



Ministry of Jal Shakti
Krishna Water Disputes Tribunal
Trikoot – 1, 3rd Floor, Bhikaji Cama Place,
New Delhi – 110066

Dated the 12 Sep, 2022

It is proposed to fill up one post of Personal Assistant (PA) in the pay level-6 (Rs. 35,400- 1,12,400) on deputation/re-employment basis in this Tribunal from the employees of Central Government/ State Governments/ UT/PSUs/ Autonomous / Semi Govt./ Statutory Organizations etc. The description of the post and eligibility criteria are available in the web site [www. Jalshakti-dowr.gov.in](http://www.Jalshakti-dowr.gov.in) The terms and conditions of appointment on deputation basis will be regulated under the DOP & T's OM No. 6/8/2009-Estt (Pay-II) dated 17th June, 2010. Applications duly filled in as per "Proforma" at Annexure-II along with CR dossiers and the latest vigilance clearance certificate of the eligible candidates may be forwarded by the Organizations / Departments concerned to the Administrative Officer, Krishna Water Disputes Tribunal, Trikot, 1, 3rd Floor, Bhikaji Cama Place, New Delhi – 110066. The application on re-employment basis may be submitted directly to the Administrative Officer at the above address. The Application duly completed in all respects may be submitted within 60 days from the date of publication of this advertisement in the Employment News.

The employees working in the Krishna Water Disputes Tribunal are not eligible for Govt. accommodation. The selected candidates would not be allowed to withdraw their candidature. Incomplete applications shall not be considered.

(P.C. Gupta)
Administrative Officer
Tel. No. 011-26162190

ANNEXURE-I

PERSONAL ASSISTANT (PA)

Pay level-6 Rs. 35,400- 112400

Eligibility Criteria :

As per Recruitment Rules the post of Personal Assistant is filled up by deputation (including short term contract)/ re-employment basis in the following manner.

(a) By Deputation (including short-term contract)

Officer under the Central Government / State Government/ UT/PSUs/ Autonomous / Semi Govt./ Statutory Organizations etc. (i) a Graduate from recognized University or equivalent having a speed of 80 words per minute in short hand; AND (ii) holding analogous post on regular basis OR holding post in the pay scale of Rs.5200-20200 + GP 2800 (or equivalent to pay level-5 of 7th CPC) with six years regular service in the grade OR Holding post in the pay scale of Rs. 5200-20200 + GP 2400 (or equivalent pay level-4 of 7th CPC) with 10 years regular service in the grade. Preference would be given to the candidate having good knowledge in the computer.

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 KWDT 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.

(b) By Re-employment : Officers retired from the Central Govt./ State Govt./ UT/ PSUs/ Autonomous /Semi-Govt./ Statutory Organizations etc (i) a Graduate from recognized University or equivalent having a speed of 80 words per minute wpm in short hand; AND (ii) having held analogous post on regular basis OR having held a post in the Pay scale Rs.5200-20200 + GP 2800 (or equivalent to pay level-5 of 7th CPC) with six years regular service in the grade OR having held in the pay scale of Rs. 5200-20200 + GP 2400 (or equivalent pay level-4 of 7th CPC) with 10 years regular service in the grade. Preference would be given to the candidates having good knowledge in the computer. Provided that the retired Govt. Servant appointed, as Personal Assistant shall cease to hold the post of Personal Assistant (PA) 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

Passport
Size
Photographs

To be filled up by the applicant

1. Name :
2. Date of Birth :
3. Designation with Grade/Group of post held on regular basis and w.e.f. _____ :
4. Pay scale on regular basis and w.e.f. _____ :
5. Whether applying for Deputation/ Short Term Contract/ Re- employment Basis:
6. Name of the department / office presently working :
7. Service particulars in chronological order point wise :

Sl No	Post held & office	From	To	Scale of Pay + G.P.	Nature of Appointment (Substantive/Officiating/ Adhoc)	Nature of Duties
1	2	3	4	5	6	7

9. Educational/Technical Qualifications:
10. Experience/Training undergone:
11. Knowledge of Computer:
12. Address for Correspondence:
13. Phone/Mobile No./e.mail ID
14. Any other information.
15. Date of retirement (in case of application for re-employment basis):

I hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and I shall not withdraw my candidature after selection.

Signature of applicant
Date-