

No. 17-19/2021-Min.Est. - 2822  
Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD and GR  
Central Ground Water Board  
"Bhujal Bhawan"  
NH IV, Faridabad - 121001

Dated: 15 JUL 2021

To

All Regional Directors, CGWB / RGI

All Executive Engineers, CGWB

All Officers-in-Charge, SUO, CGWB

Head of Office, CGWA, New Delhi.

Sub: Willingness for filling up the post of Despatch Rider in CGWB, CHQ, Faridabad  
- regarding

Sir,

It is to inform that the post of Despatch Rider is going to fall vacant on retirement of Sh. Jaspal Singh, Despatch Rider on 31.12.2021. Therefore, the process to fill-up this post at CGWB, CHQ, Faridabad from Multi Tasking Staff is to be initiated as per the eligibility criteria prescribed in RRs of Despatch Rider for promotion as mentioned below:-

"From Multi Tasking Staff, Group 'C' employees having three years regular service in the Central Ground Water Board subject to passing driving test based on the following syllabus:

- i. Ability to read English numerals and figures.
- ii. Basic knowledge of driving the motor cycle.
- iii. Basic knowledge of maintenance and mechanism of motor cycle.
- iv. Passing knowledge of maintenance of log book or history sheet of motor cycle.
- v. Possessing knowledge of traffic rules.

Training:

"Two weeks, induction level, safety on road, Operation and maintenance of motor vehicles (Level-I) from Rajiv Gandhi National Ground Water Training and Research Institute, Raipur".

Therefore, all the Heads of Offices of CGWB / CGWA/ RGI are requested to bring the above contents into the notice of all MTS and forward the applications of willing and eligible MTS in the enclosed Application Form well in advance so as to reach CGWB, CHQ, Faridabad on or before 20.08.2021. No application received in CHQ after 20.08.2021 shall be entertained under any circumstances including any

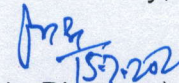
pretext whatsoever.

It is made clear that after promotion posting of promoted candidate will be made at CGWB, CHQ, Faridabad and no application for posting elsewhere will be entertained.

This issues with the approval of the Competent Authority.

Yours faithfully,

Encls: as above

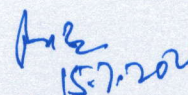


(P. L. Bhagora)

Administrative officer

Copy to:

1. The Administrative Officer (Local Admn.), CGWB, Faridabad.
2. All the Sectional Heads of CGWB, CHQ, Faridabad.
3. The Programmer, CGWB, Faridabad, with the request to kindly upload in the CGWB website.
4. All Multi Tasking Staff, CGWB, CHQ, Faridabad.



(P. L. Bhagora)

Administrative officer

**PROFORMA TO BE FILLED BY THE ELIGIBLE MULTI TASKING STAFF, WHO IS  
WILLING TO CONSIDER IN THE DEPARTMENTAL PROMOTION COMMITTEE  
FOR PROMOTION TO THE POST OF DESPATCH RIDER**

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 MTS :
  
5. Whether probation cleared,  
if yes, date of clearance :
  
6. Whether candidate has valid  
Driving Licence? If yes, furnish  
copy of Driving Licence :

(Signature of candidate)

**(For Office use only)**

1. Whether any vigilance case is either  
pending or contemplated? :
  
2. Whether Integrity is beyond doubt? :  
If no, furnish supporting documents.
  
3. Whether any Penalty has been  
imposed during last 10 year? If so,  
furnish relevant documents. :

**Countersigned by the Head of Office**