



F.No.9/Estt./MWDT/2025/69/ 385

MAHADAYI WATER DISPUTES TRIBUNAL

MINISTRY OF JAL SHAKTI, GOVERNMENT OF INDIA

DEPARTMENT OF WATER RESOURCES, RIVER DEVELOPMENT & GANGA REJUVENATION
5th Floor, 'A' Wing, Janpath Bhawan, Janpath, New Delhi-110001. Telephone: 011-23329570, 77

Dated : 23rd September, 2025

VACANCY CIRCULAR

Mahadayi Water Disputes Tribunal, Ministry of Jal Shakti, Department of Water Resources, RD & GR invites applications from the eligible candidates (serving government employees for selection on deputation basis, retired government employees for selection on re-employment basis and others for selection on direct recruitment on contract basis) for filling up the following post:

S. No.	Name of the Post	No. of Post	Pay Level in Pay Matrix (7 CPC)
1	Private Secretary	1	Level 8 [Rs. 47,600 - Rs. 1,51,100]

The method of recruitment for the post of Private Secretary is by Deputation failing which by Re-employment failing which by Contract (including short-term contract) failing which by Direct recruitment on contract basis. For recruitment on deputation basis, 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 Tribunal or till further orders whichever is the earliest. The maximum age limit for appointment by deputation including short term contract shall not be exceeding 56 years. For recruitment on re-employment basis, the initial appointment shall be for one year, likely to be extendable on year to year basis subject to the condition that the retired Govt. Servant appointed to the post shall cease to hold the post of Private Secretary after he attains the age of 65 years. For recruitment on direct recruitment on contract

Contd..2/-

basis, the age of the applicant should be upto 45 years as on date of advertisement. A person who is selected for the post on direct recruitment basis will hold the said post on co-terminus basis with the life of the Tribunal and he/she will not have any claim for regular absorption in Government. The initial appointment shall be for one year, likely to be extendable on year to year basis, or till the life of the Tribunal or till further orders, whichever is the earliest.

Further details of the aforesaid post along with eligibility criteria and educational qualification etc. required for the same are given in Recruitment Rules annexed to the Vacancy Circular as Annexure-I available on the website of Ministry of Jal Shakti. The applications in the prescribed Proforma (Annexure-II), alongwith copies of the supporting documents, complete in all respects may be sent to the Registrar of Mahadayi Water Disputes Tribunal at the aforesaid address. The last date for receipt of applications in the Office of Mahadayi Water Disputes Tribunal is within 30 days from the date of publication of the advertisement in the 'Employment News'. Applications received after due date, whether by post or any other mode, shall not be entertained.

The vacancy circular along with Annexure-I and Annexure-II can be downloaded from the website of the Ministry of Jal Shakti, Government of India, www.jalshakti-dowr.gov.in



(Deepak Jain)
Registrar

ANNEXURE-I

Recruitment Rules for the post of Private Secretary (MWDT)

Name of the post	Number of Posts	Classification	LEVEL in the PAY MATRIX	Whether Selection post or Non-Selection post	Age limit for direct recruits	Educational and other qualification required for direct recruits	Whether age and educational qualifications Prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	If a Departmental Committee exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
Private Secretary	1 (one)	General Central Service Group 'B', Ministerial	Level 8 in the 7 th CPC PAY MATRIX	Selection on Merit	Up to 45 years as on the date of advertisement of vacancies. Relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.	(i) Having Graduate Degree from recognized University OR equivalent (ii) having a speed of 120 words per minute in shorthand.	Not Applicable	Not Applicable	By Deputation; failing which by re-employment; failing which by contract (including short-term contract); failing which by Direct Recruitment.	Deputation (including short term contract) Officer under the Central Government/ State Government/ UT/ PSUs/ Autonomous/ Semi-Government/ Statutory Organisations etc. (i) a Graduate from recognized University or equivalent having a speed of 120 words per minute in shorthand; AND (ii) Holding analogous post on regular basis OR Holding a post in Level 6 of the 7 th CPC Pay Matrix (or equivalent in the pre-revised scale) with six years regular service in the grade. .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 MWDT 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.	Departmental Selection Committee: - 1) Member, MWDT - Chairman. 2) Member, MWDT - Member. 3) Registrar, MWDT - Member. Note: Absence of any member other than the Chairman shall not vitiate the proceedings of the Selection Committee.	Not Applicable



										FAILING WHICH Re-employment: Officers retired from the Central Government/ State Government/ UT/ PSUs/ Autonomous/ Semi Govt./Statutory Organisations etc. (i) a Graduate from recognized University or equivalent having a speed of 120 words per minute in shorthand. AND (ii) Having held analogous post on regular basis OR Having held a post in Level 6 of the 7th CPC Pay Matrix (or equivalent in the pre-revised scale) with six year regular service in the grade. Provided that the initial appointment shall be for one year, likely to be extendable on year to year basis subject to the condition that the retired Govt. Servant appointed as Private Secretary shall cease to hold the post of Private Secretary 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. FAILING WHICH Direct Recruitment on contract basis: With qualification as specified in Column 7. The terms & conditions of appointment shall be decided by the Central Government. Note: In the case of direct recruitment, a person who is selected for the post will hold the said post on co-terminus basis with the life of the Tribunal and he/she will not have any claim for regular absorption in Government.		
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Signature

DATE OF PUBLICATION : 04.10.2025
LAST DATE FOR RECEIPT OF APPLICATIONS : 03.11.2025

ANNEXURE-II

TO BE FILLED BY THE APPLICANT

APPLICATION FOR THE POST OF **PRIVATE SECRETARY** ON _____ BASIS
(Please mention whether applying on (a) Deputation basis OR (b) Re-employment basis
OR (c) Direct Recruitment on contract basis)

1. Name :

2. Phone No. & E-mail ID :

3. Date of Birth :
(Please enclose copy of certificate)

4. Age as on date of Advertisement :

5. **Recruitment preference categories**

Please mention whether applying on :
(a) Deputation basis
OR (b) Re-employment basis
OR (c) Direct Recruitment on contract basis

A. For application on Deputation basis :-

(i) Name of the parent Department/Office :

(ii) Post held at present on regular basis :
Pay Level and Basic Pay :

B. For application on Re-employment basis :-

(i) Name of the Department/Office from where :
retired

(ii) Date of Retirement/Superannuation :

Paste
self attested
photograph

Contd...2/-



(iii) Post held on regular basis at the time of :
retirement and Pay Level

(iv) Last Pay Drawn before retirement :
(Please enclose copy of
Pension Payment Order)

(iii) Pension without commutation, if any :

C. For application on Direct Recruitment on contract basis :-

(i) Present Employment, if any :

Name of the Department/Office

Designation

6. Service particulars in chronological order point wise :

Sl. No.	Post Held & Office	From	To	Pay Level/ Scale of Pay	Nature of appointment (Substantive/ Officiating/ Ad-hoc)	Nature of duties
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Contd...3/-



7. Educational Qualification :
(Please enclose copies)
8. Speed of Shorthand (English) :
9. Experience in the related field. :
Provide specific details thereof
10. Knowledge of Computer :
11. Training undergone :
12. Permanent address :
13. Present address :
14. Any other information if any :

Contd...4/-



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

16.

Signature of the applicant with date

17. (If applying on Deputation basis)

TO BE FILLED BY THE FORWARDING AUTHORITY:

It is certified that particulars given above are correct; Candidature of Mr./Ms. _____ after selection shall not be withdrawn and the officer will be relieved for appointment on deputation basis.

His/her application is forwarded along with

(i) Vigilance Clearance Certificate and

(ii) C.R. dossiers (last 5 years)

(if not enclosed, please mention time by which these documents will be sent by the Department):

Signature
Name and Designation
Department (of the forwarding officer)
With Date & Official Seal.