

**NATIONAL WATER DEVELOPMENT AGENCY**  
**18-20, Community Centre, Saket, New Delhi – 110017.**

F.No. 10/10/2018/Vol.III/ 248

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**Engagement of Technical / Administration / Finance Consultants & Secretariat/Finance Assistants on Contractual basis in NWDA.**

The National Water Development Agency, an autonomous body under the Ministry of Jal Shakti (D/o WR, RD & GR), invites application from the retired personal for engagement of Technical/Administration/Finance Consultants and Secretariat/Finance Assistants purely on contractual basis for a period of One year, which could be further extended on need basis for its Headquarters and regional offices across the country as per details given below:

Technical Consultant				Administration Consultant		Financial Consultant	
Level - I	Level -II	Level -III	Level - IV	Level - IV	Secretariat Asstt.	Level - IV	Finance Asstt.

- Note:** (i) Requirements of consultants / SAs / FAs can be varies and location can also be changed at any time during the selection process;
- (ii) The Consultants, Secretarial Assistants and Finance Assistants are empanelled for the year 2020-21 need not to apply afresh. Panel to this effect is available on agency's website.

**1. Criteria for Technical Consultant**

- a) Consultant (Level - I):** Retired Engineering Officer from Central/State Govt./PSU/ IIT/ NIT/ Technical Institution at the level equivalent to Chief Engineer (CE) Level-13-A / 14 having experience in the field of Water Resources Development like Survey, Investigation, Designs, Construction & Maintenance, preparation of feasibility reports, DPRs of WR projects.

**OR**

Retired Chief Conservator of Forest (retired IFS) or equivalent having experience in dealing with various provisions of Acts / rules/ notifications related to Environmental & Forest clearances for Water Resources Projects.

- b) Consultant (Level – II):** Retired Officers from Central / State Govt. / PSU / IIT / NIT / Technical Institution at the level equivalent to Superintending Engineer having experience in the field of Ground Water Development and/or Water Resources Development projects like Survey, Investigation, Designs, Construction & Maintenance, preparation of feasibility reports, DPRs of WR projects.

**OR**

Retired Engineering Officers from Central / State Govt. / PSU / IIT / NIT / Technical Institution at the level equivalent to Executive Engineer (EE) with 8 years experience as EE in the field of Water Resources Development like Survey, Investigation, Designs, Construction & Maintenance, preparation of feasibility reports, DPRs of WR projects.

**OR**

Retired Deputy Conservator of Forests (retired IFS) or equivalent having experience in dealing with various provisions of Acts / rules / notifications related to wild life Environmental & Forest clearances for Water Resources Projects

- c) **Consultant (Level – III):** Retired Engineering Officers from Central / State Govt. / PSU / IIT / NIT / Technical Institution at the level equivalent to Executive Engineer having experience in the field of Water Resources Development like Survey, Investigation, Designs, Construction & Maintenance, preparation of feasibility reports, DPRs of WR projects.

**OR**

Retired Engineering Officers from Central / State Govt. / PSU / IIT / NIT / Technical Institution at the level equivalent to Assistant Executive Engineer (AEE) with 6 years experience / Assistant Engineer (AE) with 8 years experience in the field of Water Resources Development like Survey, Investigation, Designs, Construction & Maintenance, preparation of feasibility reports, DPRs of WR projects.

- d) **Consultant (Level – IV):** Retired Engineering Officers from Central / State Govt. / PSU / IIT / NIT / Technical Institution at the level equivalent to Assistant Engineer (AE) with 5 years experience in the field of Water Resources Development like Survey, Investigation, Designs, Construction & Maintenance, preparation of feasibility reports, DPRs of WR projects.

**OR**

Retired Engineering Officers from Central / State Govt. / PSU / IIT / NIT / Technical Institution at the level equivalent to Junior Engineer (JE) with 15 years experience in the field of Water Resources Development like Survey, Investigation, Designs, Construction & Maintenance, preparation of feasibility reports, DPRs of WR projects.

## **2. Criteria for Administration Consultant**

- a) **Consultant Level – IV:** Retired Official from Central / State Govt. / PSU / Autonomous Bodies at the level equivalent to Assistant in the Govt. of India and having experience as Assistant or above in Admn. / Establishment / Personnel Management / Vigilance / legal and service matters covered by Central Govt. rules.
- b) **Secretariat Assistant:** Retired Official (UDC / LDC) from Central / State Govt. / PSU / Autonomous Bodies in the Govt. of India having experience in Admn. / Establishment / Personnel Management / Vigilance / legal and service matters covered by Central Govt. rules.

### 3. **Criteria for Finance Consultant**

- a) **Consultant Level – IV:** Retired officer from Central / State Govt. / C&AG / PSU / Autonomous Bodies at the level equivalent to Accounts Officer with 3 years experience in Financial Accounting / Budgeting / Internal Audit / Contract Management / Fund Management / Disbursement / Credit Appraisal.

**OR**

Retired officer from Central / State Govt. / C&AG / PSU / Autonomous Bodies at the level equivalent to Junior Accounts Officer (JAO) / Junior Accountant (JA) with 10 / 15 years experience in Financial Accounting / Budgeting / Internal Audit / Contract Management / Fund Management / Disbursement / Credit Appraisal.

- b) **Finance Assistant:** Retired Official (UDC / LDC) from Central / State Govt. / PSU / Autonomous Bodies in the Govt. of India having experience in Accounting manuals & system / Admn. / Establishment and financial matters covered by Central Govt. rules.

### 4. **JOB Profile**

The Consultant(s) are required to be appointed for attending to following works / responsibilities:

#### **A. Technical Consultant (s)**

##### **I. Job profile for Technical Work relating to ILR**

- (i) To evaluate various reports / studies relating to ILR and related aspects carried out by NWDA
- (ii) To study the Pre – feasibility reports / Feasibility reports / Detailed Project Reports of various link proposals of NWDA
- (iii) To suggest alternatives / modifications in the link proposals to make them more acceptable
- (iv) To carry out comprehensive system studies including simulation analysis of various link proposals. System studies to suggest / work out the most acceptable alternative options for optimizing the benefits duly considering the social, environmental and economic aspects etc.
- (v) Critical review of different options and identification of alternative action plan
- (vi) To work out the funding mechanism for implementation of ILR Programme
- (vii) To study the various reports on link proposals of NPP prepared by NWDA and prepare the input for discussions / negotiations with the concerned State Government by the Task Force / Sub Committee for consensus building through negotiations and arriving at agreements between concerned States

- (viii) To undertake the field as well as desk activities related with NWDA / ILR works and other miscellaneous technical works.
- (ix) To render assistance to the various authorities of the NWDA depending upon the line of control and the level of Consultant to which engaged

## **II. Job profile for Technical Work relating to PMKSY:**

Assist NWDA in following works:

- (i) To submit to NABARD for loan purpose project wise assessment of balance works, updated estimated cost of balance project works and the revised updated cost of those balance works with details including statutory clearances required to be obtained etc.
- (ii) Checking and monitoring of project status as obtained from field visit or through MIS / GIS / QGIS etc. as reported by Project Monitoring Unit, on the basis of which further funds will be released
- (iii) To seek sanction of loan from NABARD after obtaining specific recommendation of DOWR, RD&GR.
- (iv) To function as interface with NABARD and DOWR, RD & GR and assist NWDA to oversee the functioning of PMU.

## **B. Administration/Finance Consultant (s)**

### **I. Job profile for Administration**

- (i) To assist in all Administration and Establishment matters including framing/revising recruitment rules
- (ii) To assist in processing of disciplinary and vigilance matter, Court cases and RTI applications and Appeals thereon
- (iii) Attending to other matter like redressal of grievances, vigilance and reply of audit para
- (iv) Preparation of brief notes on the above matter for use by senior officers
- (v) To assist in the framing of new guidelines, review of existing guidelines and any other administrative/establishment matter as and when they arise
- (vi) To deal/process day to day service matters of NWDA employees

### **II. Job profile for Accounts & Finance**

#### **(a) For PMKSY (Accounts Work)**

- (i) Timely disbursement of funds received from NABARD towards Central Assistance to States, obtaining necessary information and scrutinizing the same for issue of Utility Certificate to NABARD

- (ii) Maintaining accounts related to the funds received from NABARD and disbursement to States showing the principal amount of loan, repayment of loan, loan outstanding, interest and additional interest if any separately
- (iii) Facilitating NABARD to verify/cause audit of accounts, vouchers, papers, documents etc, related to the loans given by them to NWDA
- (iv) Coordination amongst NABARD, PMU and MOWR, RD & GR in regard to the transaction of loan(s) taken from NABARD and disbursed to various States

**(b) For Accounts Works**

- (i) Scrutiny of all cases related to Purchase and Disposal of T&P items and other procurements as per GFR and NWDA's Codal Procedure
- (ii) Budget and Expenditure related matters as per Government requirements
- (iii) Cases related to CPF final settlements
- (iv) Preparing Agenda & Minutes of CPF and other meetings
- (v) Finalization of C&AG and Ministry's Audit replies
- (vi) Preparation of Trail Balance and Balance Sheet
- (vii) On boarding, and maintaining of release and expenditure under PFMS system and for its online monitoring
- (viii) Filing of various tax returns such as GST, Income tax etc.
- (ix) To deal/process/scrutiny of various reimbursement claims/finance matters of NWDA employees
- (x) To process/prepare all types of bills /schedules etc.

**5. PERIOD OF ENGAGEMENT**

- (i) The engagement of a person as Consultant would be for a period of one year or less depending upon the work to be assigned to him/her subject to the Consultant not exceeding the maximum age limit prescribed for engagement of Consultant.
- (ii) The engagement of Consultant(s) would be on full-time basis and they would not be permitted to take up any other assignment during the period of Work / Consultancy with the NWDA.

**6. AGE LIMIT**

The maximum age limit of Consultant shall not exceed 64 years as on last date of receipt of application and not exceed 65 years during the period of their engagement. However, this age limit can be relaxable in the case of Experts.

## 7. REMUNERATION

The persons engaged under the above guidelines shall be paid an all-inclusive (including Transport Allowance) monthly remuneration (fixed) as under:

S. No.	Type of Consultant	Per month	Per day
<b>1</b>	<b>Technical Consultant (s)</b>		
a.	Consultant (Level – I)	Rs. 1,00,000/-	Rs. 4000/-
b.	Consultant (Level – II)	Rs. 75,000/-	Rs. 3000/-
c.	Consultant (Level – III)	Rs. 60,000/-	Rs. 2500/-
d.	Consultant (Level – IV)	Rs. 40,000/-	--
<b>2</b>	<b>Administration / Finance Consultant (s)</b>		
a.	Consultant (Level – III)	Rs. 60,000/-	Rs. 2500/-
b.	Consultant (Level – IV)	Rs. 40,000/-	--
c.	Secretariat and Finance Assistant	Rs. 25,000/-	--

## 8. ELIGIBILITY CRITERIA

- (i) The Retired Officers up to 64 years of age who have excellent service record and are physically fit will be eligible. However, this age limit is relaxable in the case of Experts.
- (ii) A Retired Officer against whom a vigilance case or a departmental proceeding or criminal prosecution is pending at the time of his / her retirement will not be considered. Similarly, in case of engagement of personnel from open market, he / she should be free from any criminal prosecution.
- (iii) Only Indian Nationals or Citizens of India who are fulfilling the eligibility criteria shall be considered as Consultant.

## 9. GENERAL CONDITIONS FOR ENGAGING CONSULTANT(S)

- (i) In case of retiring Govt. servant, he / she should have been retired on the closing date of receipt of application for engagement of consultant.
- (ii) General instructions regarding terms and conditions for contractual appointment as issued from time to time by NWDA will be applicable and binding on the Consultant(s).
- (iii) The contractual appointment may be terminated at any time by the NWDA for unsatisfactory performance on notice of 15 (fifteen) days. In the case of any misconduct including, but not limited to, misappropriation, negligence or causing loss to Government, the contractual appointment may be terminated forthwith without any prior notice.
- (iv) In case any Consultant desires to resign, he may do so by giving a notice of 15 (fifteen) days in writing. After expiry of the notice period, the consultant shall be relieved after handing over full charge of records to the relieving officer as decided by the NWDA.

- (v) The Consultant will furnish undertakings in regards to the truth and correctness of the information furnished by him / her (**Annexure – I**), declaration of fidelity & secrecy, as per format (**Annexure – II**) and vigilance / criminal proceedings against him / her in a prescribed format (**Annexure – III**) at the time of joining the duty.
- (vi) The Consultant must be able to work in MS Office (Word, excel, Power point etc.). In case of Administration / Finance consultant, knowledge of office procedure and proficient in noting and drafting is necessary.
- (vii) The engagement of the Consultant will be purely on Contract basis and appointment will not confer any right to the individual for regular / permanent appointment to the post in NWDA.
- (vii) Consultant(s) would follow working hours (09:30 to 18:00 hrs. with 30 minute lunch break) in normal circumstances. However in case of exigencies of work the Consultant(s) may be asked to work on Saturdays, Sundays and other Gazetted Holidays or may be required to sit late after normal office hours. No extra remuneration will be paid for the same.
- (viii) Consultant(s) shall register their attendance in Biometric Attendance System of NWDA / Aadhar Based Biometric Attendance System.
- (ix) No TA/DA shall be admissible to the Consultant(s) for joining / termination of the assignment. Consultant(s) will not be allowed any foreign travel at NWDA expense.

Interested and eligible candidates can apply in the prescribed proforma along with self-attested copies of relevant documents showing qualifications, experience etc. The duly filled in applications may be sent to “**Dy. Director (Admn.), National Water Development Agency, 18-20 Community Centre, Saket, New Delhi-110017**”.The interested person (s) may submit his / her application through mail also (e-mail id: [ddadmn-nwda@nic.in](mailto:ddadmn-nwda@nic.in)) along with the hard copy. Only shortlisted candidates will be called for personal interaction, if required, for which NWDA will not pay any TA / DA to the candidates.

**The last date for receiving the applications is 30 days from the date of issue of this advertisement.**

-Sd/-  
(Rajesh Kumar)  
Dy. Director(Admn.)

Copy to:-

1. Chief Engineer (South) / (North), NWDA, Hyderabad / Lucknow.
2. Director (MDU), NWDA, Saket, New Delhi for display on NWDA web site.
3. Notice Board, NWDA, Saket/Palika Bhawan, New Delhi.

**राष्ट्रीय जल विकास अभिकरण**  
जल शक्ति मंत्रालय, भारत सरकार  
(जल संसाधन, नदी विकास और गंगा संरक्षण विभाग)  
**National Water Development Agency**  
**Ministry of Jal Shakti Govt. of India**  
**(Department Water Resources, RD & GR,)**

**UNDERTAKING**

I, ..... (Name), date of birth .....  
S/o..... Correspondence address.....  
..... appointed / as having been  
appointed as ..... in NWDA do hereby undertake that information  
given by me at the time of my application and joining in NWDA are true and correct to the best of  
my knowledge and belief. In case any information given by me is found incorrect or false at any  
stage, NWDA has absolute right to take necessary action including discontinuance of my service  
without any notice.

(Signature)

Place: .....

Name: .....

Date: .....

Designation: .....

Mobile No.....



राष्ट्रीय जल विकास अभिकरण  
जल शक्ति मंत्रालय, भारत सरकार  
(जल संसाधन, नदी विकास और गंगा संरक्षण विभाग)  
**National Water Development Agency**  
**Ministry of Jal Shakti Govt. of India**  
**(Department Water Resources, RD & GR,)**

**DECLARATION OF FIDELITY AND SECRECY**

I,..... (Name), having been appointed as  
..... in NWDA do hereby declare that I will truly, faithfully and to  
the best of skill and ability execute and perform the duties with due diligence required for NWDA.

I will follow all the rules and regulations of the NWDA, which are in force during the  
period of my assignment. I will discharge the duties with utmost honesty and sincerity and in case I  
may be found to be performing duties not satisfactorily or found working in conflict with the  
interest of NWDA or any of its field office therefore, my services shall be discontinued by  
terminating the contract without assigning reason.

Further, it is declared that during the period of my assignment with NWDA, it is likely that I  
may come across certain information of important or secret nature. I shall, therefore, be subjected  
to the provisions of the Indian Official Secrets Acts, 1923, not only during the period of the  
assignment but also thereafter. More particularly, I will not divulge any information gathered by  
me during the period of the assignment but also thereafter. Further, I shall not, except with the  
previous sanction of the NWDA or in the bona fide of my duties, publish a book or a compilation of  
articles or participate in a radio broadcast, either in my own name or anonymously or  
pseudonymously in the name of the any other person, in such book, article broadcast or letter.

(Signature)

Place: .....

Name: .....

Date: .....

Designation: .....

राष्ट्रीय जल विकास अभिकरण  
जल शक्ति मंत्रालय, भारत सरकार  
(जल संसाधन, नदी विकास और गंगा संरक्षण विभाग)  
**National Water Development Agency**  
**Ministry of Jal Shakti Govt. of India**  
**(Department Water Resources, RD & GR,)**

**DECLARATION OF VIGILANCE / CRIMINAL PROCEEDINGS**

I, ..... (Name), having been appointed as ..... in NWDA do hereby declare that there is no Vigilance or criminal proceedings are contemplating against undersigned at the time of joining as Consultant in NWDA. If any such proceeding found against undersigned NWDA has full right to terminate my tenure without any notice and will take any legal action against me.

(Signature)

Place: .....

Name: .....

Date: .....

Designation: .....

**NATIONAL WATER DEVELOPMENT AGENCY**  
**18-20, Community Centre, Saket, New Delhi- 110017.**

**Proforma for applying for engagement of Consultants Technical/ Administration/ Finance - (L- I/ L- II/ L- III/ L- IV) & Secretarial Assistant/Financial Assistant.**

1. Name in full (Capital letters) :
2. Father's name :
3. Sex (M/F) :
4. Date of Birth :
5. Marital status :
6. Address for communication :
7. Permanent Address :
8. Mobile No.
9. E-mail :
10. Particulars of exams passed (Diploma/Degree exam onwards):

**Affix passport  
size photo graph  
self attested**

<b>Name of Examination</b>	<b>Class/Division</b>	<b>Year of passing</b>	<b>Institute/College attended</b>	<b>University</b>

11. Experience : (Attach separate sheet)
12. Computer skills:
13. Any other information :
14. Enclosures:

**Declaration:** I solemnly declare that the above statement made by is correct to the best of knowledge and belief.

**Signature of Candidate**

Place:  
Dated: