

**NATIONAL INSTITUTE OF HYDROLOGY**  
**(A GOVT. OF INDIA SOCIETY UNDER MINISTRY OF WATER RESOURCES,**  
**RIVER DEVELOPMENT AND GANGA REJUVENATION)**  
**JALVIGYAN BHAWAN, ROORKEE – 247 667 (UTTRAKHAND) INDIA**

**ADVT. No. 3/2016**

**Dated: 18<sup>th</sup> August, 2016**

Applications are invited for one post of Senior Administrative Officer in Pay Band- PB-3 Rs.15600-39100 plus Grade Pay of Rs.6600/- to be filled on deputation / promotion basis at NIH, Roorkee. The post carries the pay and allowances at Central Government rates. Interested candidates may apply through their department within 60 days from the date of advertisement published in the Employment News. For details Institute's website [www.nih.ernet.in](http://www.nih.ernet.in) may be consulted.

Sr. Admn. Officer

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**Dated: 18<sup>th</sup> Aug., 2016**

Applications are invited for the following post to be filled up on deputation / promotion basis in National Institute of Hydrology, Roorkee (A Govt. of India Society under Ministry of Water Resources), at its Headquarters from Indian Nationals satisfying qualifications and experience as under:

**SENIOR ADMINISTRATIVE OFFICER – One post**

Pay Band: PB-3 Rs. 15,600-39,100 plus grade pay Rs. 6600

1. **QUALIFICATIONS AND EXPERIENCE**

Officer under the Central Govt./State Govt., /Public Sector Undertakings/ Semi Government/ Statutory/Autonomous organizations/ Society:

(1) holding analogous post or the post in the Pay Band: PB-3, Rs. 15600-39100 with Grade Pay of Rs. 6600/

OR

(2) with 5 years of regular service in the Pay Band: PB-2, Rs. 9300-34800 with Grade Pay Rs. 5400/-

OR

(3) with 6 years' service in the Pay Band: PB-2, Rs. 9300-34800 with Grade Pay Rs.4800/-

(4) with 7 years' service in the pay Band: PB-2, Rs. 9300-34800 with Grade pay Rs. 4600/

AND

Possessing a degree from a recognized University and experience in administration / establishment and related matters.

NOTE: Departmental Section Officer with 7 years' regular service in the Pay Band of Rs.9300-34800 in PB-2 with Grade Pay-Rs.4600/- will also be eligible for the post of Sr. Admn. Officer. In case a departmental candidate is selected, the same shall be deemed to have been filled by promotion.

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 five years.

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

NOTE: The crucial date of determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Laddakh, Division of Jammu and Kashmir state, Lahaul and Spiti district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

## **DUTIES OF SR. ADMINISTRATIVE OFFICER**

The Sr. Admn. Officer shall assist the Director, NIH in the field of administration and other related matters.

### **GENERAL CONDITIONS AND REQUIREMENTS:**

1. Appointment on deputation will be on Foreign Service terms for a period of 3 years. The pay of officers selected for deputation will be regulated in accordance with the provisions contained in DOPT O.M. No. 6/08/2009-Estt(Pay-II) dated 17.6.2010.
2. Screening Committee can exercise discretion regarding fulfillment of experience criteria in the specified pay band and equivalence of pay band.
3. In case of candidates already employed, the forwarding authority should certify that the particulars furnished by the officer are correct and that no disciplinary or vigilance case is pending or contemplated against the officer. Up to date Annual Confidential Report dossiers of the applicants should also be sent when requested by the National Institute of Hydrology. No Penalty Certificate for last 10 years may also be sent along with application form. It may also be confirmed that in the event of selection for the appointment, the officer concerned will be relieved of his duties as and when requested. The integrity of the officer should also be certified.
4. Candidates already employed in Government/ Semi-Govt./Autonomous Bodies/ Society should apply through proper channel. Applications not forwarded through proper channel will not be considered.
5. If the number of candidate is too large, considering the number of vacancies to be filled for a particular post, the Institute reserve the right to short-list the candidates to be called for interview based on the eligibility criteria decided by the Screening Committee.
6. Applications in the prescribed format in duplicate along with self-attested copies of certificates, mark sheets and testimonials should reach "Senior Administrative Officer, National Institute of Hydrology, Jal Vigyan Bhawan, Roorkee,-247 667, (Uttarakhand) before the closing date. The closing date for receiving applications will be 60 days from the date of publication of the advertisement in the Employment News.
7. The candidates called for interview will be paid TA as per Institute's Rules.
8. Recent passport size photograph should be pasted on the top right hand corner of the application.
9. Applications, which are not complete in all respects, are liable to be rejected.

**FORMAT FOR APPLICATION: As per Annexure-I**

BIO-DATA/ CURRICULUM VITAE PROFORMA

RECENT PHOTO

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
Date of retirement under Central/ State Government Rules	
4.Educational Qualifications	
5. 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)	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>
<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
<b>Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs <b>by the Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News. In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate</b> .	
6. 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.	
<b>Note: Borrowing Departments are to provide their specific comments/ view's confirming the relevant Essential Qualification/ work experience possessed by the candidate (as indicated in the Biodata) with reference to the post applied.</b>	

