

F.No. 32014/1/2023-Estbt(FBP)/
भारत सरकार/Govt. of India
जल शक्ति मंत्रालय/Ministry of Jal Shakti
जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग
Deptt. of Water Resources, River Development & Ganga Rejuvenation
महा प्रबंधक का कार्यालय/Office of the General Manager
फरक्काखराज परियोजना/Farakka Barrage Project
पो.-फरक्काबिरेज, जिला -मुर्शिदाबाद
P.O.-Farakka Barrage, Dist.-Murshidabad
पश्चिम बंगाल/West Bengal-742212
E-mail: gm-fbp@gov.in, gmooffice-fbp@gov.in
Dated: June, 2025

Subject:- Vacancy circular for filling up 01 (one) post of Sr. Administrative Officer in Farakka Barrage Project-regarding

Applications are invited for filling up 01 (One) post of Sr. Administrative Officer in the Pay Band-3, Rs. 15,600 - 39,100/- with grade pay of Rs. 6,600 [Level-11 (Rs. 67,700-2,08,700/-) 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

Sr. Administrative Officer has to perform duties as under:

- (i) Recruitment, appointment, posting and transfer, seniority, deputation.
- (ii) Cadre matter of officers / staff
- (iii) Personal matters and welfare of employees
- (iv) Prepare cadre & / Annual Training Plan.
- (v) Arrange training for all
- (vi) Implement National Training Policy
- (vii) Preparing various administrative report and returns
- (viii) Maintain records and documentation pertaining to administration
- (ix) Direct and mentor administrative staff
- (x) Maintenance of all establishments, administration and estate related records, including reservation roster

3. ELIGIBILITY CRITERIA

Officers of the Central Government or State Government or Union Territory Administrations or Public Sector Undertakings or Statutory Organizations or Universities or Recognized Research Institutions :

(a)	(i)	holding analogous post on regular basis in the parent cadre or department; or
	(ii)	with five years' service in the grade rendered after appointment thereto on a regular basis in the Pay Band-2, Rs. 9,300-34,800 with grade pay of Rs. 5,400/- (Pre-Revised) now in level-9 as per 7 th CPC in the Pay Matrix (Rs. 53,100 - 1,67,800/-) or equivalent in the parent cadre or department; or
	(iii)	with seven years' service in the grade rendered after appointment thereto on regular basis in the Pay Band -2, Rs. 9,300-34,800/-) with grade pay of Rs. 4,600/- (Pre-Revised) now in level-7 as per 7 th CPC in the Pay Matrix (Rs. 44,900 - 1,42,400/-) or equivalent in the parent cadre or department and
(b)	Possessing five years experience in administration or establishment or 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. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

NOTE 2: Period of deputation (including short-term contract) including 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 exceed three years.

NOTE 3: The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date prescribed for receipt of application.

NOTE 4: For the purpose of computing minimum qualifying service for deputation, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been a merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

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 60 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>.

S/d
Sr. Administrative Officer

Annexure-1

1	Name of Post	Sr. Administrative Officer
2	Number of Post(s)	01 (One)
3	Classification	General Central Service Group 'A' Gazetted, Ministerial
4	Pay Matrix	Pay Band-3, Rs.15,600-39,100 with grade pay of Rs. 6600 [Level-11 (Rs. 67,700- 2,08,700/-)]
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	(i) Recruitment, appointment, posting and transfer, seniority, deputation. (ii) Cadre matter of officers / staff (iii) Personal matters and welfare of employees (iv) Prepare cadre & / Annual Training Plan. (v) Arrange training for all (vi) Implement National Training Policy (vii) Preparing various administrative report and returns (viii) Maintain records and documentation pertaining to administration (ix) Direct and mentor administrative staff (x) Maintenance of all establishments, administration and estate related records, including reservation roaster
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	<p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the Pay Band-2, Rs. 9,300-34,800 with grade pay of Rs. 5,400/- (Pre-Revised) now in level-9 as per 7th CPC in the Pay Matrix (Rs. 53,100 -1,67,800/-) or equivalent in the parent cadre or department; or</p> <p>(iii) with seven years' service in the grade rendered after appointment thereto on regular basis in the Pay Band -2, Rs. 9,300-34,800/-) with grade pay of Rs. 4,600/- (Pre-Revised) now in level-7 as per 7th CPC in the Pay Matrix (Rs. 44,900 -1,42,400/-) or equivalent in the parent cadre or department and</p> <p>(iv) Possessing five years experience in administration or establishment or accounts matter</p> <p>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. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>NOTE 2: Period of deputation (including short-term contract) including 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 exceed three years.</p> <p>NOTE 3: The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date prescribed for receipt of application.</p> <p>NOTE 4: For the purpose of computing minimum qualifying service for deputation, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been a merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
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.
10	Place of posting	Office of the General Manager, Farakka Barrage Project, P.O. Farakka Barrage, Dist. Murshidabad (W.B) 742212

Bio Data Proforma

1. Name and address (in Block Letters) :
Telephone Number:
2. Date of Birth (in Christian era) :
3. Date of retirement under Central Government Rules:
4. Educational Qualifications:
5. 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)

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.
 - (i) Ad-hoc basis
 - (ii) Regular / on temporary basis
 - (iii) Pay in the Pay Band
 - (iv) Grade Pay drawn
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 you belong
10. Additional details about present employment. Please State whether working under:
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous organization
 - (d) Government Undertaking
 - (e) 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

Signature of the candidate

Date:

It is certified that information furnished by the applicant is verified with his/her service record and found correct.

Countersigned with office seal by the authorized signatory of the parent office

Signature of the Competent Authority

Annexure-3

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal proceedings is either pending or contemplated against Sh./Smt/Ms....., who has applied for the post ofin theon deputation basis.

(Authorised signatory)

Name & Office Seal:

Date:

Annexure-4

NO PENALTY CERTIFICATE

Certified that no major/minor penalty has been imposed during the last ten years on Sh./Smt/Ms....., who has applied for the post ofin theon deputation basis.

(Authorised signatory)

Name & Office Seal:

Date:

Annexure-5

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Report of Sh./Smt/Ms....., who has applied for the post ofin theon deputation basis, it is certified that his/her integrity is beyond doubt.

(Authorised signatory)

Name & Office Seal:

Date:

