित भेज सकते हैं।

आवश्यक योग्यताएँ:-

- 1- टंकण हिन्दी या अंग्रेज़ी गति कमशः 25 या 30 शब्द प्रति मिनट।
- 2- ग्रुप-सी में ग्रेड-पे. रु. 1800 में 3 वर्ष की सेवा पूर्ण कर ली हो।
- 3- कार्मिक एवं लोक शिकायत मंत्रालय के आदेशानुसार दिनांक 22 अप्रैल 2015 के नियमों का अवलोकन करले (प्रतिलिपि संलग्न है)

वि. दयालानी

(विनोद दयालानी)
उप निदेशक (प्रशासन)

www

प्रतिलिपि:-

- 1- कार्यकारी सदस्य के प्रधान निजी सचिव, ननिप्रा, इन्दौर।
- 2- सदस्य (सिविल)/सदस्य (विद्युत)/सदस्य (पर्या. व पुन) के निजी सचिव/सहायक, ननिप्रा, इन्दौर।
- 3- मुख्य अभियंता/सचिव, ननिप्रा, इन्दौर।
- 4- निदेशक स्तर के समस्त अधिकारीगण, ननिप्रा, इन्दौर।
- 5- उप निदेशक स्तर के समस्त अधिकारी, ननिप्रा, इन्दौर/भोपाल।
- 6- सहायक निदेशक, ननिप्रा, नई दिल्ली।
- 7- सूचना पट्ट

कृपया अपने अधीनस्थ ग्रुप-सी कर्मचारियों को अवगत कराने का कष्ट करें।

सहायक निदेशक (प्रशासन)

नर्मदा सदन, ब्लाक बी, स्कीम नं. 74
विजय नगर, इन्दौर- 452010 (म.प्र.)

Narmada Sadan. Block B,
Scheme No.74, Vijay Nagar,
Indore-452010 (M.P.)

स्वच्छ सुरक्षित जल - सुन्दर सुशुभल कल
CONSERVE WATER - SAVE LIFE

वित्त अधिकारी टेलीफैक्स : 0731-2551429
Finance Officer
उप निदेशक (प्रशा.) टेलीफैक्स : 0731-2557888
Dy. Director (Adm.)
सहायक निदेशक (सम्पर्क) फोन : 0731-2557233
Asstt. Director (Lia.) फैक्स : 0731-2575749
Web Site : www.mowr.gov.in • www.nca.gov.in

Application Form

Promotion on Seniority- Cum fitness basis of Multi Tasking Staff
(MTS) to the grade of Lower Division Clerk

1.	Name & Designation	
2.	Date of Birth	
3.	Date of Appointment	
4.	Qualifications	
5.	Whether SC/ST/Gen	
6.	Address:	
7.	Office where serving	
8.	Language option for type test English/Hindi/Both	
9.	Remarks	

Signature of applicant

FOR OFFICE USE

Certified that:

1. Service particulars have been verified from the service documents and correct.
2. No disciplinary/ vigilance case is pending contemplated against the individual.

Deputy Director(Admn)

F.No. 14020/1/2014-Estt. (D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
Dated the 22nd April, 2015

OFFICE MEMORANDUM

Subject: Instructions on exemption from passing the Typewriting Test on Computer in respect of LDCs, regarding.

The undersigned is directed to say that instructions issued by this Department vide O.M.No.14020/2/91-Estt(D) dated 29th September, 1992 provide for grant of exemption from passing the typing test for drawal of increments and confirmation in respect of LDCs.

2(i). The above mentioned instructions provide for exemptions as under:-

- a) If above ~~45~~ years of age on the date of their appointment, such persons may be granted exemption from the date of their appointment.
- b) If between the age of 35 years and 45 years at the time of their appointment, such persons may be granted exemption on attaining the age of 45 years.
- c) If below 35 years of age on the date of appointment, such persons may be given exemption after 10 years of service as LDC provided they have made two genuine attempts to pass the typing test; otherwise they may be granted exemption after attaining the age of 45 years.
- d) Those LDCs who have made two genuine attempts for passing the typing test prior to issue of this O.M, but have not completed 8 years service as LDC, may be granted exemption from passing the typing test after completion of 8 years of service or on attaining the age of 45 years, whichever is earlier.

(ii) For the Physically handicapped persons, these instructions provide for exemptions as under:-

- a) Physically handicapped persons who are otherwise qualified to hold clerical post and who are certified as being unable to type by the Medical Board attached to Special Employment Exchanges for the Handicapped (or by a Civil Surgeon where there is no such Board) may be exempted from passing the typing test.
- b) The term 'physically handicapped persons' does not cover those who are visually handicapped or who are hearing handicapped but cover only those whose physical disability permanently prevents them from typing.

3. Model RRs for the post of Lower Division Clerk (LDC) were issued vide this Department's O.M.No.AB-14017/32/2009-Estt(RR) dated 7th October, 2009. The entries pertaining to Skill Test Norms prescribed in the Col. 8 of the Model RRs for the post of LDC were modified to include the Skill Test Norms 'only on computers' vide this Department's O.M.No.AB-14017/32/2009-Estt(RR) dated 17th May, 2010.

4. This Department has received references whether the instructions as contained in this Department's OM dated 29.9.1992 are applicable for test on Computer or not. The matter has been examined and it has been decided that the criteria for grant of exemption from passing the typing test in respect of such LDCs including Physically Handicapped persons/Persons with Disabilities as stipulated in this Department's O.M.No.14020/2/91-Estt(D) dated 29th September, 1992 would also be applicable to the test on Computers.

5. It has also been decided to extend the above instructions to Sportspersons recruited against Sports quota under the Scheme of appointment of meritorious Sportspersons.

(Mukta Goel)
Director(E-I)

Tel. No. 2309 2479

For the post of Lower Division Clerk (LDC) vide O.M.No.AB-14017/32/2009-Estt(RR) dated 7th October, 2009 and the entries pertaining to Skill Test Norms prescribed in the Col. 8 of the Model RRs for the post of LDC were modified to include the Skill Test Norms 'only on computers' vide this Department's O.M.No.AB-14017/32/2009-Estt(RR) dated 17th May, 2010.

All Ministries/Departments of the Government of India

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1. The President's Secretariat, New Delhi.
2. The Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. The Cabinet Secretariat, New Delhi.
5. The Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. Chief Commissioner for Persons with Disabilities, Sarojini House, 6, Bhagwan Dass Road, New Delhi-110001.
10. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
11. All Officers and Sections in the Department of Personnel and Training.
12. NIC (DOP&T) for placing this Office Memorandum on the Website of DOP&T.