

**ADVERTISEMENT No. 05/2020****Dated 07.12.2020**

**North Eastern Regional Institute of Water and Land Management (NERIWALM),  
Dolabari, Tezpur, P.O. – Kaliabhomora – 784 027 (Assam)**

(A Registered Society registered under Societies Registration Act, 1860 and under the administrative control of the Department of Water Resources, RD & GR, Ministry of Jal Shakti, Govt. of India.)

Application for the following post is invited from the eligible candidates in prescribed formats alongwith with all necessary documents and testimonials for below mentioned posts to be submitted to “**Director, NERIWALM, Dolabari, Tezpur, P.O. - Kaliabhomora- 784027 (Assam)**” in registered/speed post **on or before 30 (thirty) days from the date of issue of this advertisement.** Details regarding application format, eligibility, qualification etc., may be found in website [www.neriwalm.gov.in](http://www.neriwalm.gov.in).

Sl No.	Name of the post	No. of post	Pay Level (as per 7 <sup>th</sup> CPC)	Category as per Reservation Roster	Age Limit	Mode of Appointment
1.	Accounts Officer	1	L - 9	UR	Not exceeding 56 years	Deputation Including Short Term Contract (ISTC)

(A.K. Sharma)

Deputy Director (Admin.)

উপ নিৰ্দেশক (প্ৰশাসন)

Deputy Director (Administration)

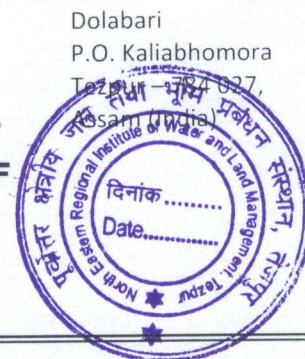
পূর্ববঙ্গ জল তথা ভূমি প্রবন্ধন সংস্থান, তেজপুৰ  
North Eastern Regional Institute of Water and  
Land Management, Tezpur





## NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT

An Institute under the Department of Water Resources, RD & GR,  
Ministry of Jal Shakti, Govt. of India  
(Registered under the Societies Registration Act, 1860)



No. NRW/ADM/Recruitment/378/Pt-II/2020-21/

Dated: 07.12.2020

### OFFICE MEMORANDUM

Sub: Filling up of 1 (one) post in North Eastern Regional Institute of Water and Land Management (NERIWALM), Tezpur, Assam by Deputation (ISTC).

Applications are invited from eligible officers for the post of **Accounts Officer - 01 (one)** in prescribed formats, as per eligibility & qualification, alongwith all necessary documents and testimonials. Interested officials may send their applications to **“Director, NERIWALM, Dolabari, Tezpur, P.O.- Kaliabhomora- 784027 (Assam)”** by registered/speed post on or before **30 (thirty) days from the date of publication of the advertisement in the Employment News**. Details regarding application format, eligibility, qualification etc., may be found in website [www.neriwalm.gov.in](http://www.neriwalm.gov.in).

#### A. Accounts Officer – 01(one) post

1. One post of Accounts officer in Level – 9 (Rs. 53100 – 167800) in the Pay Matrix is required to be filled up by **Deputation (ISTC)** from amongst Officers under the Central Government/State Government/Public Sector Undertakings/Semi Government/ Statutory/ Autonomous Organizations/ Societies.

(a) Holding analogous post on regular basis in Level – 9 (Rs. 53100 – 167800) in Pay Matrix.

OR

(b) With 2 years regular service in posts in Level 8 (Rs. 47600-151100) in Pay Matrix in present cadre/Department

OR

(c) With 3 years regular service in posts in Level – 7 (Rs. 44900-142400) in Pay Matrix in present cadre / Department.

OR

(d) With 8 years regular service in posts in Level – 6 (Rs. 35400-112400) in Pay Matrix in present cadre / Department.

AND

#### 2. Possessing following qualifications:

Degree from a recognised university and 3 years' experience in Cash, Accountant and Budget work in a Government office/PSU/Autonomous Body/Statutory Body.

Note: (i) The Departmental Accountant in Pay Level 6 (Rs. 35400-112400) in Pay Matrix having the educational qualifications and experience prescribed for considering appointment on deputation basis is considered along with outsiders. If the departmental candidate is selected for appointment to the post; it shall be treated as having been filled by promotion.

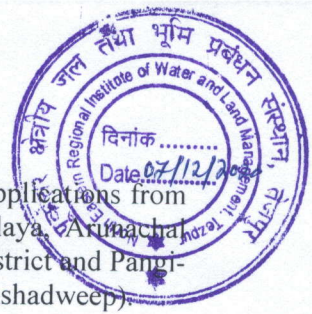
(ii) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department or the Central Govt. shall normally be for 3 years and shall not exceed 5 (five) years:

(iii) The maximum age limit shall not be exceeding 56 years in case of deputationists as on the closing date prescribed for receipt of applications.

*Handwritten signature and date: 08/12/2020*



Note: The crucial date of determining the age limit shall be closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, UT of Ladakh, Lahaul & Spiti district and Pangi-Sub-division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island or Lakshadweep).



(ii) The closing date for receipt of application for the post from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Laddakh Division or J&K State, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep or abroad will be 37 days from the date of publications of advertisement.

While forwarding the applications for appointment on Deputation (ISTC), the lending/ Administrative authorities may forward attested copies of APARs for last 5 years of the officer concerned and certify that the information furnished by the applicant is correct and no vigilance/disciplinary case is pending or contemplated against the officer(s) in the prescribed format enclosed as (Annexure-I). The upper age limit for candidates is 56 years on closing date of receipt of application.

Application received after last date or without copies of APARs/Integrity Certificate/No Penalty Certificate/Vigilance Clearance Certificate or otherwise found incomplete will not be considered.

If the officer nominated for the post on deputation is selected, the lending department will have to release the officer within one month from the date of issue of appointment order.

*A.K. Sharma*  
07/12/2020

(A.K. Sharma)

Deputy Director (Admin.)

उप निदेशक (प्रशासन)

Deputy Director (Administration)

पूर्वोत्तर क्षेत्रीय जल तथा भूमि प्रबंधन संस्थान, तेजपुर  
North Eastern Regional Institute of Water and  
Land Management, Tezpur





Photo

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

1. Post applied for	
2. Name and Address (in Block Letters)	
3. Date of Birth (in Christian era)	
4. i) Date of entry into service	
ii) Date of retirement under Central / State Government Rules	
5. Educational Qualifications (Class X / HSLC onwards in chronological order) (Copies of marksheet/certificates are to be enclosed)	
6. 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 as mentioned in the advertisement / vacancy circular	Qualifications/ Experience possessed by the officer
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<p><b>6.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the <b>RRs by the Administrative Ministry / Department / Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>6.2</b> In the case of Degree and Post Graduate Qualifications Elective / main subjects and subsidiary subjects may be indicated <b>by the candidate</b>.</p>	
7. 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.	
<p><b>7.1 Note:</b> Borrowing Departments are to provide their specific comments/ view confirming the relevant Essential Qualification / Work Experience Possessed by the Candidate (as Indicated in the Bio-data) with reference to the post applied.</p>	



8. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office / Institute	Post held on regulars basis	From	To	*Pay Band and Grade Pay / Pay Scale of the post held on regular basis	Nature of Duties (in details ) 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 benefit have been drawn by the Candidate , may be indicate as below;

Office / Institute	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

9. Nature of present employment i.e. Adhoc 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 of appointment on deputation /contact	c) Name of the parent office / organization to which the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organisation

10.1 Note. In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre / Department along with Cadre clearance, vigilance Clearance and Integrity certificate.

10.2 Note: Information under Column 9 (c) & (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/ organisation

11. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.



<b>12. Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
<b>13.</b> Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
<b>14.</b> Are you in Revised Scale of Pay? If Yes, give date from which the revision took place and also indicate the pre-revised scale.		
<b>15.</b> Total emoluments per month now drawn		
<b>Basic Pay in the PB</b>	<b>Grade Pay</b>	<b>Total Emoluments</b>
<b>16.</b> In case the application belongs to an organisation which is not following the Central Government pay-Scales, the latest salary slip Issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/ other Allowances etc.(with break-up details)	Total Emoluments
<b>17. A Additional information,</b> 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 qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) <b>(Note : Enclose a separate sheet, if the space is insufficient)</b>		
<b>17. B Achievements:</b> The candidates are requested to indicate information with regard to; i) Research publications and reports and special projects ii) Awards/ Scholarships/ Official Application 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 iv) any other information. <b>(Note enclose a separate sheet if the space is insufficient)</b>		



18. Please state whether you are applying for deputation (ISTC/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 requirement by "STC" or "Absorption" or "Re-employment ").		
19. Whether belongs to SC/ST		

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 bearing on my selection has been suppresses/ Withheld.

(Signature of the candidate)

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact No. \_\_\_\_\_

E-mail - \_\_\_\_\_

Date \_\_\_\_\_



## **Certification by the Employer / Cadre Controlling Authority**

This information / details provided in the above application by the applicant is true and correct as per the facts available on records. He/She possess education 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/APARs 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)**