

GOVERNMENT OF INDIA
Ministry of Water Resources, River Development & Ganga Rejuvenation
CENTRAL GROUND WATER BOARD
CENTRAL REGION
N. S. Building, Civil Lines, NAGPUR ó 440 001 (M.S)

Applications are invited for recruitment of following temporary but likely to continue Group ó C posts of Assistant Store Keeper in the office of the Regional Director, Central Ground Water Board, Central Region, Nagpur. The eligibility and other details are mentioned below:-

S. No.	Details of Posts	Description of Posts
1.	Name of Post	Assistant Store Keeper
2.	No. of Vacancies	06 (UR-04, SC-02)
3.	Scale of Pay	Pay Band ó I Rs. 5200 ó 20200/- plus grade pay of Rs. 1900/-.
4.	Classification	General Central Service Group - C (Non-Gazetted, Non-ministerial)
5.	Period of probation if any	Two Years
6.	Eligibility	12 th Pass from a recognized Board or equivalent, possessing knowledge of Hindi and 3 (Three) years experience of maintaining store accounts.
7.	Age Limit	Between 18 and 27 years (Relaxable for Government Servants upto the age of 40 years in the case of general candidates and upto 45 years in the case of candidates belonging to Scheduled Castes and the Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time) NOTE (1): The crucial date for determining the age limit shall be closing date for the receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti district and Pangi Sub-division of Chamba district of Himachal Pradesh, Andman & Nicobar Islands and Lakshadweep) NOTE (2): In case of recruitment made through the Employment Exchange, the crucial date for determining the age limit

		shall be last date upto which the Employment Exchange is asked to submit the names.
8.	Place of posting	Any where in India
9.	Description of Duties	<ol style="list-style-type: none"> 1. To assist Store Keeper in proper upkeep, receipt and issue of stores. 2. To take the physical custody of stores at site under over all supervision of Driller-Incharge at drilling site. 3. Responsibility for proper receipt, issue and upkeep of stores. 4. Maintenance of Store accounts and submit periodical statements / returns. 5. Any other work assigned by his superiors.
10.	Last date of receipt of application	Within 30 days from the date of publication of advertisement News Papers / Employment News.

Interested candidates who fulfill the above requirements and are **willing to serve anywhere in India may apply to the Regional Director, Government of India, Ministry of Water Resources, River Development & Ganga Rejuvenation, Central Ground Water Board, Central Region, New Secretariat Building, Civil Lines, Nagpur – 440 001** in PRESCRIBED APPLICATION FORMAT given below so as to reach this office within 30 days from the publication of advertisement in Employment News. The envelop containing the Application should be marked, superscripted as **“Application for the post of Assistant Store Keeper”**. Suppression of Educational Qualification/Employment will be disqualified. Applications which are incomplete/ineligible/unsigned not supported with requisite documents received after the due date or otherwise deficient in any manner will be out rightly rejected.

Mere fulfilling the prescribed qualification and experience will not vest any right of a candidate for being called for the interview / trade test. A Screening Committee will scrutinize all the applications received for the post(s) and only short-listed candidates will be called for interview/trade test. The decision of the screening committee will be final and no correspondence will be entertained in this regard. The exact date & time for Interview/Trade Test will be communicated to the short listed candidates separately. No TA/DA for the recruitment test will be paid. SC/ST candidates called for interview shall be paid second class railway/bus fare for the shortest route and as per the admissible rule. The department will not be responsible for postal delay in receipt of application. Candidates already employed in Central/State/Public Sector Undertakings should submit their applications through proper channel with obtaining NO Objection Certificate from the Employer.

The Regional Director reserves the right to cancel the vacancy without assigning any reason.



(D. Subba Rao)
Regional Director

FORMAT OF APPLICATION

APPLICATION FOR THE POST OF ASSISTANT STORE KEEPER

Affix latest
passport size
photograph duly
attested by a
Gazetted Officer

1. Name in Full (in BLOCK LETTERS) :
2. Father's Name :
3. Date of Birth as per HSC/SSC :
4. Sex :
5. Nationality :
6. Category (General/OBC/SC/ST) :
7. Permanent Address :
8. Correspondence Address :
9. a. Educational / Other qualification :
b. Percentage of marks in 12th Standard :
c. Experience Certificate : (to be enclosed) :
10. Knowledge in Hindi (Yes/No) :
11. Employment Exchange Regd. No. and Date
and place of Registration :
12. Whether ready to serve anywhere in India :
Write (Yes or No) :
13. List of Enclosures (attested copies of all
certificates should be enclosed) :
 - a. Educational qualification (Attested
copy of marks sheet of 10th & 12th Std.)
 - b. Proof of Date of Birth
 - c. Caste Certificate (if applicable)
 - d. Employment Registration card
 - e. Any other details

DECLARATION

I hereby declare that all the statement made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false / incorrect or ineligibility being detected at any stage, my candidature or appointment may be cancelled or terminated without any notice.

Signature of the applicant

Place:

Date:

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- Note: 1. Candidates already employed in Central/State/PSU should submit their applications through proper channel with obtaining NOC from the present employer.
2. The candidate shall produce all Original Certificates at the time of interview.