



No. A. 12034/11/2021-E-III / 483-84

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

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated: 21st November, 2025

CIRCULAR

Subject: Vacancy Circular for 01 (One) Statutory post of the Secretary in Brahmaputra Board - regarding.

The Ministry of Jal Shakti (Department of Water Resources, River Development & Ganga Rejuvenation) invites applications for the following positions in the Brahmaputra Board, Guwahati, which is a Statutory Body, under this Department, immediately:

S.No.	Name of Post	Pay Level under 7th Pay Commission	Posts
1	Secretary	L-13A (Rs.131100-216600)	1

2. Details of these posts along with its eligibility criteria for each posts are given in the Annexure-1 to 2 of this Circular.

3. Appointment on deputation basis in respect of a serving Central Government Officer will attract benefits as provided under the Department of Expenditure's O.M. No. 11(2)/97-E.II(B), dated 22.09.1998, O.M. No. 11(6)/2008-E.II(B), dated 02.04.2013 and O.M. No. 28/1/2017-E.II(B), dated 14.08.2018, as amended from time to time.

4. In respect of applicants borne in the Cadre of Central Water Engineering(Group-A) Service of this Department, the period of appointment on deputation basis in the Brahmaputra Board shall be counted as "Field Experience" for consideration of their promotion in the SAG of the same service.

5. All organizations are hereby requested to give wide publicity to this Circular among their officers and nominate eligible and willing officers for consideration of appointment in the aforementioned posts, to **Shri Ravi Ranjan, Room No 635, Under Secretary, Department of Water Resources, River Development & Ganga Rejuvenation, Shram Shakti Bhawan, Rafi Marg, New Delhi - 110001, within 45 days** from the date of publication of this advertisement in the Employment News.

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R Ranjan

21-11-25
(Ravi Ranjan)

Under Secretary to the Government of India

Tel: 23718165

To

1. The Secretaries of all Ministries/ Departments of Govt. of India.
2. Chief Secretaries of all State Govts./ UT Administrations.
3. All Organisations under Department of WR, RD&GR.

सचिव परमाणु ऊर्जा विभाग
Secretary D.A.E.
01 DEC 2025
संख्या No.

संयुक्त सचिव का कार्यालय
Office of the Joint Secretary
संख्या/OPANo..... 43808
दिनांक/Date: 03/12/2025

Details of eligibility criteria for the post of Secretary are mentioned below-

Post-1: SECRETARY

Applications are invited for filling up the 01 (one) post of Secretary in the Level-13A in the pay matrix (Rs.1,31,100 – 2,16,600/-) by deputation (including short-term contract) in the Brahmaputra Board, Guwahati a statutory body setup under an Act of Parliament (46 of 1980) under the administrative control of the Department of Water Resources, River Development & Ganga Rejuvenation, Ministry of Jal Shakti.

2. BRIEF JOB RESPONSIBILITIES:

The Secretary shall be under the administrative control of the Board. He shall fix the meetings of the Board under the orders of Chairman and issue notices for the Board meetings. He shall prepare List of Business to be transacted at the meetings with explanatory notes on each item and circulate it to other members. He shall prepare the minutes of the proceedings of every meeting. After approval of the minutes by the Chairman, the Secretary shall communicate the decisions to the members of the Board and other authorities. Secretary shall place the Budget proposals prepared by the General Manager in consultation with the Financial Adviser before the Board for its approval.

3. ELIGIBILITY CRITERIA:

Deputation (including short-term contract): Officers of the Central Government or State Governments or Union territory Administration or State Electricity Board or public sector undertakings or statutory organisations or autonomous bodies or Universities or recognised research institutions:-

- (A) (a) (i) holding analogous post on regular basis in the parent cadre or department; or
- (ii) holding the post in level-13 (Rs.1,23,100 – 2,15,900/-) in pay matrix with two years' regular service in the grade; or
- (iii) holding the post in level-12 (Rs.78,800 – 2,09,200/-) in pay matrix with six years' regular service in the grade; and

Desirable:

(b) possessing the following educational qualifications and experience, namely:-

- (i) Degree in Civil Engineering from a recognised University or equivalent; and
- (ii) working experience in Civil Engineering works with specialisation in the field of Water Resources Projects or Management and General Administration;

(B) (i) All India Service officers holding the post in level-13 (Rs.1,23,100 – 2,15,900/-) in pay matrix with two years' regular service in the Central Government or State Governments and having working experience in Administration; or

(ii) All India Service officers holding the post in level-12 (Rs.78,800 – 2,09,200/-) in pay matrix with six years' regular service in Central Government or State Governments and having working experience in Administration.

