National Water Development Agency

(D/o WR, RD & GR, M/o Jal Shakti, Govt. of India)
18-20, Community Centre, Saket, New Delhi.

ADVERTISEMENT NO. 14 / 2023

National Water Development Agency (NWDA) is an Autonomous Organization under the aegis of D/o Water Resources, River Development and Ganga Rejuvenation, Ministry of Jal Shakti, Government of India invites online applications from Indian Citizens for following posts for its Headquarter and various field offices located across the country. The details of posts, age, educational qualification and pay scale/level are given below:

S. No	Name of the Post	Pay Level	Category						Total	Age
			UR	OBC	SC	ST	EWS	PwBD		
1	Junior Engineer (Civil)	Level - 6 (Rs.35400-112400)	07	04	--	01	01	--	13	18-27 years
2	Junior Accounts Officer	Level – 6 (Rs.35400-112400)	01	--	--	--	--	--	01	21-30 years
3	Draftsman Grade-III	Level – 4 (Rs.25500-81100)	02	01	01	01	01	--	06	18-27 years
4	Upper Division Clerk	Level - 4 (Rs. 25500- 81100)	04	02	01	--	--	--	07	18-27 years
5	Stenographer Grade - II	Level - 4 (Rs. 25500- 81100)	02	03	02	--	02	--	09	18-27 years
6	Lower Division Clerk	Level – 2 (Rs.19900-63200)	01	--	01	--	01	01 (OH)	04	18-27 years

The vacancies are tentative in nature and may **decrease or increase** as per requirement of the Organization.

2. Education Criteria:

Sl. No.	Name of Post	Education Qualification
1	Junior Engineer (Civil)	**Essential:** Diploma in Civil Engineering or equivalent from a recognised University or equivalent. **Desirable:** Degree in Civil Engineering or equivalent from a recognised University or equivalent.

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2	Junior Accounts Officer	**Essential:** i) Degree in Commerce from a recognized University/Institute. ii) Three year experience in Cash and Accounts in a Government Office/PSU/Autonomous Body/ Statutory Body. **Desirable:** Candidates having CA/ICWAI/Company Secretary will be preferred.
3	Draftsman Grade-III	ITI Certificate or Diploma in Draftsman ship (Civil) from a recognized Institution /University.
4	Upper Division Clerk	**Essential:** Degree of a recognized University. **Desirable:** Knowledge of Computer operating systems, MS Word, Office, Excel, Power Point &Internet.
5	Stenographer Grade - II	**Essential:** 12th Class passed from a recognized Board/University. Skill(Shorthand) Test (on Computer) at the speed of 80 wpm.
6	Lower Division Clerk	**Essential:** i) 12th Class passed from a recognized Board; and ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. **Desirable:** Knowledge of Computer operating systems, MS Word, Office, Excel, Power Point &Internet.

3. Important Dates

(i)	**Commencement of online registration on website**	**18.03.2023**
(ii)	**Last date of submission of online application**	**17.04.2023 (Mid-Night)**
(iii)	**Date of Conduct of Written Exam/ CBT (Computer Based Test)**	**Will be notified later on website.**

4. Application Processing Fee

An Application Processing Fee of **Rs.890+ GST+ Bank Charges** for General, OBC & EWS category and **Rs.550+ GST+ Bank Charges** for SC, ST and PwBD category candidate is payable through payment gateway. The application processing fee shall not be accepted in any other form. Fees once paid shall NOT be refunded under any circumstances nor can it be held in reserve for any other examination or selection.

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5. Age Relaxation in respect of Direct Recruitment

The applicant should not exceed age limit indicated above, as on the last date of receipt of application. However, this age is relaxable as per Govt. of India standing instructions for the following categories.

Sl.No.	Category	Age-Relaxation
(i)	For SC/ST candidates	**5 years**
(ii)	OBC candidates	**3 years**
(iii)	PwBD (Unreserved)	**10 years**
	PwBD (OBC)	**13 years**
	PwBD (SC/ST)	**15 years**
(iv)	Ex-serviceman	Service rendered in Army/Navy/Air Force plus 3 years
(v)	Government employees including Departmental candidate	**(i) 5 years** for Jr. Engineer, Jr. Accounts Officer & Draftsman Grade-III, **(ii) Upto 40** years for UDC, Stenographer Gr-II and LDC **(Minimum 3 years service has been rendered in Government Department/Autonomous Body**)

6. Reservations:

(i) OBC Candidates who wish to be considered against vacancies reserved or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format, whenever such certificates are sought by concerned Regional/Sub-Regional Offices at the time of Document Verification. Please also note that the validity of "Non- Creamy Layer" Certificate should not be older than (01) one year from the date of eligibility criteria (i.e. last date of receipt of application). The OBC candidates who belongs to "Creamy Layer" are not entitled for concession admissible to OBC category

(ii) OBC candidate's eligibility will be based on the caste(s) borne in the Central List of OBC, Government of India.

(iii) Only such persons would be eligible for reservation under PwBD category with not less than 40% of physical disability. Person who wants to avail the benefit of reservation would have to submit a Disability Certificate issued by a Competent Authority in the prescribed format as per "Rights of Persons with Disabilities Act, 2016" which came into force w.e.f. 19.04.2017.

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(iv) The vacancies advertised under EWS category are as per the instructions issued by DoPT, Ministry of personnel, Public Grievances & Pension, Govt. of India, Vide OM No. 36039/1/2019-Estt.(Res) dated 31.01.2019. Applications under EWS category will be considered subject to submission of Income and Assets certificate in the prescribed format issued by the Competent Authority and subject to verification of genuineness of the Certificate by the issuing authority. The EWS Certificate should not be older than (01) one year from the date of eligibility criteria (i.e. last date of receipt of application).

(v) Candidates who fail to produce valid certificate as per requirement will not be considered for reservation. They will however, be considered as UR candidates (if UR posts are advertised).

7. Selection Criteria

The Selection will be made in following stages:-

First stage- Written Test (100 questions in 90 minutes MCQ based) will be held on Optical Mark Response (OMR) Sheet.

Second stage- In the case of UR, OBC and EWS Candidates will be shortlisted by 20 times of the vacancy while 50 times of the vacancy for SC/ST/PWD Category candidates. Shortlisted candidates will be invited for Documents verification (in original). If the candidate fails to appear for documents verification on the specific date and time, it will be presumed that the candidate is not interested in the post and his/her candidature is liable for rejection, without any further notice. Thereafter candidates for all the posts will be appeared a Computer Based Test (100 questions in 90 minutes) again. Rank position will be prepared based on the score secured by the candidates in the Second Stage Computer Based Test.

For the post of Stenographer Grade-II & LDC, candidates will be appeared in the Skill Test (Shorthand/Typing), which is a qualifying in nature and 7% mistake will be allowed in the Skill Test for UR, OBC & EWS and 10% for SC & ST candidates.

7. 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.

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(ii) Date of Offline/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 circumstances 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 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 Offline/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 for uploading in the application.

c. All relevant documents/details relating to eligibility criteria viz Educational Qualification, Caste Certificate [SC/ST/OBC(NCL)/EWS], Experience Certificate and Disability Certificate.

d. Please take print out of the complete application form for future reference.

8. Action Against Misconduct:

1. Candidates are advised to furnish correct information and should not provide any documents/information that is 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) /EWS/ 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.

GENRAL INSTRUCTIONS TO THE CANDIDATES

(i) The candidate must be citizen of India.

(ii) Eligible and desirous candidates may apply through **online mode** only up to **Midnight, 17.04.2023** by visiting the NWDA's web site **www.nwda.gov.in** . Do not send any printout of filled-in application or other documents to the organization. Candidates have to make sure that they are fully eligible for the post they are applying for and the original certificates/documents in support of the information furnished in the online application form are to be provided at a later stage of recruitment process. No deviation, whatsoever, from the filled-in details will be entertained under any circumstances.

(iii) The candidates are advised to correctly choose the post to which they intend to apply as they may be eligible for more than one post. If a candidate applies for more than one post, he/she will have to fill separate application and submit application processing fee for each of the applied post.

(iv) Candidates are advised to fill the information carefully in the online application form. Organization will neither be responsible for any wrong information furnished nor accept any subsequent requests for making any corrections by the candidate(s). The candidate(s) shall be solely responsible for the information filled in the online application form. No change/deviation, whatsoever, will be entertained.

(v) Incomplete application/partially filled application/application without supporting documents will summarily be rejected.

(vi) The Candidates are advised to retain a photocopy of the complete application form, which may be required for future references.

(vii) NWDA reserves the right not to fill up the post, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final and binding.

(viii) Any modification/correction/addition etc., if any related to the Advertisement and /or related to the recruitment process will be uploaded on NWDA website only. No

other means of communication will be used for the same. Therefore, the candidates are advised to periodically visit the NWDA website for updates, if any.

(ix) All qualification obtained by the candidates should be from recognized University/Institution. The NWDA reserves the right to relax any of the qualifications/experience in exceptional cases. Any experience gained after the minimum qualifying degree will only be taken into consideration. The NWDA may verify the antecedents and documents submitted by a candidate during the tenure of his/her service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed any information, then his/her service shall be terminated and legal action may also be initiated against such candidates/employees.

(x) Persons, who are already in Government Service, should route/submit their application through respective office/department and should submit **"No Objection Certificate"** obtained from the authority competent to issue such NOC at the time of Documents Verification/Final Selection otherwise their candidature will not be considered.

(xi) The original degrees/certificates/proof of date of birth towards fulfillment of specified eligibility conditions shall be required to be produced by the candidate, at the time of their skill test/final selection.

(xii) The applicants shall have to appear for the written examination/skill test at their own expenses.

(xiii) NWDA reserves the right to extend the closing date for receipt of applications. NWDA also reserved the right to postpone/cancel this recruitment exercise for any/all the posts.

(xiv) NWDA reserves the right to assign/transfer the selected candidates to any section/department within the organization. Appointments may be offered accordingly as per requirement of the organization.

(xv) At the time of interview/skill test/Documents Verification, the candidate will be required to provide details regarding criminal case(s) pending against him/her, if any. NWDA may also conduct independent verification, inter alia, including verification of police records etc. NWDA reserves the right to deny the appointment depending upon such disclosures and /or independent verification.

(xvi) The jurisdiction for all legal matters for this recruitment will be at New Delhi and legal cases filed (if any) in other courts will not be maintainable.

Note:

i) In case of any discrepancy found in Hindi version of advertisement, the contents as given in the English version of Advertisement will be prevailed.

ii) Candidate should refer to advertisement given in Employment News or on NWDA's website only for the purpose of applying the jobs. NWDA has not authorized any other Agency/Vendor to publish this advertisement and application form.

iii) **Technical queries/clarifications relating to the filling up of ONLINE APPLICATION, please feel free to contact the helpdesk at Email: helpdesk.nwda.recruitment@gmail.com or Number: +919453819323**

Dated:

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Dy. Director (Admn.)