

**No. A-50013/292/2021-E-II-MOWR**  
भारत सरकार  
**Government of India**  
जल शक्ति मंत्रालय  
**Ministry of Jal Shakti**  
जल संसाधन नदी विकास और गंगा संरक्षण विभाग  
**Department of Water Resources, River Development and Ganga Rejuvenation**  
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Shram Shakti Bhawan, Rafi Marg,  
New Delhi, date 06-07-2026

To

All Ministries/ Departments of Government of India  
All State Governments/ Union Territories/  
All Universities / Public Sector Undertakings / Recognized Research institutions  
/Semi- Government/Autonomous / Statutory organisations  
All attached/subordinate offices/ Autonomous bodies/ Public Sector Undertakings  
under Department of Water Resources, River Development&Ganga Rejuvenation  
The Chief Secretary to all State Governments/ Union Territories

**Subject : Filling of the post of Chief Administrative Officer, CWPRS, Pune – reg.**

Sir,

I am directed to say that it is proposed to fill up one post of **Chief Administrative Officer** in the Central Water and Power Research Station, Pune in Pay Band 3, Rs.15,600-39,100 + Grade Pay of Rs. 6600, General Central service, Group 'A', Gazetted, Ministerial by **Promotion/deputation (including short- term contract)/ absorption** amongst the officers of Central / State Governments / Union Territories / Universities / Public Sector Undertakings / Recognized Research institutions / Semi Government /Autonomous / statutory organizations or departmental candidates as mentioned below :

a. (i) holding analogous post on a regular basis in the parent cadre or Department; or

(ii) with five years regular service in grade in Pay Band 3, Rs. 15600-39100 plus grade pay of Rs. 5400 or equivalent in the parent cadre or department;

or

(iii) with seven years regular service in the grade in pay band 2, Rs. 9300-34800 plus grade pay of Rs. 4600 or equivalent in the parent cadre or department;

and

b. having five years experience in administrative and establishment matters

**2. The Departmental Administrative Officer in Pay Band-2 Rs. 9300—34800 plus**

Grade Pay of Rs. 4600 with seven years regular service in the grade shall also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion

**Note 1.**—Only Officers from Central Government/State Government/ Union Territory are eligible for being considered for appointment by absorption.

**Note 2.**—The departmental officers in the feeder category who is in the direct line of promotion shall not be eligible for consideration for appointment by deputation and similarly the deputationists shall not be eligible for consideration for appointment by promotion.

**Note 3.**—Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

**Note 4.**—The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

**Note 5.**—For the purpose of appointment on promotion/ deputation (including short term contract)/absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding Grade Pay or Pay Scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay or Pay Scale, and where this benefit will extend only for the post(s) for which that Grade Pay or Pay Scale is the normal replacement Grade without any upgradation.

NOTE: The crucial date of determining the age limit shall be the 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, Ladakh, Lahaul & Spiti district and Pangi Sub Division of Chamba District of Himachal Pradesh, (Andaman & Nicobar Islands or Lakshadweep) or abroad).

**3.** The terms and conditions of the deputation would be the same as prescribed by the Department of Personnel & Training vide their O M No.2/29/91-Estt. (Pay II) dated 05.01.1994 as amended from time to time.

**4.** Interested and eligible officers may send their applications (in triplicate) in the prescribed proforma (Annexure-'A') to the Under Secretary (E-II), Ministry of Jal Shakti, Department of Water Resources, RD & GR, Room No.435 A, Shram Shakti Bhavan, Rafi Marg, New Delhi-110001, through proper channel, **within 60 days from the date of issue of this advertisement**. In addition to this, applicants may also send the application through e- mail at use2-mowr@nic.in, etwo-mowr@nic.in. The closing date of receipt of applications from candidates from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Laddakh, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep or abroad will be 67 days from the date of publication of advertisement. While forwarding the applications, along with attested photocopies of ACRs for the last five years, Integrity certificate and No Penalty Certificate during the last ten years in respect of the officers, the Cadre/Administrative Authority should certify that the particulars furnished by the officers are correct and that no vigilance/disciplinary case is pending against the officer(s). Applications received after the last date or without copies of APARs/ACRs/Integrity Certificate/No Penalty Certificate/Vigilance Clearance Certificate or otherwise found incomplete will not be considered. The candidates

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

Encl. : proforma

Yours faithfully,

Digitally signed by  
SWETA

Date: 06-07-2026  
17:28:58

(Sweta)

Under Secretary to the Government of India  
Tel. : 20818754

Copy to :

1. PPS to Secretary/PPS to AS D/o WR, RD & GR
2. Administration Section for internal circulation in the Ministry
3. Director, CWPRS, Pune
4. NIC Cell, D/o WR, RD & GR – for uploading on the Ministry's website

## Annexure-A

## PROFORMA

|     |                                                                                                                                                                                                                                                                |           |                                                            |                 |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------|-----------------|
| 1.  | Name and Address (in Block Letters)                                                                                                                                                                                                                            |           |                                                            |                 |
| 2.  | Date of Birth (in Christian era)                                                                                                                                                                                                                               |           |                                                            |                 |
| 3.  | i. Date of entry into Govt. service<br>ii. 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>                                           |                 |
|     | Qualification                                                                                                                                                                                                                                                  |           | Qualification                                              |                 |
|     | Experience                                                                                                                                                                                                                                                     |           | Experience                                                 |                 |
|     | <b>Desirable</b>                                                                                                                                                                                                                                               |           | <b>Desirable</b>                                           |                 |
|     | Qualification                                                                                                                                                                                                                                                  |           | Qualification                                              |                 |
|     | Experience                                                                                                                                                                                                                                                     |           | Experience                                                 |                 |
| 5.1 | <b>Note :</b> 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 issue of circular and issue of advertisement in the Employment News. |           |                                                            |                 |
| 5.2 | 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 requirement of the post                                                                                                                                                   |           |                                                            |                 |
| 6.1 | <b>Note :</b> Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/ work experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied                 |           |                                                            |                 |
| 7.  | Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient                                                                                                               |           |                                                            |                 |
|     | Office/                                                                                                                                                                                                                                                        | Post held | From                                                       | To              |
|     |                                                                                                                                                                                                                                                                |           |                                                            | Scale of Nature |

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |      |    |  |                   |                       |                    |                                                   |      |    |  |  |  |  |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----|--|-------------------|-----------------------|--------------------|---------------------------------------------------|------|----|--|--|--|--|
|                    | Institution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |      |    |  | Pay and Basic Pay | of duties (in detail) |                    |                                                   |      |    |  |  |  |  |
|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |      |    |  |                   |                       |                    |                                                   |      |    |  |  |  |  |
|                    | <ul style="list-style-type: none"> <li>Pay in the cell and Level of pay matrix granted under ACP/MACP is personal to the officer and therefore, should not be mentioned. Only level in pay matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with present level in the pay matrix where such benefits have been drawn by the candidate, may be indicated as below:</li> </ul> <table border="1"> <tr> <td>Office/institution</td><td>Level and pay in pay matrix under ACP/MACP scheme</td><td>From</td><td>To</td></tr> <tr> <td></td><td></td><td></td><td></td></tr> </table> |      |    |  |                   |                       | Office/institution | Level and pay in pay matrix under ACP/MACP scheme | From | To |  |  |  |  |
| Office/institution | Level and pay in pay matrix under ACP/MACP scheme                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | From | To |  |                   |                       |                    |                                                   |      |    |  |  |  |  |
|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |      |    |  |                   |                       |                    |                                                   |      |    |  |  |  |  |
| 8.                 | Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |      |    |  |                   |                       |                    |                                                   |      |    |  |  |  |  |
| 9.                 | <p>In case the present employment is held on deputation/contract basis, please state:-</p> <p>(a) The date of initial appointment</p> <p>(b) Period of appointment on deputation/contract</p> <p>(c) Name of the parent office/organization to which you belong</p> <p>(d) Name of the post and pay of the post held in substantive capacity in the parent organization</p>                                                                                                                                                                                                                                  |      |    |  |                   |                       |                    |                                                   |      |    |  |  |  |  |
| 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 and 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 applicant, date of return from the last deputation and other details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |      |    |  |                   |                       |                    |                                                   |      |    |  |  |  |  |
| 11.                | Additional details about present                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |      |    |  |                   |                       |                    |                                                   |      |    |  |  |  |  |

|  |                                                                                                                                                                                                                                                                                |  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | employment.<br><br>Please state whether working under<br>(indicate the name of your employer<br>against the relevant column)<br>(a) Central Government,<br>(b) State Government<br>(c) Autonomous Organization<br>(d) Government Undertaking<br>(e) Universities<br>(f) 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                                                                                                                                                                                                                                                                                                                                                                                       |                                                                           |                  |  |
|     | Level in pay matrix                                                                                                                                                                                                                                                                                                                                                                                                        | Pay drawn                                                                 | Total emoluments |  |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                           |                  |  |
| 15. | In case the applicant belong to an organization which is not following the Central Government pay scales, the latest salary slip issued by the organisation showing the following details may be enclosed                                                                                                                                                                                                                  |                                                                           |                  |  |
|     | Pay in the pay matrix and rate of increment                                                                                                                                                                                                                                                                                                                                                                                | Dearness pay/interim relief/ other allowances etc. (with breakup details) | Total emoluments |  |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                           |                  |  |
| 16. | Additional information, if any, which you would like to mention in support of your suitability for the post.<br><br>(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)<br><b>(Note:</b> Enclose a separate sheet, if the space is insufficient). |                                                                           |                  |  |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|     | <p>Achievements : The candidates are requested to indicate information with regard to:-</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/Scholarship/Official appreciation</p> <p>(iii) Affiliation with the professional bodies/ institutions/societies and</p> <p>(iv) Patents registered in own name or achieved the organization</p> <p>(v) any other information.</p> <p>(Note: Enclose a separate sheet, if the space is insufficient,)</p> |  |
| 17. | Please state whether you are applying for deputation (ISTC)/ Absorption/ re-employment Basis. (Officers under Central/ State Governments are only eligible for Absorption.                                                                                                                                                                                                                                                                                                            |  |
| 18. | Whether belongs to SC/ST                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents 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 a bearing on my selection has been suppressed/ withheld.

Signature of the  
Candidate

Address-----

Date\_\_\_\_\_

### **Certification 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 in the records. He/She possesses the academic 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 ACR5 for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government 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 control authority with seal)