

By Speed Post/ Mail

No. 20-27/2019-Min.Estt. -677
Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR
Central Ground Water Board

“Bhujal Bhawan”
NH IV, Faridabad-121001

Dated:

To

04 FEB 2020

- (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/ NGI, 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/ 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,

The general guidelines and instructions for conducting Limited Departmental Competitive Examination have already been issued vide this office letter No. 20-27/2019-Min.Estt.8347 dated 11.11.2019. 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's letter mentioned above.

It is to inform that the Limited Departmental Competitive Examination (LDCE) for promotion of departmental Lower Division Clerks to the post of Upper Division Clerk is proposed to be held on a date to be intimated later on for filling up the following existing vacancies:-

Name of the post	Year of Vacancy	No. of Vacancies
Upper Division Clerk	2019	14
Upper Division Clerk	2020	03

:: 2 ::

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 & Precis Writing	2 hrs.	100	15 th April, 2020 02.00 PM to 04.00 PM	RGI, Raipur
	ii)	Noting, Drafting & Office Procedure	2 hrs.	100	16 th April, 2020 10.00 AM to 12.00 PM	RGI, Raipur
	iii)	General English (50 Marks) & General Knowledge (50 Marks)	2 hrs.	100	16 th April, 2020 02.00 PM to 04.00 AM	RGI, Raipur

The terms and conditions of the examination is mentioned as under:-

1. Departmental Lower Division Clerks who should have rendered not less than 5 (Five) years regular service in CGWB on the first day of January 2019 for vacancy year 2019 and first day of January 2020 for vacancy year 2020 for which the examination is held. Unless exempted from passing the typewriting test for the purpose on confirmation in the Lower Division Clerk Grade, he/she should have passed this test on or before the date of notification of the examination. (As per DOP&T OM No. 22011/06/2013-Estt.(D) dated 28.05.2014.
2. 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 except for General English, which will be in English only.
3. The panel will be made in order of merit for exact number of vacancies in that year. The Select List will be exhausted 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.
4. Candidates should not be more than 50 years of age on crucial date. 1st January 2019 of the Recruitment year 2019 and 1st January 2020 of the Recruitment Year 2020. The age limit prescribed above will be relaxable upto a maximum of 5 years in case of candidate belonging to Scheduled Caste or Scheduled Tribe.

5. All applications in connection with departmental examinations should be filled in carefully and correct particulars should be furnished. If any candidate is found to have made a false or incorrect statement or to have suppressed material information, he will be considered as having used unfair means in the examination concerned and treated accordingly.
6. Re-evaluation and re-checking is not permissible under any circumstances in LDCE.
7. (a). Permission to a candidate to withdraw his candidature from an examination may be granted by the same authority who had granted him the permission to appear in that examination, or by such other authority as may have been specially authorized in the behalf. The decision of such authority will be final.

(b). Withdrawal of candidature should not ordinarily be allowed unless the circumstances of the case is fully justified the concession. After the assignment of roll numbers, a candidate should be allowed to withdraw his candidature only if he could not avail of the chance owing to circumstances beyond his control, and if the Head of Office (or any other Competent Authority, as the case may be) is fully satisfied about the genuineness of the case.

(c). No candidate should be allowed to withdraw his candidature after the examination except under very rare circumstances. Even when a candidate has been on medical leave during the days of the examination, the request for withdrawal must be submitted within 10 days from the date of his return to duty. No such request submitted later should ordinarily be entertained.
8. (a) If a Departmental candidate found guilty of impersonation, or of submitting fabricated documents or documents which have been tampered with, or of making statement which are incorrect or false, or of suppressing material information, or of using or attempting to use unfair means in the examination hall or otherwise resorting to any other irregular or improper means for obtaining admission to an examination, the Supervising Officer should submit a report to the authority competent to impose the major penalty on the candidate.

(b) (i). If a departmental candidate is found to be copying from the answer papers of a neighbouring candidates or from any written paper or document brought by him, or in any other way of obtaining help or giving help to other candidates by irregular means, or is found to be possession of a book which is not authorized to be used or of any written paper or document, he should be immediately expelled from the examination hall.

(ii). Immediately after the examination in the particular is concluded, the Supervising Officer should record the statements of the candidate concerned and of other witnesses and of the invigilator or Supervising Officer who found the candidate copying or rising other unfair means. He should also collect such evidence as may be relevant to the consideration of the case.

(iii). The Supervising Officer will then forward his report with the statements and other evidence referred to at (ii) above to the authority competent to impose the minor / major penalties on the candidate.

9. Every candidate must obey all instructions and directions given by the Supervising Officer / Invigilator in the examination hall. If a Candidate fails to do so or indulges in disorderly or improper conduct, he will render himself liable to expulsion from the examination, and in addition to such disciplinary action as may be deemed necessary.

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 and free from Vigilance angle, integrity is beyond doubt and no penalty has been imposed within last 10 years may please be sent to CHQ, Faridabad latest by **16.03.2020** positively on the enclosed proforma.

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 **16.03.2020**.

No application received in CHQ, Faridabad after **16.03.2020** shall be entertained under any circumstances including any pretext whatsoever. 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,



(Anil Kumar)
Administrative Officer

Copy to:

1. The Administrative Officer (Local Admn.), CGWB, CHQ, Faridabad.
2. All the Sectional Heads of CGWB, CHQ, Faridabad.
3. The Programmer, CGWB, CHQ, Faridabad. He is requested to upload this circular along with its enclosures on official website of Central Ground Water Board.
4. PA to Chairman, CGWB, CHQ, Faridabad.
5. PA to Member (HQ), CGWB, CHQ, Faridabad.
6. PS to Director (Admn.), CGWB, CHQ, Faridabad.
7. Notice Board.

(Anil Kumar)
Administrative Officer

**PROFORMA TO BE FILLED BY THE ELIGIBLE LOWER DIVISION CLERK, WHO IS
WILLING TO APPEAR IN THE DEPARTMENTAL COMPETITIVE EXAMINATION
FOR THE POST OF UPPER DIVISION CLERK**

1. Name of the Candidate :
2. Whether belongs to SC / ST :
3. Date of Birth :
4. Date of joining in CGWB in the Grade of LDC :
5. Whether Typing Test has been passed or not, if appointed on compassionate grounds or Promoted from MTS? Please indicate so. :
6. Number of attempts made in the past Examinations :

(Signature of candidate)

(For Office use only)

1. Whether age as on 1st January 2019 for :
Vacancy year 2019 & 1st January 2020
for Vacancy year 2020 is more than
50 years for General and 55 years
for SC/ST?
2. Whether any vigilance case is either :
pending or contemplated?
3. Whether Integrity is beyond doubt? :
If so, furnish supporting documents.
4. Whether any Penalty has been :
imposed during last 10 year? If so,
furnish relevant documents.

Countersigned by the Head of Office