

Speed Post

No. 20-40/2015-Min.Estt. 673
Government of India
Ministry of Water Resources, River
Development & Ganga Rejuvenation
Central Ground Water Board
Bhujal Bhawan

30 JAN 2017

NH IV, Faridabad-121001

Dated: 2102 NAF 03

To

(1) The Regional Director

Central Ground Water Board
WCR, Ahmedabad/ NWR, Chandigarh/ NR, Lucknow/ SECR, Chennai/ MER,
Patna/ CR, Nagpur/ NER, Guwahati/ NWHR, Jammu/ SR, Hyderabad/ SER,
Bhubaneswar/ WR, Jaipur/ NCR, Bhopal/ NCCR, Raipur/ SWR, Bangalore/
ER, Kolkata/ KR, Trivandrum/ UR, Dehradun/ NHR, Dharamshala/ RGI,
Raipur

(2) The Executive Engineer

Central Ground Water Board
Division I, Ahmedabad/ II, Ambala/ III, Varanasi/ IV, Chennai/ V, Ranchi/
VI, Nagpur/ VII, Guwahati/ VIII, Jammu/ IX, Hyderabad/ X, Bhubaneswar/
XI, Jodhpur/ XII, Bhopal/ XIII, Raipur/ XIV, Bangalore/ XV, Kolkata/ XVI,
Bareilly/ XVII, Dharamshala

(3) The Officer-In-Charge

Central Ground Water Board
State Unit Office, Agartala/ Shillong/ Itanagar/ Allahabad/ Ranchi/
Belgaum/ Jodhpur/ Pune/ Vishakhapatnam/ JNH, New Delhi/ CGWA, New
Delhi

Sub: Limited Departmental Competitive Examination (LDCE) for the post of Upper
Division Clerk in Central Ground Water Board - regarding.

Sir,

General guidelines and instructions for conduct of LDCE have already been
issued vide CHQ letter no. 20-40/2015-Min.Estt.1045 dated 09.02.2016 and same
are available on CGWB website. However, these instructions are being issued to
highlight issues related to exam, proposed vacancies etc. These instructions are
issued within the framework and guidelines of CHQ letter mentioned above.

In supercession to CHQ's letter of even no. dated 12.10.2015, 17.11.2015,
17.12.2015 & 01.02.2016 it is to inform that the Limited Departmental
Competitive Examination (LDCE) for promotion of departmental Lower Division
Clerk to the post of Upper Division Clerk is proposed to be held on a date to be
intimated later, for filling up the following existing vacancies:-

Name of the post	Year of Vacancy	No. Of Vacancies
Upper Division Clerk	2016-17	18 (UR- 9, SC- 5, ST- 4)

The eligibility condition for the examination is as under:-

Departmental Lower Division Clerk having rendered not less than 5 (Five) years regular service in CGWB on the first day of APRIL 2016 of vacancy year for which the examination is held (Vacancy year calculated from 1st April 2016 to 31st March 2017) are eligible.

The qualifying marks for passing the written examination will be 40% in aggregate with a minimum of 33% in each subject for General Candidates. Relaxation of 5% marks in aggregate qualifying marks will be granted to Scheduled Caste/Scheduled Tribe Candidates i.e. 33 % in each paper and 35% in aggregate. The medium of Examination will be bilingual i.e. English/Hindi.

The subject of the examination, time and maximum marks allowed for each paper will be as follows:-

Examination for the post of	S. No.	Name of the paper	Time allowed	Max. Marks	Date & Time	Place of Examination
Upper Division Clerk	i)	Essay & Precise Writing	2 hrs.	100	To be intimated later	
	ii)	Noting, Drafting & office Procedure	2 hrs.	100		
	iii)	General Knowledge	2 hrs.	100		

The panel will be made in order of merit for exact no. of vacancies in that year. The select list will exhaust in the same year and individuals, who could not be promoted due to any reason whatsoever, will have no claim of being considered in the next year. The final selection list will contain names of qualified candidates to the extent of available vacancies. No additional list/extended panel shall be prepared for LDCE.

All the Head of offices are requested that contents of this letter may be brought to the notice of all the eligible Lower Division Clerk working under their control and service particulars etc. of those eligible officials who intend to appear in the Limited Departmental Competitive Examination may please be sent to CHQ, Faridabad by 15th Feb 2017 positively on the enclosed pro-forma (Annexure-I).

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If there is no willing/eligible official available in your office, NIL information may also be sent to CHQ, Faridabad. It shall be the full responsibility of the Head of Office to ensure circulation of the letter amongst all persons concerned even on leave or on tour or on deputation, if any, under their administrative control.

The applications of willing and eligible officials must be dispatched well in advance so as to reach CHQ, Faridabad on or before 15th Feb 2017.

No application received in CHQ, Faridabad after 15th Feb 2017 shall be entertained under any circumstances including any pretext whatsoever. Further, it may also be ensured that the applicants who have applied appear for the examination without fail. However, if any of the willing candidates do not want to appear in the said examination for any special circumstances/reasons, the concerned Head of the Office would inform CHQ, Faridabad at least one week before the date of examination. The eligible candidates will be paid TA according to their normal entitlements. TA shall not be paid to the candidates more than twice under SR 130 (I) for the above said examination.

This issues with the approval of Chairman, CGWB.

Yours faithfully,


(V. B. Rajagopalan)
ADMINISTRATIVE OFFICER

Copy to:

1. The Administrative officer (Local Admn.), CGWB, CHQ, Faridabad.
2. All the Sectional Heads of CGWB, CHQ, Faridabad.
3. The System Analyst, CGWB, CHQ, Faridabad. He is requested to upload this letter along with its enclosures in the official website of Central Ground Water Board.
4. PA to Chairman, CGWB, CHQ, Faridabad.
5. PS to Director (Admn.), CGWB, CHQ, Faridabad.
6. The Secretary General, AICGWBEA, CEC, Faridabad.
7. The General Secretary, AICGWBEA, BEC, Faridabad.
8. Notice Board.


(V. B. Rajagopalan)
ADMINISTRATIVE OFFICER

**CENTRAL GROUND WATER BOARD
APPLICATION OF ELIGIBLE DEPARTMENTAL CANDIDATE INTENDS
TO APPEAR IN THE LIMITED DEPARTMENTAL COMPETITIVE
EXAMINATION, 2017 FOR PROMOTION TO THE POST OF
UPPER DIVISION CLERK**

1.	NAME OF THE CANDIDATES	
2.	PRESENT DESIGNATION	
3.	DATE OF BIRTH	
4.	NAME AND ADDRESS OF THE OFFICE WHERE POSTED	
5.	EDUCATIONAL QUALIFICATION	
6.	DATE OF APPOINTMENT IN THE PRESENT GRADE	
7.	WHETHER SC/ST	
8.	TOTAL LENGTH OF SERVICE COMPLETED IN THE PRESENT GRADE	
9.	NUMBER OF ATTEMPTS MADE IN THE PAST	
10.	LANGUAGE IN WHICH PAPER TO BE ANSWERED	

SIGNATURE OF THE APPLICANT WITH DATE

TO BE FILLED BY THE HEAD OF THE OFFICE

1	Vigilance clearance certificate	
2	No penalty certificate	
3	Integrity certificate	
4	Remarks	

Certified that the particular of departmental candidate mentioned above have been verified by me and are correct.

DATE: -

SIGNATURE OF THE HEAD OF THE OFFICE
WITH SEAL AND ADDRESS