

National Water Development Agency

(Ministry of Water Resources, River Development & Ganga Rejuvenation, Govt. of India)

Direct Recruitment of Junior Engineers, Junior Accountant, Stenographer Grade-II and Lower Division Clerks in National Water Development Agency (NWDA).

The National Water Development Agency (NWDA), an Autonomous Organisation under Ministry of Water Resources, River Development and Ganga Rejuvenation, Government of India invites online applications from Indian Citizens for filling up the vacancies of Junior Engineers, Junior Accountant, Stenographer Grade-II and Lower Division on direct recruitment basis. The vacancies are tentative in nature and may **decrease or increase** as per requirement of the Organisation. The Age, Essential Qualification, Desirable Qualification, Number of Posts to be filled in the different categories and Scale of Pay are detailed below:

1. **Junior Engineer- 25 Posts** (UR – 21, OBC – 02, SC – 01, ST – 01)

Pay Level – 6(Rs. 35400-112400/-)

Age Limit: Minimum-18 years and Maximum-27 years

Essential Qualification: Diploma in Civil Engineering or equivalent from a recognized University or equivalent.

Desirable Qualification: Degree in Civil Engineering or equivalent from a recognized University or equivalent.

2. **Junior Accountant- 07 Posts** (UR – 04, OBC – 02, SC – 01)

Pay Level-5 (Rs.29200-92300/-)

Age Limit: Minimum-18 years and Maximum-27 years

Essential Qualification: Degree in Commerce from a recognized University or equivalent.

Desirable Qualification:

- i) Should possess at least 3 years experience in handling commercial accounts independently and capable of preparing final accounts.
- ii) Experience in finance/audit departments of Central/State Govt./Autonomous bodies.

3. **Stenographer Grade-II –08 Posts** (UR – 06, OBC – 01, SC – 01)

Pay Level-4 (Rs.25500-81100/-)

Age Limit: Minimum-18 years and Maximum-27 years

Essential Qualification:

i) 12th class pass or equivalent from a recognized Board or University.

ii) Skill Test Norms

Dictation: 10 Mts @ 80 w.p.m.

Transcription: 65 Mts. (English) 75 mts. (Hindi) (On manual typewriter) or
50 mts. (English) 65 Mts. (Hindi) (On computer)

4. **Lower Division Clerk – 33 Posts** (UR – 17#, OBC – 12#, SC – 04)

Pay Level-2 (Rs.19900-63200/-)

Age Limit: Minimum-18 years and Maximum-27 years

Essential Qualification:

i) Matriculation or equivalent from a recognized Board or equivalent; and

ii) Minimum speed in English typewriting of 30 w.p.m. or Hindi typewriting of 25 w.p.m.

Desirable Qualification: Knowledge of Computer operating system, computer peripherals etc.

Includes the vacancies advertised in the Employment News 25-31 March, 2017. Hence the advertisement published in Employment News 25-31 March, 2017 for the post of Lower Division Clerk is hereby CANCELLED.

Candidates are required to apply online only by using the website www.nwda.gov.in. The last date of submission of online applications is **15.02.2018**. Candidates working in Govt. Deptt./Autonomous organization/PSU and fulfilling the requirements are requested to submit **“No Objection Certificate”** from the present employer at the time of Verification of documents.

Reservation and Relaxation:

Age will be reckoned on the closing date for receipt of application.

- (i) No age relaxation will be allowed to SC/ST/OBC candidates against the unreserved post (as per GOI order No.36011/1/98/Estt.(Res) dated 01.07.1998).
- (ii) Reservation and relaxation for SC/ST/OBC candidates in age will be provided as per Government Guidelines.

- (iii) Category (UR/SC/ST/OBC) once filled in the online application form will not be changed and no benefit of other category will be admissible later on.
- (iv) Age relaxation for PWD/Ex-servicemen will be provided as per Government of India Guidelines.
- (v) The OBC candidates who belong to “Creamy Layer” are not entitled for concession admissible to OBC category and such candidates have to submit requisite certificate in prescribed format of Government of India, from a competent authority. Further, OBC (Non-creamy Layer) candidates will have to submit a self –undertaking indicating that they belong to OBC (Non-creamy Layer) category also at the time of joining, in case selected.

Application Fee & Mode of Payment:

Application fee of **Rs.650.00** for UR/OBC and **Rs.450.00** for ST/SC/PWD/Female/Ex-serviceman candidates is to be paid online through SB Collect (Net Banking / Credit or Debit Card).

Selection Criteria: -

- (i) For all posts mentioned above the selection/appointment will be made by conducting a competitive computer based online test from the eligible candidates after short listing, who fulfill the eligibility criteria.
- (ii) Qualifying Skill Test in Shorthand/Typing Speed shall be conducted for the posts mentioned at Sr. No.3.
- (iii) Qualified candidates in online examination test on merit basis will be called for Typing Test (Qualifying only) for post mentioned at Sr. No.4. Typing Test will be conducted in English or Hindi with computer only.

How to Apply: -

- (i) The candidates applying for the above-mentioned posts should go through detailed advertisement before applying for any post and ensure that they fulfill the eligibility criteria as laid down in the advertisement for that post. Concealing of information or furnishing false information will lead to rejection of the candidature at any stage of the recruitment. The NWDA reserves the right to reject any application without assigning any reason whatsoever.
- (ii) Date of Online Test will be communicated to the eligible candidates through Call Letters and no enquiry in this regard will be entertained. Candidates are advised to visit NWDA website and their registered e-mail id from time-to-time for getting latest information regarding recruitment process.
- (iii) Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection. Candidates are required to verify their eligibility before paying the examination fee.
- (iv) Candidates applying for more than one post should apply separately for each post and submitted fee for each post.

- (v) Candidates should have valid personal E-mail ID. It should be kept active during the currency of this recruitment process. The candidates are requested to check regularly their E-mail / NWDA's website for any communication from NWDA.
- (vi) Before registering / submitting applications on the website, the candidate must possess the following:
 - a. Valid E-mail id: The E-mail id entered in the online application form should remain active until the recruitment process is completed. No change in E-mail id will be allowed once registered. All correspondence regarding this recruitment shall be made on the registered E-mail id including Admit card for On-line examination and Call Letter for Documents Verification, if shortlisted.
 - b. Scanned copy of latest passport size colored photograph (not more than 03 months old) and scanned signature in digital format (as per dimensions given below) for uploading in the application.
 - c. All relevant documents/details relating to eligibility criteria viz Educational Qualification, Caste Certificate [SC/ST/OBC(NCL)], Experience Certificate and Disability Certificate.
 - d. A facility to take print out of the Registration Slip.

Examination City: 1. Ahmedabad 2. Bengaluru 3. Bhubaneswar 4. Bhopal
5. Delhi- NCR 6. Chennai 7. Hyderabad 8. Guwahati
9. Kolkata 10. Mumbai 11. Lucknow

Selection Process:

1. Before applying for the posts, the candidate should ensure that he / she fulfils the eligibility and other norms mentioned in the Advertisement. Furnishing of wrong / false information will lead to disqualification and NWDA will not be responsible for any consequence of furnishing such wrong false information.
2. Screening and eligibility will be based on the details provided by the candidate.
3. The candidates found provisionally eligible shall be called for On-line examination and Admit Cards shall be issued to them accordingly. The admit card for on-line examination will be sent to the eligible candidates on their registered E-mail IDs only.
4. Candidates will be shortlisted on the basis of their performance in On-line examination and they will be called for Skill Test/Documents verification, as applicable for the post.
5. Roll numbers of the candidates, shortlisted for Skill Test/Documents verification, as applicable for the post will be declared on NWDA website only. The call letter will be sent to the shortlisted candidates on their registered E-mail IDs only.

BACKGROUND CHECK:

Selection of candidates shall be provisional, subject to verification of documents relating to eligibility criteria, character and antecedents and other documents submitted by the candidate and is also subject to his/her meeting the requisite medical standards for the post and other requirements applicable for appointments under the rules of NWDA.

ACTION AGAINST MISCONDUCT:

1. Candidates are advised to furnish correct information and should not provide any documents/information that are false, tampered, fabricated or should not suppress any material information while filling up the “on-line” application.
2. At any stage of recruitment or later, if a candidate is found guilty of any misconduct such as Impersonating or procuring impersonation by any person; or Resorting to any irregular means in connection with his / her candidature during selection process; or Canvassing in any form/ Using undue influence for his/her candidature by any means; or Submitting of false certificates / documents / information or suppressing any information at any stage; or Giving wrong information regarding his / her category (SC / ST / OBC (NCL) / PWD/Ex-Servicemen) while appearing in the examination or thereafter; his / her candidature will be summarily rejected and will be terminated from service, apart from initiating any other action or taking legal recourse as deemed fit.

Additional/General Conditions:

1. Candidates belonging to SC/ST and OBC Communities will have to furnish Certificate form prescribed authority in the required format failing which they will not be entitled to the concession admissible to them if any.
2. The number of vacancies to be filled may vary at the time of actual selection. Allowances as per Central Government rules are admissible on the prescribed pay levels. Benefits of new restructures Defined Contributory Pension Scheme (NPS) are admissible as per the provision contained in the Ministry of Finance, Department of Economic Affairs (ECD & PR Division), Notification No.5/7/2003-ECD& PR dated 22.12.2003 effective from 01.01.2004.
3. Candidates working in Centre/State Government Department/Autonomous organization/Public Sector Undertaking and fulfilling the requirements are requested to submit No Objection Certificate from the present employer at the time of final examination.

4. No TA/DA will be paid to the candidates for appearing in the online / skill / typing test.
5. Candidates are advised to visit NWDA website regularly for updated information on the selection process. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our website **www.nwda.gov.in**. No further press advertisement will be notified.
6. The decision of the Competent Authority of NWDA in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of test(s) and Skill / typing test, allotment of examination centers, selection etc., will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
7. Success in the examination confers no right of appointment unless it is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

(Rakesh Kumar Gupta)
Deputy Director (Admn.)