

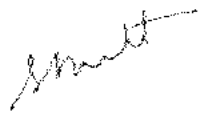
No.ICDWQ/ADMN/2016-Admn  
Government of India  
Ministry of Drinking Water and Sanitation

8<sup>th</sup> Floor, Paryavaran Bhawan  
CGO Complex, Lodhi Road,  
New Delhi – 110003

Dated : 05/05/2016

**Subject : Vacancy Circular to host on the Ministry's Website.**

Director(NIC) is requested to please arrange to upload the enclosed vacancy circular on Ministry's Website [www.mdws.gov.in](http://www.mdws.gov.in) .



(Shivani Dutt)  
Deputy Secretary (Admn)

Encl: As above

Technical Director (NIC)

No. ICDWQ/ADMN/01/2No. ICDWQ/ADMN/01/2016

**INTERNATIONAL CENTRE FOR DRINKING WATER QUALITY (ICDWQ)**  
(A Society Registered under Societies Registration Act, 1860)  
C/o Ministry of Drinking Water and Sanitation  
Registered Office:

Room No.11, 9<sup>th</sup> floor, Paryavaran Bhawan,  
CGO Complex, Lodi Road, New Delhi – 110003

Dated: 05<sup>th</sup> May, 2016

International Centre for Drinking Water Quality (ICDWQ) is an autonomous institution being set up at Kolkata to focus on Research and Development activities, assessment of various Water Treatment Technologies, training, promotion of doctoral and post-doctoral studies on water quality issues. The Institute will also collaborate for transfer of scientific and technical knowhow with premier national and international institutions on Drinking Water Quality aspects and will provide technical assistance to other countries which have similar drinking water quality problems. The Centre would be fully funded by the Ministry of Drinking Water & Sanitation and will function from Block No. 11 CGO Complex, Lodhi Road till the establishment of the building at Kolkata.

Applications are invited from eligible candidates for the following posts in the International Centre for Drinking Water Quality (ICDWQ), Kolkata on Direct Recruitment and Deputation basis. The details and eligibility conditions of the posts are given below:

Post to be filled up on Direct Recruitment basis			
Sl. N.	Name of the post with Pay Band + Grade Pay	No. of Vacancies	Eligibility conditions
1.	Director & Head of the Centre  Rs.37400-67000 (PB-4) Grade Pay Rs.10000/-	01 (one)	Age limit 50 to 60 years. Incumbent shall hold office for such period not exceeding 05 years and not beyond 65 years of age whichever is earlier. Shall be eligible for re-appointment for one more term, if found eligible.  <b>Educational and other qualifications:-</b>  <u>Essential:</u> MSc (Chemistry /Environmental Science) with Ph.D. in Chemistry/ Environment Science or B.Tech (Civil/ Chemical) with M.Tech

			<p>with specialisation in Environmental Engineering from recognised University/Institution.</p> <p><u>Desirable:</u> 1) Publications policy documents /special reports at National / International level on drinking water quality 2) PG Diploma in Management from reputed University/Institution 3) Knowledge of GIS, RS and HGM Maps and 4) Sound Knowledge in IT.</p> <p><u>Minimum Experience:</u> (a) 25 years' experience (b) Out of 25 years as indicated in (a) above, holding analogous post for minimum 05 years OR 07 years' experience in PB-4/GP 8900/8700 is essential in the field of drinking water quality/ treatment/ chemistry/R&amp;D aspects at the National level policy making / Research and Development relating to administration of technical/ R&amp;D Institute relating to water quality and its treatment aspects and related issues.</p>
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<b>Posts which are to be filled up on Direct Recruitment/ Deputation (with absorption) basis</b>			
<b>Sl. N.</b>	<b>Name of the post with Pay Band + Grade Pay</b>	<b>No. of Vacancies</b>	<b>Eligibility conditions</b>
2.	<b>Finance &amp; Accounts Officer</b>  Rs.15600-39100 (PB-3) Grade Pay Rs.7600	01(One)	<p><b>For Direct Recruitment</b></p> <p>Age limit 45 to 50 years.</p> <p><u>Educational and other qualifications:-</u></p> <p><u>Essential</u> : PG in Commerce from recognised University/Institute</p> <p><u>Desirable:</u> MBA(Fin.)/CA/ICWA</p> <p><u>Minimum Experience:</u> With 15 years in relevant field out of which the last 03 years in analogous post and/or 10 years in PB-3/GP 6600.</p> <p><u>Desirable Experience:</u> in financial matters in Institutes/University/ government organisation</p>

			<p><b>For Deputation</b></p> <p>Officers holding analogous post for 03 years having relevant experience under Central/ State/ Union Territories Govt./ Universities/ Recognised Research Institutions / PSUs/ Semi-Govt./ Autonomous Organizations and having requisite educational qualification prescribed for the post.</p> <p>Deputation Period – Initially for a period of three years extendable by a further period of two years as per DOP&amp;T terms and conditions.</p>
3	<p><b>Administrative Officer</b></p> <p>Rs.15600-39100 (PB-3)</p> <p>Grade Pay Rs.7600</p>	01 (One)	<p><b>For Direct Recruitment</b></p> <p>Age limit 45 to 50 years.</p> <p><u>Educational and other qualifications:-</u></p> <p><u>Essential:</u> PG from recognised University/Institute</p> <p><u>Desirable:</u> MBA(HR)/PG in Public Administration from reputed Institute</p> <p><u>Minimum Experience:</u> 15 years in relevant field out of with the last 03 years in analogous post and/or 10 years in PB-3/GP 6600.</p> <p><u>Desirable Experience:</u> in administrative matters in Institutes/University/ government organisation</p> <p><b>For Deputation</b></p> <p>Officers holding analogous post for 03 years having relevant experience under Central/ State/Union Territories Govt./ Universities/ Recognised Research Institutions / PSUs/Semi-Govt./Autonomous Organizations and having requisite educational qualification prescribed for the post</p> <p>Deputation Period – Initially for a period of three years extendable by a further period of two years as per DOP&amp;T terms and conditions.</p>

4.	<b>Technical Officer(Water Quality Management)</b>  Rs.9300-34800 ( PB-2) Grade Pay Rs.5400	01 (One)	<b>For Direct Recruitment</b>  Upper age limit 40 years.  <u>Educational and other qualifications :</u>  <u>Essential:</u> MSc in Chemistry / Microbiology / Bio-Sciences / Environmental Science from recognised University / Institute  <u>Desirable:</u> PhD in Chemistry / Microbiology / Bio- Sciences / Environmental Science from recognised University / Institute  <u>Minimum Experience:</u> 10 years in relevant field out of which the last 03 years in analogous posts and/or 05 years in PB-2/GP 4600 or 5years in water quality/ treatment technology  <b>For Deputation</b>  Officers holding analogous post for 03 years having relevant experience under Central/ State/Union Territories Govt./ Universities/ Recognised Research Institutions / PSUs/Semi-Govt./Autonomous Organizations and having requisite educational qualification prescribed for the post  Deputation Period – Initially for a period of three years extendable by a further period of two years as per DOP&T terms and conditions.
5	<b>Assistant</b>  Rs.9300-34800 (PB-2 )  Grade Pay Rs.4200	02 (Two)	<b>For Direct Recruitment</b>  Upper Age limit 40years  <u>Educational and other qualifications:-</u>  <u>Essential:</u> Degree from Recognised University  <u>Desirable:</u> Post Graduation  <u>Minimum Experience:</u> 10 years in relevant field out of which the last 03 years in analogous post and/or 10 years in PB-2/GP 2800.

			<p><b>Desirable Experience:</b> in administrative/financial matters in Institutes/University/ government organisation</p> <p><b>For Deputation</b></p> <p>Officers holding analogous post for 03 years having relevant experience under Central/ State/Union Territories Govt./ Universities/ Recognised Research Institutions / PSUs/Semi-Govt./Autonomous Organizations and having requisite educational qualification prescribed for the post</p> <p>Deputation Period — Initially for a period of three years extendable by a further period of two years as per DOP&amp;T terms and conditions.</p>
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2. Eligible candidates may apply for **Direct Recruitment Posts** directly through proper channel if working in Government Sector in the prescribed format at Annexure I. Cadre authorities/Head of Departments are requested to forward applications of eligible candidates.

3. Eligible candidates may apply for **Deputation posts** through proper channel alongwith the following documents:

- i. Application in prescribed Proforma – Annexure I.
- ii. Cadre Clearance Certificate from the Controlling Authority
- iii. Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years Annexure II
- iv. Vigilance Clearance/Integrity Certificate/No penalty certificate(Annexure II)
- v. Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or equivalent (Annexure II).

While forwarding the applications it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicant are correct (Annexure II).

4. Applications in the prescribed format (Annexure-I), should be sent through the Cadre Controlling Authority/Department of the Applicant alongwith documents listed in para 3 above to US(Admin), Ministry of Drinking Water and sanitation, 9<sup>th</sup> Floor, Paryavaran Bhawan, CGO Complex, New Delhi 110003 mentioning "APPLICATION FOR THE POST OF \_\_\_\_\_ IN ICDWQ" on Deputation /Direct Recruitment on the Envelope.

Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

5. The last date for receipt of applications is 45 days from the date of advertisement. Applications received after the last date or otherwise found incomplete shall not be entertained.

6. ICDWQ reserves all the right to reject any/ all applications at any stage and withdraw the vacancy circular at any time without assigning any reasons.



(Shivani Dutt)  
Administrative Officer, ICDWQ  
Tele: 2436 4115  
E-mail: shivani.dutt@nic.in

**PROFORMA FOR APPLICATION FOR BOTH DIRECT RECRUITMENT AND DEPUTATION**

**Application for the post of :**

Please affix a recent photograph
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1. Name and Address  
(IN BLOCK LETTERS)
2. Date of Birth (In Christian Era)
3. Residential Address, Contact Number and e mail address
4. Date of retirement under Central/State Govt. Rules
5. Educational Qualifications
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	Qualifications/Experience possessed by the officer
Essential	(i)	
	(ii)	
	(iii)	

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post
8. Details of employment, in chronological order  
Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/Instt./Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties

9. Nature of present employment, i.e., ad-hoc or temporary 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/contract
- (c) Name of the parent office/ organization to which you belong

11. Additional details about present employment:

Please state whether working under: -

- (a) Central Government
- (b) State Government
- (c) Autonomous Organizations
- (d) Government Undertakings
- (e) Universities
- (f) Recognised Research Institutions
- (f) Private Organisation

12. 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

13. Total emoluments per month now drawn

14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient

15. Whether belongs to SC/ST

16. Remarks, if any

17 List of Enclosures

#### CERTIFICATE

Certified that the information furnished above is true and correct to the best of my knowledge and belief. If any information is found to be wilfully suppressed or found not correct, I will forgo my employment and abide by any disciplinary action by the Competent Authority the F

Signature of the Candidate

Date: .....

Address: .....

Tel. No.: .....

Countersigned with seal.....

(Employer)

**[FORMAT OF VARIOUS CERTIFICATES REQUIRED TO BE ENCLOSED SEPARATELY  
ALONGWITH THE APPLICATION OF CANDIDATE WHO APPLIES FOR THE POST ON  
DEPUTATION /ABSORPTION BASIS]**

**INTEGRITY CERTIFICATE**

After scrutinizing Annual Confidential Reports of Dr./Shri/Smt./Ms. \_\_\_\_\_ who has applied for the post of \_\_\_\_\_ in the International Centre for Drinking Water Quality on Deputation (including short-term contract)/absorption basis, it is certified that his/her integrity is beyond doubt.

(To be signed by an Officer of the rank of Deputy Secretary or above)

Date:

Name & Office Seal:

**VIGILANCE CLEARANCE CERTIFICATE**

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Dr./ Shri/ Smt./ Ms. \_\_\_\_\_ who has applied for the post of **Administrative Officer** in the International Centre for Drinking Water Quality on Deputation (including short-term contract)/absorption basis.

(Authorised signatory)

Date:

Name & Office Seal:

**NO PENALTY CERTIFICATE**

Certified that no minor/ major penalty has been imposed on Dr./Shri/Smt./Ms. \_\_\_\_\_ who has applied for the post of \_\_\_\_\_ in the International Centre for Drinking Water Quality on Deputation (including short-term contract)/absorption basis during the last ten years

(Authorised signatory)

Date:

Name & Office Seal: