

F. No. 32014/1/2023-Estbt(FBP)/8663

भारत सरकार/Govt. of India

जल शक्ति मंत्रालय/Ministry of Jal Shakti

जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग

Department of Water Resources, River Development & Ganga Rejuvenation

महा प्रबंधक का कार्यालय/Office of the General Manager

फरक्का बराज परियोजना/Farakka Barrage Project

पो.-फरक्का बैरेज, जिला-मुर्शिदाबाद/P.O.-Farakka Barrage, Dist.-Murshidabad

पश्चिम बंगाल/West Bengal-742212

E-mail: gm-fbp@gov.in, gmooffice-fbp@gov.in

Dated: 7th December, 2023

Applications are invited for filling up 01 (One) post of **Section Officer** in the Pay Band-2, Rs. 9,300-34,800 with grade pay of Rs. 4,600 [Level-7 (Rs. 44900-142400/-) in the Pay Matrix as per 7th CPC] by deputation (including short-term contract) in Farakka Barrage Project, a sub-ordinate office under the administrative control of Department of Water Resources, River Development & Ganga Rejuvenation, Ministry of Jal Shakti.

2. BRIEF JOB RESPONSIBILITIES

Section Officer has to perform duties as directed by seniors. Draft laws, put up notes, prepares summaries, manage the relevant records. Reply to letters, communicate with the other departments etc. Section Officer is the head of concerned section to supervise the Administrative, Accounts and confidential matters.

3. ELIGIBILITY CRITERIA

Officers of the Central Government or State Government/Union Territories or Semi-Government or Public Sector Undertaking or Statutory Bodies or Autonomous Bodies or Recognized Universities or Research Institutions:

- holding analogous post on regular basis; or
- with five years service in the grade rendered after appointment thereto on regular basis in Pay Band -2 of Rs. 9,300-34,800 with grade pay of Rs. 4,200 [Level-6 (Rs. 35400-112400/-) or equivalent in the parent cadre/ department; and
- Possessing the following educational qualification and experience:-
 - Bachelor's Degree in any discipline from a recognized University.
 - 2 years experience in Establishment and Accounts matter.

NOTE 1: The Departmental Officers in the feeder grade who are direct in line of promotion shall not be eligible for consideration for appointment on deputation and similarly, deputationists shall not be eligible for consideration for appointment by promotion.

4. PERIOD OF DEPUTATION

The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall be not exceeding three years.

5. AGE

The maximum age limit for appointment by deputation (including Short Term Contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

6. The cut-off date for determining the qualifying services/experience and age of the candidate for the post will be the last date of receipt of application.

7. Any officer once selected shall not be allowed to withdraw or refuse to join; and it shall be the responsibility of the sponsoring authority to release the selected officers within one month of the issue of the appointment order.

8. The officer selected will have the option to draw his grade pay plus deputation (duty) allowance or to have his pay fixed in the scale of pay of the deputation post in terms of Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay II), dated 17.06.2010 (as amended from time to time).

9. Applications with full particulars of the applicant in Annexure-I to IV should reach to General Manager, Farakka Barrage Project, P.O.-Farakka Barrage, Dist.- Murshidabad, (West Bengal), PIN-742212, within 45 days from the date of issue of this circular or publication of this advertisement in the Employment News whichever is later. All applications will be treated in strict confidential. Those from Government and Public Sector should apply "Through proper channel". Applications without full details as asked for are liable to be rejected.

10. Application of only such officers/candidates will be considered as are routed through proper channel and are accompanied with (i) Bio-data (in quadruplicate) in the Proforma as given in Annexure-II (ii) Photocopies of ACRs/APARs for the last five years duly attested by an officer not below the rank of Under Secretary (iii) Vigilance Clearance as given in Annexure-III (iv) Statement giving details of major or minor penalties imposed on officer, if any, during the last ten years as given in Annexure-IV and (v) Integrity Certificate as given in Annexure-V and (vi) Cadre Clearance.

11. The details of advertisement and the application forms can also be downloaded from the FBP's website- <http://www.fbp.gov.in>.

(Uday Kumar Mondal)
Sr. Administrative Officer
Annexure-I

1. Name of Post : Section Officer

2. Number of Post(s) : 01 (One)

3. Classification : General Central Service, Group 'B', Gazetted, Ministerial

4. Pay Matrix : Pay Band-2, Rs. 9,300-34,800 with grade pay of Rs. 4,600/- [Level-7 (Rs. 44900-142400/-)]

5. Period of deputation : The period of deputation 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 exceeding three years.

6. Duties and responsibilities of the post : Draft laws, put up notes, prepares summaries, manage the relevant records. Reply to letters, communicate with the other departments etc. Section Officer is the head of concerned section to supervise the Administrative, Accounts and confidential matters.

7. Pay & Allowances : The officer selected will have the option to draw his grade pay plus deputation (duty) allowance or to have his pay fixed in the scale of pay of the deputation post in terms of Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay II), dated 17.06.2010 (as amended from time to time).

8. Qualifications, Experiences and Eligibility required for the post :

Officers of the Central Government or State Government/Union Territories or Semi-Government or Public Sector Undertaking or Statutory Bodies or Autonomous Bodies or Recognized Universities or Research Institutions:

- holding analogous post on regular basis; or
- with five years regular service in the grade rendered after appointment thereto on regular basis in the Pay Band -2 of Rs. 9,300-34,800 with grade pay of Rs. 4,200 [Level- 6 (Rs. 35400-112400/-) or equivalent in the pay matrix or equivalent in the parent cadre/department; and
- Possessing the following educational qualification and experience:-

- Bachelor's Degree in any discipline from a recognized University.
- 2 years experience in Establishment and Accounts matter.

NOTE 1: The departmental officers in the feeder grade who are direct in line of promotion shall not be eligible for consideration for appointment on deputation and Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Any officer once selected shall not be allowed to withdraw or refuse to join; and it shall be the responsibility of the sponsoring authority to release the selected officers within one month of the issue of the appointment order.

9. Age: The maximum age limit for appointment on deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of the application.

Annexure-II

Bio Data Proforma

- Name and address (in Block Letters):
Telephone Number:
- Date of Birth (in Christian era):
- Date of retirement under Central Government Rules:
- Educational Qualifications:
- Whether educational and other qualifications required for the posts are satisfied (if any qualification has been treated as equivalent to those prescribed in the rules, state the authority for the same)

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Qualifications/Experience Required	Qualifications /Experience possessed by the Officer
Essential	
Desirable	

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

7. Details of employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Office/Institution/ Organization	Post held and service / cadre to which it belongs	From	To	Pay in the Pay Matrix and classification of post	Nature of duties

8. Nature of present employment, i.e.

- Ad-hoc basis
 - Regular / on temporary basis
 - Pay in the Pay Band
 - Grade Pay drawn
9. In case the present employment is held on deputation/contract basis, please state:
- The date of initial appointment:
 - Period of appointment on deputation / contract
 - Name of the parent office/organization to which you belong
 - Additional details about present employment. Please state whether working under
 - Central Government
 - State Government
 - Autonomous Organization
 - Government Undertaking
 - Universities

11. Are you in the Revised Pay Structure? If yes, give the date from which the revision took place and also indicate the pre-revised scale

12. Total emoluments per month now drawn

13. 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.

14. Whether belonging to SC/ST

15. Remarks

Date:

Signature of the candidate
Continued on page 11