

NARMADA CONTROL AUTHORITY
(Ministry of Water Resources, Govt. of India)
Narmada Sadan, Sector-B, Scheme No.74, Vijaynagar, Indore (M.P.)-452 010

The posts of Finance Officer & Deputy Director (Administration) in NCA are proposed to be filled from among the officers of Central/ State Govts. / PSUs/ State Electricity Boards/ Autonomous Bodies on **deputation basis**. This post are exempted from the rule of permanent absorption. The details of the post are as given below:

1) Finance Officer,

Pay Scale: Level-11 of pay matrix (Rs.67,700-2,08,700) Pre-revised (PB-3) 15,600-39,100 + 6,600 (GP)

Eligibility Criteria:

FOR DEPUTATION: (Including Short Term Contract)

Finance Officers of Indian Audit & Accounts Department / Indian Railway Accounts / Indian Defence Accounts Department / Central Government / State Government / Public Sector Undertakings / State Electricity Boards / Autonomous Bodies.

I(a) holding analogous post on regular basis in the parent cadre of department.

OR

(b) holding post carrying pay in the pay matrix level 10 (Rs. 56,100-1, 77,500) or Level-9 (Rs 53,100-1,67,800) or equivalent with minimum 5 years regular service in the grade.

OR

(c) holding post carrying pay in the pay matrix level-8 (Rs. 47,600-1, 51,100) or equivalent with minimum 6 years regular service in the grade.

AND

II. Possessing the following qualification and experience.

Essential Qualification: A degree or equivalent from a recognized university and passed S.A.S. exam of IAAS or equivalent.

Experience: In the field of establishment, cash, fund, preparation of budget estimates, monthly trial balance, compilation of annual statements of accounts, work accounts etc.

Note: The maximum age limit for appointment on deputation (including Short Term Contract) shall be "not exceeding 56 years" on the closing date for receipt of application.

(2) Dy. Director (Administration):

Pay Scale: Level-11 of pay matrix (Rs.67,700-2,08,700) Pre-revised (PB-3) 15,600-39,100 + 6,600 (GP)

Eligibility Criteria:

FOR DEPUTATION: (Including Short Term Contract)

Officers of the Ministerial service of the departments of the Central / State Government / Public Sector Undertakings / State Electricity Boards / Autonomous Bodies.

I.(a) holding analogous post on regular basis in the parent cadre of department carrying

pay in the pay matrix level-11 of (Rs 67,700-2,08,700) in 7th CPC.

OR

(b) holding post carrying pay in the pay matrix level 10 (Rs 56,100-1,77,500) or equivalent with minimum 4 years regular service in the grade.

OR

(c) holding posts carrying pay in the pay matrix level 8 (Rs 47,600-1,51,100) or equivalent with minimum 6 years regular service in the grade

AND

II. Possessing the following qualification and experience

Essential Qualification & Experience: A degree or equivalent from a recognized University.

Experience: Minimum of 5 years' experience of having worked as Administrative / Establishment Office dealing with all establishment and administrative matters with sound knowledge of rules and regulations applicable in Government organizations.

Note: The maximum age limit for appointment on deputation (including Short Term Contract) shall be "not exceeding 56 years" on the closing date for receipt of application.

Description of Duties:

Deputy Director (Administration), NCA is the middle level officer for dealing (i) Administrative & Establishment matters including filling up of various posts, (ii) Cadre Management of various grades/posts, (iii) Constitution of Departmental Promotion Committees (DPCs)/Screening Committee/Selection Committee relating to appointments, promotion and confirmation of officials in different grades and posts, (iv) Coordinating furnishing of information relating to the Ministry of Water Resources, Parliament Questions, VIP references etc. (v) Court cases on administrative matters. The Deputy Director (Administration) has also been designated as Head of the Office particularly, for according sanction on routine establishment matters viz. advances to staff, medical claims etc.

General Conditions:

For Deputation Basis:

The period of deputation shall ordinarily be 3 years extendable up to 5 years provided the total deputation period including the period of deputation held in any ex-cadre post immediately preceding shall not exceed 5 years. Age of the applicants should not be more than 56 years on the last date of receipt of applications. The selected candidates will have the liability to serve wherever the vacancies are available in NCA from time to time. Application through proper channel in the given Proforma along with copies of up to date ACRs for preceding 5 years, vigilance clearance and no penalty certificates may be sent to **Dy. Director (Admn), Narmada Control Authority, Narmada Sadan, Sector-B, Scheme No.74, Vijay Nagar, Indore- 452010** within 30 days from the date of publication of this advertisement. Applications received after due date or without copies of ACR/Vigilance clearance certificate or otherwise incomplete shall not be considered.

Curriculum Vitae Proforma

Application for the post of _____ in NCA.

1	Name & Address (in Block Letters):	:	
2	Date of Birth (in Christian era):	:	
3	Whether belongs to SC/ST	:	
4	i) Date of Entry into service ii) Date of retirement under Central/ State Govts., / PSUs/ State Electricity Boards/ Autonomous Bodies	:	
5	Educational Qualifications	:	
6	Experience	:	
Details of employment, in chronological order indicating the following details. (Enclose a separate sheet, if necessary, duly authenticated by your signature)			
	Office/ Institution	Post held	From To Scale of pay & Basic Pay Nature of duties (in detail)
7	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent	:	

8	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 the applicant belongs.	
9	Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column)	:	
	a) Central Govt.	:	
	b) State Govt.	:	
	c) Autonomous Organization	:	
	d) Govt. Undertaking	:	
	e) Universities	:	
	f) Others	:	
10	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade:	:	
11	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and indicate the pre-revised scale:	:	
12	Total emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay	Total Emoluments

13.	Additional information, if any, which you would like to mention 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 insufficient)		
14.	Remarks-	:	
	The candidates are requested to indicate information with regards to:		
	i) Research publications and reports and special projects.	:	
	ii) Awards / Scholarships / Official Appreciation.	:	
	iii) Affiliation with the professional bodies / institutions / societies and:	:	
	iv) Any other information : (Note: Enclose a separate sheet if the space is insufficient)	:	
15.	Address/ Telephone number for Correspondence/Contact.	:	
	a) Office		
	b) Permanent Address		

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 of 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 _____

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 his / 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

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(Employer / Cadre Controlling Authority with Seal)