



F. No: A-12022/2/2023-SPMNIWAS-DDWS

डॉ.श्यामा प्रसाद मुखर्जी राष्ट्रीय जल एवं स्वच्छता संस्थान
Dr. Syama Prasad Mookerjee National Institute of Water and Sanitation
(An autonomous Institution under Ministry of Jal Shakti, Department of Drinking Water and Sanitation, Government of India)
Diamond Harbour Road, Joka, Kolkata-700 104

VACANCY NOTIFICATION

Dr. Syama Prasad Mookerjee National Institute of Water and Sanitation (SPM-NIWAS), Kolkata, an autonomous institution of Department of Drinking Water and Sanitation, Ministry of Jal Shakti, Government of India invites applications from eligible & willing candidates in prescribed proforma to fill up the following posts on **Deputation** basis in SPM-NIWAS, Kolkata:-

Name of the Post	No. of Posts	Pay Level in the pay matrix (7 th CPC)	Classification	Method of recruitment	Maximum age limit (in years)
Scientist F	1	Level-13A	Group 'A'	By Deputation	56
Scientist E	1	Level-13	Group 'A'	By Deputation	56
Scientist D	1	Level-12	Group 'A'	By Deputation	56
Finance & Accounts Officer	1	Level-12	Group 'A'	By Deputation	56
Administrative Officer	1	Level-12	Group 'A'	By Deputation	56
Scientist C	4	Level-11	Group 'A'	By Deputation	56
Technical Officer	2	Level-9	Group 'A'	By Deputation	56
Chemist	3	Level-7	Group 'B' (Non Gazetted)	By Deputation	56
Assistant	3	Level-6	Group 'B' (Non Gazetted)	By Deputation	56

The eligibility conditions, other detail for each post and **prescribed application Proforma** is available in DDWS website <https://jalshakti-ddws.gov.in> as below & also in **DoPT website**. The number of vacancies may vary. The aforesaid vacancy notification is also published in leading newspapers and employment news on 24.06.2023 onwards. The MS Word file of the **prescribed Proforma (Annex-I & II)** may be downloaded from the DDWS website <https://jalshakti-ddws.gov.in> for ready reference.

2. Detail of eligibility conditions, educational qualifications and experience

1	Name of Post	Scientist-F
	Number of Post(s)	1
	Classification	Group 'A'
	Level in the Pay Matrix	Level-13A in the pay matrix (Rs. 131100-216600)
	Age-limit	Not exceeding 56 years
	Period of deputation	Not exceeding four years or till superannuation, whichever is earlier
	Eligibility conditions, educational qualifications and experience required	Officers of the Central or State Government or Union Territories or Autonomous Bodies or Statutory

		Organizations or Public Sector Undertakings or Universities or Recognized Research Institutions:- (i) holding analogous post in the parent cadre or department; OR (ii) with 02 years' service in the grade rendered after appointment in Level-13 (Rs. 123100-215900) of pay matrix in the parent cadre or department and possessing Graduate Degree in Science or Engineering from recognised University or Institute with overall experience of 5 years in Water, Sanitation and Hygiene (WASH) Sector.
2	Name of Post	Scientist-E
	Number of Post(s)	1
	Classification	Group 'A'
	Level in the Pay Matrix	Level-13 in the pay matrix (Rs. 123100-215900)
	Age-limit	Not exceeding 56 years
	Period of deputation	Not exceeding four years or till superannuation, whichever is earlier
	Eligibility conditions, educational qualifications and experience required	Officers of the Central or State Government or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Universities or Recognized Research Institutions:- (i) holding analogous post in the parent cadre or department; OR (ii) with 05 years' service in the grade rendered after appointment in Level-12 (Rs. 78800-209200) of pay matrix in the parent cadre or department and possessing Graduate Degree in Science or Engineering from recognised University or Institute with overall experience of 5 years in Water, Sanitation and Hygiene (WASH) Sector.
3	Name of Post	Scientist-D
	Number of Post(s)	1
	Classification	Group 'A'
	Level in the Pay Matrix	Level-12 in the pay matrix (Rs. 78800-209200)
	Age-limit	Not exceeding 56 years
	Period of deputation	Not exceeding four years or till superannuation, whichever is earlier
	Eligibility conditions, educational qualifications and experience required	Officers of the Central or State Government or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Universities or Recognized Research Institutions:- (i) holding analogous post in the parent cadre or department; OR

		(ii) with 05 years' service in the grade rendered after appointment in Level-11 (Rs. 67700-208700) of pay matrix in the parent cadre or department and possessing Graduate Degree in Science or Engineering from recognised University or Institute with overall experience of 5 years in Water, Sanitation and Hygiene (WASH) Sector.
4	Name of Post	Finance & Accounts Officer
	Number of Post(s)	01
	Classification	Group 'A'
	Level in the Pay Matrix	Level-12 in the pay matrix (Rs. 78800-209200)
	Age-limit	Not exceeding 56 years
	Period of deputation	Not exceeding four years or till superannuation, whichever is earlier
	Eligibility conditions, educational qualifications and experience required	<p>Officers of the Central or State Government or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Universities or Recognized Research Institutions:-</p> <p>(i) holding analogous post in the parent cadre or department; OR</p> <p>(ii) with 05 years service in the grade rendered after appointment in Level-11 (Rs. 67700-208700) of pay matrix in the parent cadre or department and possessing the educational qualifications and experience as detailed below:</p> <p>Essential:</p> <p>(i) Bachelor of Commerce or Bachelor of Economics (with accounts as subjects) or Bachelor of Business Administration (with accounts as subjects) from a recognised University or Institute.</p> <p>(ii) Overall minimum twelve years' experience in finance and accounts management, audit, budgeting, taxation, GFR, procurement in an Institute of repute or government organization or department with proficiency in computers, PFMS, tally / latest accounting packages.</p> <p>Desirable :-</p> <p>(i) M.Com or MBA (Finance) or MBA (Economics) or Post Graduate Diploma in Management (Finance-minimum two years course) or Chartered Accountant or Cost & Management Accountant with B.Com or BBA from a recognised University or Institute.</p> <p>(ii) Knowledge and experience in handling legal issues in respect of the departmental matter</p>



5	Name of Post	Administrative Officer
	Number of Post (s)	1
	Classification	Group 'A'
	Level in the Pay Matrix	Level 12 in the pay matrix (Rs. 78800-209200)
	Age-limit	Not exceeding 56 years
	Period of deputation	Not exceeding four years or till superannuation, whichever is earlier
	Eligibility conditions, educational qualifications and experience required	<p>Officers of the Central or State Government or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Universities or Recognized Research Institutions:-</p> <p>(i) holding analogous post in the parent cadre or department; OR</p> <p>(ii) with 05 years service in the grade rendered after appointment in Level-11 (Rs. 67700-208700) of pay matrix in the parent cadre or department and possessing the educational qualifications and experience as detailed below:</p> <p>Essential:-</p> <p>(i) Bachelor degree in any discipline from a recognised University or Institute.</p> <p>(ii) Overall minimum twelve years' experience in administration, establishment, vigilance, procurement, service matter, Estate matters in an Institute of repute/ government organization/ department with proficiency in computer.</p> <p>(Note:-Preference will be given to candidate with higher qualification and experience)</p> <p>Desirable:-</p> <p>(i) Post Graduate Degree in Arts/ Commerce/ Science or MBA (HRM) or Post Graduate Diploma in Management (Human Resource Management- minimum two year's course) from a recognised University or Institute.</p> <p>(ii) Knowledge and experience in printing & publication, Court matters etc.</p>
6	Name of Post	Scientist-C
	Number of Post(s)	4
	Classification	Group 'A'
	Level in the Pay Matrix	Level-11 in the pay matrix (Rs. 67700-208700)
	Age-limit	Not exceeding 56 years

	Period of deputation	Not exceeding three years or till superannuation, whichever is earlier
	Eligibility conditions, educational qualifications and experience required	<p>Officers of the Central or State Government or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Universities or Recognized Research Institutions:-</p> <p>(i) holding analogous post in the parent cadre or department; OR;</p> <p>(ii) with 05 years' service in the grade rendered after appointment in Level-9 (Rs. 53100-167800) or Level-10 (Rs. 56100-177500) and possessing Graduate Degree in Science or Engineering from recognised University or Institute with overall experience of 5 years in Water, Sanitation and Hygiene (WASH) Sector OR;</p> <p>(iii) with 05 years' combined service in the grade rendered after appointment in Level-9 and Level-10 of pay matrix in the parent cadre or department and possessing Graduate Degree in Science or Engineering from recognised University or Institute with overall experience of 5 years in Water, Sanitation and Hygiene (WASH) Sector.</p>
7	Name of Post	Technical Officer
	Number of Post(s)	2
	Classification	Group 'A'
	Level in the Pay Matrix	Level 9 in the pay matrix (Rs.53100-167800)
	Age-limit	Not exceeding 56 years
	Period of deputation	Not exceeding three years or till superannuation, whichever is earlier
	Eligibility conditions and educational qualifications	<p>Officers of the Central or State Government or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Universities or Recognized Research Institutions:-</p> <p>(i) holding analogous post in the parent cadre or department OR;</p> <p>(ii) with 02 years' service in the grade rendered after appointment in Level-8 (Rs. 47600-151100) of pay matrix in the parent cadre or department and possessing Graduate degree in Science or Engineering preferably with experience in WASH Sector OR;</p> <p>(iii) with 03 years' service in the grade rendered after appointment in Level-7 (Rs. 44,900 – 1,42,400) of pay matrix in the parent cadre or department and possessing Graduate degree in Science or Engineering preferably with experience in WASH Sector</p>
8	Name of Post	Chemist
	Number of Post(s)	3
	Classification	Group 'B'



	Level in the Pay Matrix	Level-7 in the pay matrix (Rs. 44900-142400)
	Age-limit	Not exceeding 56 years
	Period of deputation	Not exceeding three years or till superannuation, whichever is earlier
	Eligibility conditions and educational qualifications	<p>Officers of the Central or State Government or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Universities or Recognized Research Institutions:-</p> <p>(i) holding analogous post in the parent cadre or department; OR</p> <p>(ii) with 5 years' service in the grade rendered after appointment in Level-6 (Rs. 35400-112400) of pay matrix in the parent cadre or department and possessing the educational qualifications as mentioned below:</p> <p>Essential:</p> <p>(i) Graduation Degree in Science with Chemistry or Microbiology or Bio-Sciences or Environmental Science as one of the subject from recognised University or Institute from a recognised University or Institute.</p> <p>Desirable:</p> <p>(i) Proficiency in computers</p>
9	Name of Post	Assistant
	Number of Post(s)	3
	Classification	Group 'B'
	Level in the Pay Matrix	Level 6 in the pay matrix (Rs. 35400-112400)
	Age-limit	Not exceeding 56 years
	Period of deputation	Not exceeding three years or till superannuation, whichever is earlier
	Eligibility conditions, educational qualifications and experience required	<p>Employees of the Central or State Government or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Universities or Recognized Research Institutions:-</p> <p>(i) Holding analogous post in the parent cadre or department; OR</p> <p>(ii) With 06 years' service in the grade rendered after appointment in Level-5 (Rs. 29200-92300) of pay matrix in the parent cadre or department and possessing the educational qualifications as detailed below:</p> <p>Essential:</p> <p>(i) Graduation Degree in any discipline from a recognised University or Institute.</p> <p>Desirable:</p> <p>(i) Proficiency in computer</p>




3. The eligible and willing candidates may forward their application for deputation **through proper channel** through cadre controlling authority alongwith the following documents:-

- (i) Application in **prescribed Proforma** as per **Annexure-I** as given below.
- (ii) Certification by the Employer/ Cadre Controlling Authority regarding Cadre clearance/ particulars furnished by the applicant are correct and also certification regarding vigilance clearance, integrity and No penalty certificate as per **Annexure-II** as given below.
- (iii) Attach 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 to the Government of India or equivalent as per **Annexure-II** as given below.

4. The application in **prescribed Proforma (Annex-I &II)** completed in all respect **through proper channel** should reach to the **Administrative Officer, Dr. Syama Prasad Mookerjee National Institute of Water and Sanitation (SPM-NIWAS), Near IIMC, P.O. Pailanhat, Diamond Harbour Road, Joka, Kolkata (24 Parganas (South)- 700 104** on or before the closing date for receipt of the applications on **31.08.2023**. The sealed envelope containing the application should be super-subscribed "Application for the post ofat SPM-NIWAS, Kolkata on deputation basis".

5. The applications received after the closing date or otherwise found incomplete or not forwarded through proper channel/ cadre controlling authority or received without up-to-date APARs dossier, cadre clearance, vigilance clearance, integrity and no penalty certificate as per Annex-II or not accompanied by supporting documents will **not be entertained** and would not be processed for the eligibility of the candidates for the selection. The Director, SPM-NIWAS reserves all the rights to reject any/ all applications at any stage/ withdraw/ cancel the recruitment of one or all posts without assigning any reasons. The corrigendum/ addendum, if any, will be published in DDWS website only.


(Dr. Anil Kumar)
Administrative Officer

BIO-DATA/ CURRICULUM VITAE PROFORMA

Post applied for	
1. Name and Address with Phone No. and Email: (IN BLOCK LETTERS)	
2. Date of Birth (In Christian Era)	
3.i) Date of entry into service	
ii. Date of retirement under Central/ State Government Rules	
4. Educational Qualifications	
5. 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 required as mentioned in the advertisement/ vacancy circular	Qualifications/ Experience possessed by the officer
Essential	Essential
A) Qualifications:	A) Qualifications:
B) Experience:	B) Experience:
Desirable	Desirable
A) Qualifications:	A) Qualifications:
B) Experience:	B) Experience:
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience 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	Post held	From	To	*Pay band and Grade Pay/ pay scale of the post/ Level in the pay matrix of the post held	Nature of Duties (in details) highlighting experience required for the post applied for

* Important: Pay-band and Grade Pay granted under ACP/ MACP are personal to the officer and therefore, should not be mentioned. Only pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/ MACP with present Pay Band and Grade pay where such benefits have been drawn by the Candidates, may be indicated as below;

Office/ Institution	Pay, Pay Band and Grade Pay drawn under ACP/ MACP scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent	
9. 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 the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization

9.1 Note: In case of Officer already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) (a) Central Government, (b) State Government, (c) Autonomous Organization, (d) Government Undertaking, (e) Universities, (f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade			
13. 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			
14. Total emoluments per month now drawn			
Basic Pay in PB/ Level in the pay matrix	Grade Pay/ Level	Total Emoluments	
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following detail may be enclosed			
Basic Pay with Scale of Pay and rate of increment	Dearness pay/ interim relief/ other Allowances etc., (with break-up details)	Total Emoluments	
16.A. Additional information, if any, relevant to the post you applied for in support of your suitability for the post. This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement (Note: Enclose a separate sheet, if the space is insufficient)			
16.B. Achievements: The candidates are requested to indicate information with regard to:- (i) Research publications and reports and special projects; (ii) Awards/ Scholarships/ Official Appreciation;			

(iii) Affiliation with the professional bodies/ institutions/ societies; (iv) Patents registered in own name or achieved for the organization; (v) Any research/ innovative measure involving official recognition and; (vi) Any other information. (Note: Enclose a separate sheet, if the space is insufficient)	
17. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis. #(Officials under Central/ State Governments are only eligible for "Absorption". Candidates of non-Government Organization are eligible only for Short Term Contract)	
#The option of 'STC' / 'Absorption' / Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment"	
18. Whether belongs to SC/ ST	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed withheld.

(Signature of the candidate)

Name: _____

Address: _____

Place: _____

Date: _____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application proforma (**Annexure-I**) by the applicant are true and correct as per the facts available on records. He/ she possess educational qualifications and experience mentioned in the vacancy Circular. If selected, he/ she will be relieved immediately.

2. **Also certified that;**

- i. There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt_____
- ii. Certified that His/ Her integrity is.....
- iii. His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs/APAR for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv. No major/ minor penalty has been imposed on him/ her during the last 10 years **OR** A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)