



Government of India
MAHANADI WATER DISPUTES TRIBUNAL
Ministry of Jal Shakti
Department of Water Resources
River Development & Ganga Rejuvenation

4TH Floor, 'A' Wing, Janpath Bhawan, Janpath, New Delhi-110001
TeleFax-011-23711487

No. F.2/MWDT/Admn./Rectt./539

Date: 17th January, 2025

CIRCULAR

Applications are invited from eligible candidates for filing-up of two posts of PPS (Principal Private Secretary - Group A), which are likely to be vacant soon, to be filled up on deputation/ re-employment basis in Mahanadi Water Disputes Tribunal from the employees/officers from Central Govt ./ U.T. / State Governments/P.S.U, on terms and conditions of deputation, as contained in DoPT OM No.2/29/91-Estt. (Pay II), dated 17th June, 2010(as amended from time to time) and in respect of re-employment, employees/officers retired from Central Govt./U.T./State Governments/P.S.U on terms and conditions of re-employment issued vide DoPT O.M. No. 3/03/2016-Estt.(Pay II) dated 01.05.2017 (as amended from time to time):

Sl. No	Name of the post	Number of post	Pay Level in Pay Matrix
1.	Principal Private Secretary (Group A)	02	Level-11

1. **A. Principal Private Secretary(PPS) On deputation basis :-** A Graduate from recognized University or equivalent having a speed of 120 words per minute in shorthand; holding analogous post on regular basis OR holding a post in Level 10 of the 7th CPC Pay matrix (or equivalent) with five years regular service in the grade Or officer with 6 years of regular service in level-8 of 7th CPC pay matrix Or having 10 years of regular service in Level- 6 of the pay matrix. **[Note;** period of deputation/contract including the period of deputation/contract in another ex-cadre post held immediately preceding the appointment in the same or some other Organization/department of the Central Government shall ordinarily not exceed 3 years or till the life of the Tribunal or till further orders whichever is the earliest. The maximum age limit for appointment by deputation shall not exceed 56 years.

B. Re-employment:- A Graduate from recognized University or equivalent having a speed of 120 words per minute in shorthand; holding analogous post on regular basis OR holding a post in Level 10 of the 7th CPC Pay matrix (or equivalent) with five years regular service in the grade Or officer with 6 years of regular service in level-8 of 7th CPC pay matrix Or having 10 years of regular service in Level- 6 of the pay matrix. Provided that the initial appointment shall be one year and likely to be extendable on year to year basis subject to the condition that the retired Govt. Servant appointed as PPS after attains the age of 65 years. Beyond that the term of incumbent can be extended further for a period of not more than six months on the same terms and conditions in public interest if required

C. Failing which : On direct recruitment on contract basis as per Recruitment Rules.

**** Person applying for the post should have knowledge in working on computer (word, excel, power point etc.), knowledge in Legal affair (desirable).**

2. The applicants should clearly indicate (as per Annexure form) in their bio data i.e name, father's name, date of birth, date of superannuation(if VRS attach last office certificate), present designation with pay scale, post held on regular basis with date and pay scale, name of the superannuation department with address, email & telephone number, service / experience in chronological order, educational / technical/special qualification, training if any undergone and any other information relevant to the post, with the declaration of completeness and correctness of application and declaration that he will not be allowed to withdraw his candidature once selected for the post.
3. The person selected for appointment will not be eligible for Govt. accommodation during the period of deputation / Re-employment in this Tribunal.
4. The respective officer / department while forwarding the applications of the candidate(s) for deputation should clearly certify the particulars along with CR dossiers for preceding 5 years and enclose the list of major/minor penalties imposed (if any) together with Vigilance/Disciplinary clearance.
5. Person applying for the post their application should reach to "The Registrar, Mahanadi Water Disputes Tribunal" at above mentioned address within 45 days from the date of publication of this advertisement in the Employment News.

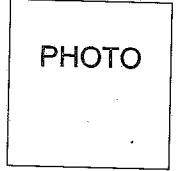
Registrar



ANNEXURE

TO BE FILLED BY THE APPLICANT

1. Name :
2. Father's Name :
3. Date of Birth :
4. Date of superannuation/relieved from the service :
(on attaining the age of superannuation)
5. Designation with Grade/ Group of Post :
6. Post holding on regular basis and w.e.f. :
7. Pay Scale on regular basis w.e.f. :
8. Name of the Department (Retd/Service) Office(complete address with contact No.):
9. Service Particular in chronological order point wise :



Srl. No	Post Held & Office	From	To	Scale of Pay	Nature of appointment (Substantive/officiating/Ad-hoc)	Nature of Duties
(1)	(2)	(3)	(4)	(5)	(6)	(7)

10. Educational / Technical Qualification :
11. Experience / Training Undergone :
12. Speed of Shorthand : (for the post of PPS)
13. Knowledge of Computer :
14. Present Address :
15. Any Other Information if any :
16. Complete Address, Email and contact Nos.

Declaration:

I hereby declare that all the statement made in this application are true, complete and correct to the best of my knowledge and belief, I shall not withdraw my candidature once I am selected for the post.

Signature of the candidate

(Please NOTE if applying on deputation basis. **'TO BE FILLED IN BY FORWARDING AUTHORITY'**)

It is certified that particulars given above are correct as per service records and the officer will be relieved for appointment on deputation basis. His/her application is forwarded along with
1. Vigilance Clearance Certificate and 2. C.R. Dossiers (for last 5 year)