

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

**ADVT. NO. NIHR/ESTT./2023/05**

**Dated: Oct. 05, 2023**

Applications are invited for the following post to be filled up on deputation basis in National Institute of Hydrology, Roorkee from Indian Nationals satisfying qualifications and experience as under:

**SENIOR ADMINISTRATIVE OFFICER**

**Pay Level – 11(Rs.67700-208700)**

**1. ESSENTIAL QUALIFICATIONS AND EXPERIENCE**

Officer under the Central Govt./State Govt./Public Sector Undertakings/Semi-Govt./Statutory/ Autonomous Organizations/Societies.

- (1) Holding analogous post in Level-11 (Rs.67700-208700)  
OR
- (2) With 5 years of regular service in Level-9 (53100-167800)  
OR
- (3) With 6 years service in Level-8 (Rs.47600-151100)  
OR
- (4) With 7 years service in Level-7 (Rs.44900-142400)

**NOTE:**

1. The period of deputation including the 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 ordinarily not exceed 3 years.
2. The minimum age limit for appointment by deputation shall be '**Not exceeding 56 years**' as on the closing date of receipt of applications.

**2. GENERAL CONDITIONS AND REQUIREMENTS:**

1. Appointment on deputation will be on Foreign Service terms for a period of 3 years. The pay of officer selected for deputation will be regulated in accordance with the provisions contained in DOPT O.M. No. 2/09/2018-Estt(Pay-II) dated 12.04.2021.
2. Screening Committee can exercise discretion regarding fulfillment of experience criteria in the specified Pay Level and equivalence of Pay Level.
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 Confidential Annual Report, dossiers of the applicants should also be sent when requested by the National Institute of Hydrology, Roorkee. No panelty certificate for last 10 years may also be sent alongwith application form. It may also be confirmed that in the event of selection for the appointment, the officer concern will be relieved of his duties as and when requested. The integrity of the officer should also be certified.

4. Candidates already employed in Central Govt./State Govt./Public Sector Undertakings/Semi-Govt./ Statutory/ Autonomous Organizations/Societies should apply through proper channel. Applications not forwarded through proper channel will not be considered.
5. If the number of candidates is too large, considering the number of vacancy to be filled for a particular post, the Institute reserves the right to short list the candidates to be called for interview based on the eligibility criteria as decided by the Screening Committee.
6. Applications in the prescribed format in duplicate alongwith self attested copies of certificates, marksheet and testimonial should reach Sr. Admn. Officer, National Institute of Hydrology, Roorkee, Jal Vigyan Bhawan, Roorkee-247 667, Distt. Haridwar (Uttarakhand) before the closing date. The closing date for receiving applications will be **30 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 photo should be pasted on the top right hand corner of the application.
9. Applications, which are not complete in all respect are liable to be rejected
10. All the dispute/litigation, if any, will be subject to Roorkee (Uttarakhand) jurisdiction only.
11. Candidates are advised to visit the Institute website regularly for any updates regarding the recruitment of these vacancies.
12. Format for applications: As Per Annexure-1(Upload at Website).

The detailed advertisement may be seen at the institute website [www.nihroorkee.gov.in](http://www.nihroorkee.gov.in).

**SENIOR ADMINISTRATIVE OFFICER**

**BIODATA/CURRICULUM VITAE PROFORMA****APPLICATION FOR THE POST OF :**

1.	Name and address (in Block Letter)		Recent Passport size photographs
2.	Date of Birth		
3. (i)	Date of entry into service		
(ii)	Date of Retirement under Central/State Govt. 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)		
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/Experience possessed by the officer	
	<b>Essential</b>	<b>Essential</b>	
	a) Qualification		
	b) Experience		
	<b>Desirable</b>		
	a) Qualification		
	b) Experience		
Note:	This column needs to be amplified to indicate essential and Desirable qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office 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 by the candidate.		
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:</b>	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.		

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

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis.	Nature of Duties (in detail) 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 benefits have been drawn by the Candidate, may be indicated as below;

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

<b>8. Nature of present employment i.e. Adhoc or Temporary or Quasi-permanent or Permanent</b>			
<b>9. In case the present employment is held on deputation/contract basis, please state-</b>			
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.	d) Name of the Post and Pay of the post held in substantive capacity in the parent organization

**9.1 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 an Integrity certificate.

**9.2 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/organization.

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment: 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) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. 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.		
14. Total emoluments per month now drawn		
Basic Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization 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
16. An Additional Information, 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 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 is insufficient)		
16. B Achievements: The candidates are requested to indicate information with regard to; i) Research publications and reports and special projects ii) Awards/Scholarships/Official Appreciation 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 vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)		

17. Please state whether you are applying for deputation		
18. 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 support by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at 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 a bearing on my selection has been suppressed /withheld.

Date:

(Signature of the candidate)

Address .....

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**Certificate 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 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 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)**