

No.21/01/2022-CS.I(Coord.)
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
(CS.I Division)

Loknaya Bhawan, New Delhi
Dated the 15th November, 2022

OFFICE MEMORANDUM

Sub: Filling up the post of Director & Head of Centre, National Centre for Drinking Water, Sanitation & Quality (NCDWSQ), Kolkata, an autonomous body under Department of Drinking Water & Sanitation, Ministry of Jal Shakti on deputation basis including short-term contract- reg.

Reference is invited to Ministry of Jal Shakti D/O Drinking Water & Sanitation's Circular No. W-11041/39/2021-JJM.II dated 09.11.2022 inviting applications for filling up the post of Director & Head of Centre, National Centre for Drinking Water, Sanitation & Quality (NCDWSQ), Kolkata, an autonomous body under Department of Drinking Water & Sanitation, Ministry of Jal Shakti on deputation basis including short-term contract. The last date of submission of the application is 18.12.2022.

2. The circular is hereby uploaded only for eligible CSS Officers in terms of OM No. 2/2/2010-CS.I (U) dated 18th August 2010. **In case of any further clarification, applicants are requested to contact the concerned Ministry/Department who has advertised the circular.**

3. It may be noted that cadre clearance from CS.I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.

Sunil Kumar
15/11/2022
(Sunil Kumar)

Under Secretary to the Govt. of India
Tel. No. 011-246294142

To
All Ministries/ Departments (through DoPT's website).

W-11041/39/2021-JJM.II
Government of India
Ministry of Jal Shakti
Department of Drinking Water & Sanitation
National Jal Jeevan Mission


4th Floor, Antyodaya Bhavan
CGO Complex, Lodhi Road,
New Delhi-110 003
Dated: 9th November, 2022

OFFICE MEMORANDUM

Subject: Filling up the post of Director & Head of Centre, National Centre for Drinking Water, Sanitation & Quality (NCDWSQ), Kolkata, an autonomous body under Department of Drinking Water & Sanitation, Ministry of Jal Shakti on deputation basis including short-term contract - reg.

The undersigned is directed to refer to the subject mentioned above and to enclose herewith a vacancy circular along with the application proforma for the same, which are self-explanatory.

2. It is requested to get it uploaded on the website (s) of DoPT so that the advertisement may get wide publicity.


(Vikas Srivastava)

Under Secretary to the Govt. of India
e-mail: vikas.sri@nic.in

Encl: As above.

To,

Department of Personnel & Training,
Under Secretary,
CS.I division,
2nd Floor, A-Wing, Lok Nayak Bhawan,
Khan Market, New Delhi.

Copy to:

- i. NIC for uploading the vacancy circular and application proforma on the Department of Drinking Water & Sanitation's website & e-office portal.
- ii. Administrative Officer, NCDWSQ for information.

For uploading on website

F. No. W-11041/39/2021-JJM-II
Government of India
Ministry of Jal Shakti
Department of Drinking Water & Sanitation



4th Floor, Antyodaya Bhawan.
CGO Complex, New Delhi-110 003
Dated: 9th November, 2022

Vacancy circular

The National Centre for Drinking Water, Sanitation & Quality (NCDWSQ) is an autonomous institution under the Department of Drinking Water & Sanitation, Ministry of Jal Shakti, Government of India at Joka, Diamond Harbour Road, Kolkata, West Bengal. It is an apex institute in the field of drinking water quality & sanitation.

Applications are invited from Indian citizens for filling up of 1(one) post of the Director & Head of Centre(**un-reserved**) on deputation (including short term contract) basis in the National Centre for Drinking Water, Sanitation & Quality, registered as a society under the aegis of Department of Drinking Water & Sanitation, as per details given below:

- | | |
|-------------------------------------|--|
| i.) Name of post: | Director & Head of Centre |
| ii.) Classification of post: | Group - A |
| iii.) Scale of pay: | Level-14-in the pay matrix Rs. 1,44,200-
2,18,200(Pre-revised Grade Pay Rs. 10,000/-) |

2. **Educational and other qualifications:**

- i.) B.Tech. (Civil or Chemical) with M. Tech with specialization in Environmental Engineering from recognised University/ Institution.

OR

M.Sc. (Chemistry or Environmental Science) with Ph.D. in Chemistry or Environmental Science

- ii.) Publications of papers/ policy documents/ special reports, three (3) at national level and one (1) at international level; or six (6) at national level on drinking water quality.
iii.) Knowledge of GIS, RS and HGM maps and sound working knowledge on computer.

3. **Minimum Experience:**

25 years of regular service in relevant field out of which – five (5) years in the pre-revised Pay scale PB-4 with Grade Pay Rs. 8,900/- or equivalent IDA scale in Central/ State/ Union Territories Govt./ Universities/ recognised research Institution/ PSUs/ Semi Govt./ autonomous organisation

OR

seven (7) years in the pre-revised pay scale PB-4 with Grade Pay Rs. 8,700/- or equivalent IDA scale in Central/ State Government/ UT Administration/ Universities/ recognised Research Institution / PSUs/ Semi Govt./ autonomous organisation.

4. Age limit:

Applicant must not exceed 58 years of age on the closing date of receipt of application i.e. 18.12.2022.

Incumbent shall hold office for such period not exceeding 05 years and not beyond 60 years of age whichever is earlier and will further subject to Terms and conditions issued by DoPT in r/o Deputation.

Note: *The reference date for determining the age for eligibility shall be the closing date for receipt of application.*

5. Screening and selection process:

The screening and selection process shall be as decided by Selection Committee so constituted by the NCDWSQ and mentioned in RRs. If considered necessary, the screening process may include interview.

6. Duties

The Director & Head of the Centre is responsible for overall administration of the affairs and the funds of the Centre. As the Head of the Centre he is to undertake activities to further its role as the apex institution in the country in drinking water quality & sanitation sector. This includes working with the State Public Health Engineering Departments/ Water & Sanitation Departments, establishing collaboration with other reputed institutions, conducting training and academic programmes and undertaking research and innovation.

General

- i.) The Department reserves the right to cancel the recruitment without assigning any reason.
- ii.) The vacancy for the post of Director is un-reserved.
- iii.) The relevant Recruitment Rules are available in the website: <https://jalshakti-ddws.gov.in> at the link Recruitment of Director NCDWSQ. The candidates are advised to refer the same before filling the application form.
- iv.) The applicants are advised to visit the department's website www.jalshakti-ddws.gov.in regularly. Any addendum/ corrigendum or any update regarding the recruitment process shall be posted only on the department's website.
- v.) Candidates are advised in their own interest to submit application much before the closing date and not to wait till the last date.
- vi.) The consideration of qualifications as equivalent to qualification and experience stated above shall be the discretion of the Selection Committee. If the number of applications received in response to advertisement is large, the selection committee may restrict the number of candidates to be called for interview to a reasonable limit through a shortlisting process based on a well-defined criterion. No correspondence will be entertained from candidates who are not called for interview / selected for appointment. Canvassing in any form will result in disqualification of candidature.
- vii.) No TA/ DA will be paid for interview, if conducted.

viii.) The selected candidates are liable to serve anywhere in India and outside as per the requirement of the Centre/ Govt of India.

How to apply:

- a.) Eligible candidates are required to fill and submit the application along with the requisite documents as per the prescribed format at Annex-I and Annex-II. The application should be sent in an envelope superscribing the post 'Director, National Centre for Drinking Water, Sanitation & Quality' to the **Under Secretary, Department of Drinking Water & Sanitation, 4th Floor, Antodaya Bhawan, CGO Complex, Lodhi Road, New Delhi – 110 003** before the closing date of application. The same may also be mailed at vikas.sri@nic.in/ jha.sumit@gov.in.
- b.) The applications are to be submitted **by 18.12.2022**. The candidates will also be required to send self- attested copies of relevant educational certificates, publications, and other documents to support their claim for the post. Candidates will have to produce the original certificates as and when required.
- c.) Note: Experience/ employment certificates for work/ research work must clearly indicate the date of joining/ relieving of the post held.
- d.) Candidates working in Central/ State Government/ UT Administration/ Universities/ Recognised Research Institution / PSUs/ Semi Govt./ autonomous organisation should send Certificate from the competent authority of the organization they are serving, in the format specified at Annex-II. It is the responsibility of such candidates to ensure that they obtain NOC from their Department/organization within the time.
- e.) Incomplete application/ non-submission of requisite documents shall be liable for rejection.
- f.) An applicant must submit only one application. Multiple applications will be liable for rejection.
- g.) For any query related to:
details of the post (Non-technical): contact at 011 – 2436 3515
submission of form (technical) : contact at 011- 2436 2610

Annex-I

Application form for the post of Director, National Centre for Drinking Water, Sanitation and Quality, Kolkata

1.	Name (in block letters)					(Please affix a recent photograph)
2.	Date of birth (DD/ MM/ YYYY)					
3.	Residential address					
4.	Contact number					
5.	Email address					
6.	Educational and other qualification (in chronological order with names of institutions)					
	Qualification	Subject/ Branch	Name of Institute/ Board/ University	Year of Passing		
7.	Experience (in chronological order with names of Organisation)					
	Position held	Name of the Organisation	Duration (DD/ MM / YY to DD/ MM/ YY)	Scale of pay and basic pay	Major activities performed	
8.	Certifications and trainings attended					
9.	Publications of papers/ policy document/ special report on drinking water quality	Title of paper/ publication/ policy document	Date of Publication	Whether Publication is National/ International level	Deitals of Journal / website etc. where published.	

10.	Knowledge of Softwares	Software	Yes/ No	Details, if any.
		GIS		
		RS		
		HGM maps		
11.	Nature of present employment i.e., ad-hoc or temporary or permanent:			
12.	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: -			
13.	Are you on a 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			
15.	Additional information / Remarks, 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			
16.	List of Enclosures:			

(Note: Please stick to the above application format and only increase or decrease number of rows as per requirement.)

DECLARATION

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 forego my employment and abide by any disciplinary action by the Competent Authority.

Name & Signature of Candidate

Date: _____

Countersigned with seal.....

(by Head of the Organisation/ Department)

CERTIFICATE

(TO BE GIVEN BY THE HEAD OF ORGANIZATION/ OFFICE)

- i.) Certified that Sh./ Smt./ Ms _____ joined this organisation as _____ (Name of the post) with effect from _____ and is presently working as _____ (name of the post) and his integrity is beyond doubt.
- ii.) It is also certified that no disciplinary/ vigilance proceedings are either pending or contemplated against the officer. Integrity of the officer is also certified.
- iii.) It is certified that no major/minor penalty was imposed.
- iv.) The certified copies of Annual Performance and Appraisal Reports (Confidential Reports) for last five years are enclosed with the application form.
- v.) The application of Sh./ Smt./ Ms _____ to the post of _____ is recommended. In case of his/ her selection, the Department/ organisation will relieve him/ her immediately.

Place:
Date:

**Signature of the Head of
Organisation/ Department with Seal**