

RAVI & BEAS WATERS TRIBUNAL
Government of India
MINISTRY OF JAL SHAKTI, D/O WATER RESOURCES, RD & GR
East Block No.7, R.K. Puram, New Delhi-110066.
Tele. No.:26102230/Email:registarrbwt@gmail.com
No.06/RBWT/Recruitment of Posts/2020

VACANCY CIRCULAR

Applications from eligible candidates are invited for filling up of following (Group A & B) posts on Deputation (including short-term contract basis)/Re employment basis in Ravi & Beas Waters Tribunal from the employees /Officers of the Central Govt./State Govt./ Union Territories' Government /P.S.Us/Courts /Tribunals on usual terms and conditions of deputation issued vide DOPT OM No.6/8/2009-Estt.(Pay II) dated 17th June, 2010 or as amended from time to time and from employees / Officers retired from Central Govt./UT./State Governments/P.S.Us/Courts/Tribunals on existing terms and conditions of re-employment issued vide DOP&T O.M. No.3/03/2016-Estt.(Pay II) dated 01.05.2017 or as amended from time to time:-

<u>S.No.</u>	<u>Name of Post</u>	<u>Number of Posts</u>	<u>Level in the Pay Matrix</u>
1.	Principal Private Secretary	01	Level 11
2.	Private Secretary	01	Level 8

2. Conditions of Eligibility/Terms of Appointment for the above mentioned posts are indicated in **Annexure-1A to 1B.**
3. The applicants should clearly indicate in their bio data in the application format (enclosed as **Annexure-II**) to this circular i.e. name, date of birth, date of superannuation, present designation with pay scale, post held on regular basis with date and pay scale , name of the department with telephone/Fax No./E-mail ID, service experience in chronological order, educational, technical qualifications, training, if any, undergone, speed in English Shorthand and any other information relevant to the post applied for with the declaration of completeness and correctness of application and declaration that he/she will not be allowed to withdraw his/her candidature once selected for the post.
4. The person selected for appointment will 'NOT' be eligible for Govt. accommodation during the period of deputation/ Re-employment in this Tribunal.
5. The respective officer/department while forwarding the application 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 and its Integrity Certificate.
6. Person(s) applying for more than one post should apply separately for each post which can be mailed in one envelop. All the applications should reach to **Head of Department, Ravi & Beas Waters Tribunal at above address within 60 days from the date of publication in the Employment News. For more information/details of the posts, terms and condition etc. please visit the Ministry of Jal Shakti, Deptt. of Water Resources, RD & GR Website i.e. <http://jalshakti-dowr.gov.in/>.**
7. **Soft copy of the application as advance copy can be sent through Email to rbwtrecruitment@gmail.com.**
8. **Applications received after the prescribed period or not accompanied with the requisite information/document are liable to be rejected.**



(Rita Chopra)
Registrar, RBWT

PHOTO

To be filled by the applicant

1. Name :
2. Date of Birth
3. Date of superannuation :
4. Designation with Grade/ Group of Post
5. Post holding on regular basis and w.e.f.
6. Pay Scale on regular basis w.e.f.:
7. Name of the Department (and/or) Office:
8. Service Particulars in chronological order point wise:
[If the space is not sufficient a separate sheet may be enclosed).

Sl. No.	Post held & office	From	To	Scale of pay	Nature of Appointment (Substantive/ Officiating /Adhoc)	Nature of duties
1	2	3	4	5	6	7

9. Educational /Technical Qualification:
10. Experience /Training undergone:
11. Experience of Working in any Court/Tribunal on Judicial side:
12. Speed in English Shorthand and Typing:
13. Knowledge of Computer:
14. Present Address:
15. Permanent Address:
16. Phone/ Mobile No. :
17. Email ID:
18. Any other information, if any:

DECLARATION

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

Signature of applicant,

Address & Contact Nos. _____

TO BE FILLED IN BY THE FORWARDING AUTHORITY IF APPLYING ON DEPUTATION BASIS

It is certified that particular given above are correct as per service record 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 years) (if not enclosed, the time on which these documents will be sent by the Department)

Signature.....

Name.....

Designation

(Department of the forwarding officer)**With date and office Seal.**

7. **Name of the post : Principal Private Secretary**
8. **Number of posts : One (01)**
9. **Classification of post : Group 'A' Ministerial**
10. **Pay Scale : Pay Matrix Level 11 in the 7th CPC PAY MATRIX (67700- 208700)**
11. **Age Limit:** The maximum age limit for appointment by deputation including short term contract shall not be exceeding 56 years on the closing date of receipt of application.
12. **As per Recruitment Rules the post shall be filled up in the following manner:**

Deputation (including short term contract) basis:

Officer under the Central Government/ State Government/ UT/ PSUs/ Autonomous/ Semi-Government/ Statutory Organisations etc. **(i)** a Graduate from recognized University or equivalent having a speed of 120 words per minute in English shorthand; **AND (ii)** Holding analogous post on regular basis **OR** holding a post in Level 10 of the 7th CPC Pay Matrix or in the pay band Rs. 15600 – 39100/- + GP Rs. 5400/- (6th CPC) with five years regular service in the grade **OR** Holding the post in Level 8 of the Pay Matrix or in the pay band of Rs. 9300 – 34800/- + GP 4800 (6th CPC) with six years regular service in the grade **OR** Holding a post in Level 6 of the Pay Matrix or in the pay band of Rs.9300-34,800/- + GP 4200 (6th CPC) with ten years regular service in the grade.

Note: Period of deputation/ contract including the period of deputation/ contract in another ex-cadre post held immediately preceding this 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 earliest. The maximum age limit for appointment by deputation including short term contract shall not be exceeding 56 years.

Failing which on Re-employment basis:

Officers retired from the Central Government/ State Government/ UT Govt./Including State Judicial Services/ PSUs/ Autonomous/ Semi Govt./Statutory Organisation etc.**(i)** a Graduate from recognized University or equivalent having a speed of 120 words per minute in shorthand; **AND (ii)** Holding analogous post on regular basis **OR** having held a post in Level 10 of 7th CPC Pay Matrix or in the pay band Rs. 15600 – 39100/- + GP Rs. 5400/- (6th CPC) with five years regular service in the grade **OR** Holding the post in Level 8 of 7th CPC Pay Matrix or in the pay band of Rs. 9300 – 34800/- + GP 4800 (6th CPC) with six years regular service in the grade **OR** Holding a post in Level 6 of the 7th CPC Pay Matrix or in the pay band of Rs.9300-34,800/- + GP 4200 (6th CPC) with ten years regular service in the grade.

Provided that the initial appointment shall be for a period of one year and likely to be extendable on year to year basis subject to the condition that the retired Govt. Servant appointed as Principal Private Secretary shall cease to hold the post of Principal Private Secretary after he 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.

7. **Name of the post** : Private Secretary (PS)
8. **Number of posts** : One (01)
9. **Classification of post** : Group 'B' Ministerial
10. **Pay Scale** : Pay Matrix Level 8 in the 7th CPC PAY MATRIX (47600- 151100)
11. **Age Limit**: The maximum age limit for appointment by deputation including short term contract shall not be exceeding 56 years on the closing date of receipt of application.
12. **As per Recruitment Rules the post shall be filled up in the following manner:**

Deputation (including short term contract) basis:

Officer under the Central Government/ State Government/ UT/ PSU/ Autonomous/ Semi-Government/ Statutory Organisations etc. **(i)** A Graduate from recognized University or equivalent having a speed of 120 words per minute in English shorthand. **AND (ii)** Holding analogous post on regular basis **OR** holding the post in Level 6 of the 7th CPC Pay Matrix or in the pay band of Rs. 9300 – 34800/- + GP Rs. 4200/- (6th CPC) with six year regular service in the grade.

Note: Period of deputation/ contract including the period of deputation/ contract in another ex-cadre post held immediately preceding this 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 earliest. The maximum age limit for appointment by deputation including short term contract shall not be exceeding 56 years.

Failing which on Re-employment basis:

Officers retired from the Central Government/ State Government/ UT Govt./ including State Judicial Services/ PSUs/ Autonomous/ Semi- Government/ Statutory Organisations etc. **(i)**A Graduate from recognized University or equivalent having a speed of 120 words per minute in English shorthand. **AND (ii)** Having held analogous post on regular basis **OR** holding the post in Level 6 of the 7th CPC Pay Matrix or in the pay band of Rs. 9300 – 34800/- + GP Rs. 4200/- (6th CPC) with six year regular service in the grade.

Provided that the initial appointment shall be for one year, likely to be extendable on year to year basis subject to the condition that the retired Govt. Servant appointed as Private Secretary shall cease to hold the post of Private Secretary after he 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.