

ACS. Personnel  
F. No. A-11013/01/2014 ADMN  
Government of India  
Ministry of Drinking Water & Sanitation

3040, Mr. Sudhir Sinha  
8th Floor, Pt. Deendayal  
Antyodaya Bhavan  
CGO Complex, Lodhi Road  
New Delhi-110003

Dated: 3<sup>rd</sup> October, 2018

**OFFICE MEMORANDUM**

**Subject: Vacancy Circular for one post of Director of the Centre, Finance and Accounts Officer, Administrative Officer, and Assistant in International Centre for Drinking Water Quality (ICDWQ)-reg.**

The undersigned is directed to say that International Centre for Drinking water Quality (ICDWQ) is an autonomous institution being set up at Kolkata to focus on Research and Development activities, assessment of various Water Treatment Technologies, training, promotion of doctoral and post-doctoral studies on Water quality issues.

2. ICDWQ invites the applications of interested and eligible officers for appointment on direct recruitment/deputation basis on the above posts. The detailed eligibility criteria for eligible officers are given in Annexure-1. The vacancy circular has also been uploaded in the Ministry's Website at <https://mdws.gov.in/sites/default/files/ICDWQ.pdf>.

3. It is, therefore requested that the vacancy Circular may be circulated to the interested and eligible officers. The applications of interested and eligible persons may kindly be forwarded to the "Administrative Officer, International Centre for Drinking Water Quality (ICDWQ) C/o Ministry of Drinking Water and Sanitation, 8th Floor, Pt. Deendayal Antyodaya Bhavan, CGO Complex, Lodhi Road, New Delhi-110003" on or before 22<sup>nd</sup> October, 2018

(Sudhir Kumar Sinha)  
Under Secretary to the Govt. of India

To

- (1) The Secretary, All Ministries / Departments of Government of India,  
(As per list Attached.)
- (2) The Chief Secretary, All State Government and UTs,  
(As per list Attached.)

मुख्य सचिव कार्यालय  
झारखण्ड, राँची  
नै.स.प्र.सं. 5780  
तिथि 09/10/18

कार्मिक, प्रशासनिक सुधार तथा राजभाषा विभाग  
झारखण्ड, राँची  
गैर सरकारी प्रेषण संख्या 2089  
12.10.18

अवर सचिव (प्र-16)

**INTERNATIONAL CENTRE FOR DRINKING WATER QUALITY(ICDWQ)**  
**(A Society registered under Societies Registration Act, 1860)**  
**C/o Ministry of Drinking Water and Sanitation**

Registered Office:, 8<sup>th</sup> Floor Pt. Deendayal Antyodaya Bhawan,  
 CGO Complex, Lodhi Road, New Delhi

Dated: 06/09/2018

International Centre for Drinking Water Quality (ICDWQ), an Autonomous Institution registered under the Societies Registration Act, 1860 is being set up at Kolkata to focus on research and development activities, assessment of various treatment technologies, training, promotion of doctoral and post-doctoral studies on water quality issues. The Institute will also collaborate for transfer of scientific and technical knowhow with premier national and international institutions on drinking water quality aspects and will provide technical assistance to other countries which have similar drinking water quality problems. The Centre would be fully funded by the Ministry of Drinking Water & Sanitation and will function from Block No. 11 CGO Complex, Lodhi Road till the establishment of the building at Kolkata.

Applications are invited from eligible candidates for the following posts in International Centre for Drinking Water Quality (ICDWQ), Kolkata on Direct Recruitment and Deputation basis. The details and eligibility conditions of the posts which are to be filled up on Direct Recruitment basis and deputation basis are given below:

| <b>Posts which are to be filled up on Direct Recruitment / Deputation basis</b> |                                                                                                         |                         |                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sl. N.</b>                                                                   | <b>Name of the post with Pay Band + Grade Pay</b>                                                       | <b>No. of Vacancies</b> | <b>Eligibility conditions prescribed for direct recruitment in the relevant Recruitment Rules</b>                                                                                                                                                   |
| 1.                                                                              | Director & Head of the Centre<br><br>Rs. 37,400-67000 PB-4<br>Grade Pay<br>Rs.10,000/- (To be filled on | 01                      | <b>Age limit:</b> Not exceeding 60 Years.<br><br>Incumbent shall hold office for such period not exceeding 05 years and not beyond 65 years of age whichever is earlier. Shall be eligible for re-appointment for one more term, if found eligible. |

|    |                                                                                                                                                                   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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|    | Direct Recruitment basis)                                                                                                                                         |    | <p><b>Educational and other qualifications:-</b></p> <ol style="list-style-type: none"> <li>1. B.Tech (Civil or Chemical) with M.Tech with specialization in Environmental Engineering from recognised University / Institution.<br/><b>or</b><br/>MSc (Chemistry or Environmental Science) with Ph.D. in Chemistry or Environment Science</li> <li>2. Publications of papers / policy documents / special reports, three (3) at National level and one (1) at International level or six (6) at national level on drinking water quality.</li> <li>3. Knowledge of GIS, RS and HGM Maps and sound working Knowledge on Computer.</li> </ol> <p><b>Minimum Experience:</b></p> <p>25 years of regular service in relevant field out of which</p> <ul style="list-style-type: none"> <li>• 5 years in the pay scale PB-4 with Grade pay Rs. 8900 or equivalent IDA scale in Central/State/ Union Territories Govt./Universities/ Recognized Research Institution/ PSUs/ Semi-Govt./ Autonomous Organisation</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• 7 years in the pay scale Pay Band-4 with Grade pay Rs. 8700 or equivalent IDA scale in Central/State/ Union Territories Govt./Universities/ Recognized Research Institution/PSUs/Semi-Govt./ Autonomous Organisation</li> </ul> |
| 2. | <p><b>Finance &amp; Accounts Officer</b></p> <p>Rs.15,600-39,100 - PB-3<br/>Grade Pay Rs.7,600/-<br/>(To be filled on Direct Recruitment or Deputation basis)</p> | 01 | <p><b>For Direct Recruitment</b></p> <p><b>Age limit:</b> Not exceeding 50 Years.</p> <p><b>Education and other qualifications:-</b></p> <p><b>Essential:</b> B.Com with minimum 60% marks<br/><b>AND</b><br/>M. Com or 2 years MBA (Finance) or CA/ICWA from a recognized University/ Institution.</p> <p><b>Minimum Experience: 10 years</b><br/>However for candidates possessing CA qualification, minimum experience required is 8 years.<br/>Should have experience of work related to Accounts, Finance, Budgeting and taxation in the following grade:</p> <p>(i) Holding analogous post (pay scale of Rs.15,600 -39,100/- + GP of Rs. 7,600/-or equivalent IDA scale)on regular basis in Central/State/ Union Territories Govt./Universities/ Recognized Research Institution/PSUs/Semi-Govt./ Autonomous Organisation</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|  |  |  | <p style="text-align: center;"><b>or</b></p> <p>Consolidated pay Rs.1,00,000 per month for a minimum two years in other organisations.</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) Minimum 5 years in (pay scale of Rs.15,600 - 39,100/- + GP of Rs. 6,600/-or equivalent IDA scale)on regular basis in Central/State/ Union Territories Govt./Universities/ Recognized Research Institution/PSUs/Semi-Govt./ Autonomous Organisation</p> <p style="text-align: center;"><b>or</b></p> <p>Consolidated pay Rs.90,000/- per month for a minimum five years in other organisations.</p> <p><b>For Deputation:</b></p> <p><b>Age Limit:</b> Not exceeding 56 years .</p> <p>Officers holding analogous post on regular basis OR having 5 years regular service in PB-3 [ Rs. 15,600-39,100] with Grade Pay of Rs. 6,600/ under Central/State/ Union Territories Govt./Universities/ Recognized Research Institution/PSUs/Semi-Govt./ Autonomous Organisation</p> <p style="text-align: center;"><b>AND</b></p> <p>Having at least 5 years' experience in the field of commerce , finance and accounts</p> <p><b>Deputation period-</b> Initially for a period of three years extendable by a further period as per DoPT guidelines.</p> |
|  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| Name of the post with Pay Band + Grade Pay                                                                                                           | No. Of Vacancies | Eligibility conditions prescribed for recruitment on deputation basis in the relevant Recruitment Rules                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <b>Administrative Officer</b><br><br>Rs.15,600-39,100/-<br>PB-3 Grade Pay<br>Rs. 7,600/-<br>(To be filled on Direct Recruitment or Deputation basis) | 01<br>(One)      | <p><b>For Direct recruitment</b></p> <p><b>Age limit:</b> Not exceeding 50 years.</p> <p><b>Educational and other qualifications:-</b></p> <p><b>Essential:</b> Graduation with minimum 60% marks<br/> <b>AND</b><br/> 2 years MBA/ Post Graduate Diploma in management/ Post-graduate degree from a recognised University / Institute</p> <p><b>Minimum Experience: 10 years</b><br/> Should have experience of work related to Establishment/General administration in the following grade:</p> <p>(i) Holding analogous post (pay scale of Rs.15,600 -39,100/- + GP of Rs. 7,600/-or equivalent IDA scale)on regular basisin Central/State/ Union Territories Govt./Universities/ Recognized Research Institution/PSUs/Semi-Govt./ Autonomous Organisation</p> <p style="text-align: center;"><b>or</b></p> <p>Consolidated pay Rs.1,00,000 per month for a minimum two years in other organisations.</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) Minimum 5 years in (pay scale of Rs.15,600 -39,100/- + GP of Rs. 6,600/- or equivalent IDA scale)on regular basis in Central/ State/ Union Territories Govt./Universities/ Recognized Research Institution/PSUs/Semi-Govt./ Autonomous Organisation</p> <p style="text-align: center;"><b>or</b></p> <p>Consolidated pay Rs.90,000 per month for a minimum five years in other organisations.</p> |

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|  |  | <p><b>For Deputation:</b></p> <p><b>Age limit:</b> not exceeding 56 years .</p> <p>Officers holding analogous post on regular basis</p> <p style="text-align: center;"><b>OR</b></p> <p>having 5 years regular service in PB-3 [ Rs. 15,600-39,100] with Grade Pay of Rs. 6,600/- under Central/State/ Union Territories Govt./Universities/ Recognized Research Institution/PSUs/Semi-Govt./ Autonomous Organisation</p> <p style="text-align: center;"><b>AND</b></p> <p>having 5 years' experience in the area of Establishment/General Administration /Procurement</p> <p>Deputation period- Initially for a period of three years extendable by a further period as per DoPT rule.</p> |
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| <p><b>Assistant</b></p> <p>Rs. 9,300-34,800<br/>PB-2 - Grade Pay<br/>4,200<br/>(To be filled on<br/>Direct<br/>Recruitment or<br/>Deputation basis)</p> | <p>01<br/>(One)</p> | <p><b>For Direct Recruitment</b><br/><b>Age Limit:</b> Not exceeding 40 years.</p> <p><b>Educational and other qualifications:-</b></p> <p><b>Essential:</b> Any Graduation degree with minimum 60% marks from Recognized University/ Institute.</p> <p><b>Minimum Experience:6 years</b></p> <p>Should have experience of work related to Administration/ Cash &amp; financial matters in the following grade:</p> <p>(i) Holding analogous post (pay scale of Rs.9,300 -34,800/- + GP of Rs. 4,200/-or equivalent IDA scale)on regular basis in Central/State/ Union Territories Govt./Universities/ Recognized Research Institution/PSUs/Semi-Govt./ Autonomous Organisation</p> <p style="text-align: center;"><b>or</b></p> <p>Consolidated pay Rs.35,000 per month for a minimum two years in other organisations.</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) Minimum 5 years in (pay scale of Rs.5,200-20,200/- + GP of Rs. 2,800/-or equivalent IDA scale)on regular basis in Central/ State/ Union Territories Govt./Universities/ Recognized Research Institution/PSUs/Semi-Govt./ Autonomous Organisation</p> <p style="text-align: center;"><b>or</b></p> <p>Consolidated pay Rs.30,000 per month for a minimum five years in other organisations.</p> <p><b>Deputation:</b></p> <p>Officers holding analogous post on regular basis</p> <p style="text-align: center;"><b>OR</b></p> <p>having 5 years regular service in PB-1 [ Rs. 5,200-20,200 ] with Grade Pay of Rs. 2800/- under Central/State/ Union Territories Govt./Universities/ Recognized Research Institution/ PSUs/Semi-Govt./ Autonomous Organisation</p> <p style="text-align: center;"><b>AND</b></p> <p>having 5 years' experience in the area of Administration/ Cash &amp; financial matters.</p> <p><b>Deputation period-</b> Initially for a period of three years extendable by a further period as per DoPT guidelines.</p> |
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2. Eligible candidates on the day of this circular may apply for **Direct Recruitment Posts** directly or apply through proper channel if working in Government Sector in the prescribed format at Annexure I. Cadre authorities/Head of Departments are requested to forward applications of eligible and willing candidates.

3. Eligible and willing candidates may apply for **Deputation posts** through proper channel alongwith the following documents:

- i. Application in prescribed Proforma – Annexure I.
- ii. Cadre Clearance Certificate from the Controlling Authority
- iii. Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years Annexure II
- iv. Vigilance Clearance/Integrity Certificate/No penalty certificate(Annexure II)
- v. Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or equivalent (Annexure II).

While forwarding the application it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicant are correct (Annexure II)

4. Applications in the prescribed format (Annexure-I), should be sent through the Cadre Controlling Authority/Department of Applicant alongwith documents listed in para 3 above to Deputy Secretary & Administrative Officer, Ministry of Drinking Water and sanitation, 8<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, New Delhi 110003. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

5. Appointment made on Direct Recruitment basis shall be on contract basis for a period of three years which is likely to be regularized/ extended/terminated depending upon the performance of candidate during contract service as per rule of the ICDWQ.

6. Candidate should submit Employer's Certificate or Form 16 for the requisite period or appointment letter alongwith promotion/increment indicating consolidated pay for requisite period.

7. The last date for receipt of applications is 30 days from the date of advertisement i.e by 08.10.2018. Applications received after the last date or otherwise found incomplete shall not be entertained.

8. ICDWQ reserves all the right to reject any/ all applications at any stage and withdraw the vacancy circular at any time without assigning any reasons.

  
(Shivani Dutt)

Deputy Secretary to the Govt. of India

Tele: 011 24364115

E-mail: shivani.dutt@gov.in

**PROFORMA FOR DIRECT RECRUITMENT****Application for the post of :**

Please affix  
a recent  
photograph

1. Name and Address  
(IN BLOCK LETTERS)
2. Date of Birth (In Christian Era)
3. Residential Address, Contact Number and e mail address
4. Date of retirement under Central/State Govt. Rules
5. Educational Qualifications
6. 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<br>required | Qualifications/Experience possessed by<br>the officer |
|-----------|---------------------------------------|-------------------------------------------------------|
| Essential | (i)                                   |                                                       |
|           | (ii)                                  |                                                       |
|           | (iii)                                 |                                                       |

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post
8. Details of employment, in chronological order Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

| Office/Instt./<br>Orgn. | Post held | From | To | Scale of pay<br>and basic pay | Nature of duties |
|-------------------------|-----------|------|----|-------------------------------|------------------|
|                         |           |      |    |                               |                  |

9. Nature of present employment, i.e., ad-hoc or temporary or permanent
10. In case the present employment is held on deputation/ contract basis, please state: -
  - (a) The date of initial appointment
  - (b) Period of appointment on deputation/contract
  - (c) Name of the parent office/organization to which you belong

11. Additional details about present employment:

Please state whether working under: -

- (a) Central Government
- (b) State Government
- (c) Autonomous Organizations
- (d) Government Undertakings
- (e) Universities
- (f) Recognised Research Institutions
- (f) Private Organisation

12. 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

13. Total emoluments per month now drawn

14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient

15. Whether belongs to SC/ST

16. Remarks, if any

17 List of Enclosures

CERTIFICATE

Certified that the information furnished above is true and correct to the best of my knowledge and belief. If any information is found to be wilfully suppressed or found not correct, I will forgo my employment and abide by any disciplinary action by the Competent Authority the F

Signature of the Candidate

Date: .....

Address: .....

Tel. No.: .....

Countersigned with seal.....

(Employer)

[FORMAT OF VARIOUS CERTIFICATES REQUIRED TO BE ENCLOSED SEPARATELY  
ALONGWITH THE APPLICATION OF CANDIDATE WHO APPLIES FOR THE POST ON  
DEPUTATION /ABSORPTION BASIS]

**INTEGRITY CERTIFICATE**

After scrutinizing Annual Confidential Reports of Dr./Shri/Smt./Ms. \_\_\_\_\_ who has applied for the post of \_\_\_\_\_ in the International Centre for Drinking Water Quality on Deputation (including short-term contract)/absorption basis, it is certified that his/her integrity is beyond doubt.

(To be signed by an Officer of the  
rank of Deputy Secretary or above)

Date:

Name & Office Seal:

**VIGILANCE CLEARANCE CERTIFICATE**

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Dr./ Shri/ Smt./ Ms. \_\_\_\_\_ who has applied for the post of \_\_\_\_\_ in the International Centre for Drinking Water Quality on Deputation (including short-term contract)/absorption basis.

Date:

(Authorised signatory)  
Name & Office Seal:

**NO PENALTY CERTIFICATE**

Certified that no minor/ major penalty has been imposed on Dr./Shri /Smt. /Ms. \_\_\_\_\_ who has applied for the post of \_\_\_\_\_ in the International Centre for Drinking Water Quality on Deputation (including short-term contract)/absorption basis during the last ten years

Date:

(Authorised signatory)  
Name & Office Seal: