



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, Government of India
(Department of Water Resources, River Development and Ganga Rejuvenation)



F. No. ADMIN-20096/4/2021/811-18

Date: 03/02/2025

To

The Assistant Business Manager (Advertisement),
Employment News, Publications Division,
7th Floor Soochna Bhawan,
C.G.O. Complex, Lodhi Road,
New Delhi-110003

Subject: Publication of advertisement for the recruitment of CONSULTANTS on contract basis in the Employment News (Weekly).

Sir,

National Water Development Agency is an autonomous body under the Department of Water Resources, River Development and Ganga Rejuvenation, Ministry of Jal Shakti, Government of India. Two copies of employment notice on the above subject are enclosed herewith for publication in the Employment News (Weekly) in Hindi and English with the intention of all India publicity. The printing rates should be the same as applicable to Government Ministries/Departments.

You are requested to publish the said advertisement in the next issue of Employment News (Weekly). Its bills should be sent to the undersigned.

Please acknowledge receipt.

Encl.: As above.

Yours sincerely,

(Khushal Singh)

Dy. Director (Admin.)

Copy to:

1. Chief Engineer (South/North), NWDA, Hyderabad, Lucknow.
2. Director (MDU), NWDA, Saket, New Delhi for circulation of advertisement circular on website.
3. Technical Director, NIC, Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation, Shram Shakti Bhawan, New Delhi with the request to kindly upload the enclosed advertisement circular on the Ministry's website.
4. Under Secretary (CS-1), Department of Personnel & Training, 2nd Floor, Lok Kalyan Bhawan, Khan Market, New Delhi with the request to kindly upload the enclosed advertisement circular on the DoPT's website.
5. Notice Board, NWDA, Saket/Palika Bhawan, New Delhi.





National Water Development Agency
(Ministry of Water Resources, River Development
& Ganga Rejuvenation, Ministry of Jal Shakti,
Govt. of India)

ADVERTISEMENT NO. 01 / 2025

Engagement of Consultants on Contract basis

The National Water Development Agency (NWDA) is an Autonomous Organization under the aegis of Department of Water Resources, River Development and Ganga Rejuvenation, Ministry of Jal Shakti, Government of India invites applications to prepare a panel of Consultant on contract basis (Technical/Administration/Finance) and Financial Assistant/Secretarial Assistant in NWDA Headquarter as well as its regional offices located across the country. The Eligibility criteria, job responsibility, monthly remuneration and other details are appeared on its website at www.nwda.gov.in . Interested and eligible candidates may apply in the prescribed proforma along with self-attested copies of relevant documents such as qualifications, experience etc. The duly filled in application may be sent to “**Dy. Director (Admin), National Water Development Agency, 18-20 Community Centre, Saket, New Delhi-110017**” on or before **30 days from publishing the Advertisement in Employment News** Weekly Edition. Only shortlisted candidates will be called for personal interaction, if required, for which NWDA will not pay any TA / DA to the candidates.

(Khushal Singh)
Dy. Director (Admn.)
ddadmn-nwda@gov.in



राष्ट्रीय जल विकास अभिकरण

(जल संसाधन, नदी विकास और गंगा संरक्षण विभाग, जल शक्ति मंत्रालय, भारत सरकार)

विज्ञापन संख्या: 01 /2025

अनुबंध के आधार पर सलाहकारों की नियुक्ति

राष्ट्रीय जल विकास अभिकरण (रा.ज.वि.अ.), जल संसाधन, नदी विकास और गंगा संरक्षण विभाग, जल शक्ति मंत्रालय, भारत सरकार के तत्वावधान में एक स्वायत्त संगठन है जो रा.ज.वि.अ. मुख्यालय के साथ-साथ देश भर में स्थित अपने क्षेत्रीय कार्यालयों में अनुबंध के आधार पर सलाहकार (तकनीकी / प्रशासन / वित्त) और वित्तीय सहायक / सचिवीय सहायक का एक पैनल तैयार करने के लिए आवेदन आमंत्रित करता है। पात्रता मानदंड, नौकरी की जिम्मेदारी, मासिक पारिश्रमिक और अन्य विवरण इसकी वेबसाइट www.nwda.gov.in पर दिखाई देते हैं। इच्छुक और योग्य उम्मीदवार निर्धारित प्रोफार्मा में योग्यता, अनुभव आदि जैसे प्रासंगिक दस्तावेजों की स्व-सत्यापित प्रतियों के साथ आवेदन कर सकते हैं। विधिवत भरे हुए आवेदन पत्र को "उप निदेशक (प्रशासन), राष्ट्रीय जल विकास एजेंसी, 18-20 सामुदायिक केंद्र, साकेत, नई दिल्ली -110017" को रोजगार समाचार साप्ताहिक संस्करण में विज्ञापन प्रकाशित होने के 30 दिन या उससे पहले भेजा जा सकता है। यदि आवश्यक हुआ तो केवल चूने हुए उम्मीदवारों को व्यक्तिगत बातचीत के लिए बुलाया जाएगा, जिसके लिए रा.ज.वि.अ. द्वारा उम्मीदवारों को आने/जाने का कोई यात्रा भत्ता देय नहीं होगा।

खुशाल सिंह)

उप. निदेशक (प्रशासन)

ddadm-nwda@gov.in



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, Government of India
(Department of Water Resources, River Development and Ganga Rejuvenation)



F.No.ADMN-2096/1/2021/ १०९३

Dated: 16th September, 2021

OFFICE ORDER NO. ११२/2021

In pursuance of Ministry of Finance, Department of Expenditure's O. M. No.3-25/2020/E.IIIA dated 9th December, 2020 regarding Regulation of Remuneration in case of Contract Appointment of Retired Central Government Employees and subsequent approval of Governing Body in its 68th meeting held on 17.08.2021, the existing guidelines for Engagement of Consultant(s) in the NWDA purely on contract basis have been revised and shall come into force with effect from the date of issue of this order.


(Chirabrata Sarkar)
Director (Admn.)

Copy for necessary action to:

1. PS to DG, NWDA, New Delhi.
2. Chief Engineer (Hqr.)/ (South)/ (North), NWDA.
3. Director (Tech./ SCILR/ Finance, New Delhi.
- ✓ 4. Director (MDU)/Web Master- With a request to upload a copy of guidelines on website (Copy enclosed).
5. All Superintending Engineers, NWDA.

Revised Procedure and Guidelines for Engagement of Consultant(s) in the National Water Development Agency (NWDA) purely on contract basis, in pursuance of Department of Expenditure, Ministry of Finance vide their O.M. No.3-25/2020/E.IIIA dated 9th December, 2020 and subsequent approval of Governing Body in its meeting held on 17.08.2021.

This document lays down comprehensive guidelines for appointment/engaging of human resources of appropriate skills, knowledge and aptitude for assignments in NWDA which are well defined in terms of content and scope.

The scheme of engagement of full time Consultant(s) in the NWDA shall henceforth be regulated as per these guidelines.

1. INTRODUCTION

The National Water Development Agency (NWDA) was set up in July 1982 under the apex control of Ministry of Jal Shakti, D/o Water Resource, River Development & Ganga Rejuvenation, Government of India. NWDA carries out water balance and other studies on a scientific and realistic basis for optimum utilization of water resources of the Country for preparation of feasibility reports, detailed project reports under National Perspective Plan 1982. Subsequently, NWDA was also entrusted to explore the feasibility of intra-states links and preparation of Detailed Project Reports (DPR) of river link proposals under National Perspective Plan (NPP). In addition, NWDA is also required to undertake the work of preparation of DPRs of intra-State links and implementation of ILR projects and also completion of water resources projects under *Pradhan Mantri Krishi Sinchai Yojana* (PMKSY). Further, NWDA is also act as a repository of borrowed funds or loans from Banks/other institutions for the execution of projects.

The requirement for staff in NWDA was studied during 2009-10 by Staff Inspection Unit (SIU) of Ministry of Finance and the staff strength was recommended at 493. This has been accepted and implemented. However, at the time of assessing the staff strength SIU did not consider the aspect of preparing DPRs of intra-state link and no staff was provided for it. Subsequently, in the light of the judgment of the Hon'ble Supreme Court in February 2012, the Govt. of India is required to take up interlinking of rivers project (ILR) in a time bound manner, for which on the directions of Hon'ble Supreme Court a Special Committee for ILR under the Chairmanship of Hon'ble Minister for Water Resources was set up which the approval of the Cabinet. Further, DG, NWDA was made Member Secretary of the Special Committee for ILR and hence NWDA is required to provide secretarial support to the Special Committee for ILR. Thus, the work of NWDA has increased with requirement of output in a time bound manner. Moreover, the nature of work of NWDA also underwent a change predominantly desk job to more field oriented work. Keeping these facts in view, the Special Committee for ILR has set-up a Sub-Committee for restructuring of NWDA so as to strengthen it to give required assistance to Special Committee. The Sub – Committee for restructuring of NWDA has submitted a report recommending a revised strength of 710 personnel. The said report is under consideration of the Ministry of Jal Shakti.

In the meanwhile, the Govt. has approved taking up the work of completion of 99 pending projects under PMKSY for which funding arrangement was made through NABARD

[Handwritten Signature]
16/11/2021

and NWDA was entrusted with the responsibility of borrowing funds from NABARD for the projects and distributing it to the concerned states. No separate staff was given for this work.

Thus, it will be seen that whereas the strength of NWDA came down to 493 no increase has been made in spite of additional work and the recommendation of the Sub – Committee for restructuring of NWDA is still under consideration and yet to be implemented. However, the additional works had to be taken up immediately by the NWDA with the existing staff without augmentation.

In order to cope up with the current pace of projects / works, it has become necessary to engage the retired officers / young professionals from open market as Consultant(s) at the following levels:

I. Technical Consultant

- a) Consultant (Level – I)
- b) Consultant (Level – II)
- c) Consultant (Level – III)
- d) Consultant (Level – IV)
- e) Young Professionals

II. Administration / Finance Consultant

- a) Consultant (Level – II)
- b) Consultant (Level – III)
- c) Consultant (Level – IV)
- d) Secretariat / Finance Assistant

2. 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. The consultant shall undertake any tour within the country with the prior approval of the Controlling Officer indicating in the following Table. Entitlement of TA / DA for tours within the country for attending office work shall be as follows:

Consultant	Travel Entitlement	Daily Allowance	Hotel Charges	Local Travelling Charges	Controlling Officer
Technical Consultant(s)					
Consultant (L – I)	Economy Class by Air or AC – II by Train	Rs. 1000/- per day	Rs. 4500/- per day	AC taxi upto 50 kms per day	DG, NWDA
Consultant (L – II)		Rs. 900/- per day	Rs. 2250/- per day	Rs. 338/- per day	Concerned Chief Engineer
Consultant (L – III)	AC – II by Train				
Consultant (L – IV)	AC – III by Train	Rs. 800/- per day	Rs. 750/- per day*	Rs. 225/- per day	Concerned Director / Superintending Engineer / Executive Engineer
Young Professionals					
Administration / Finance Consultant(s)					
Consultant (L – II)	Economy Class by Air or AC – II by Train	Rs. 900/- per day	Rs. 2250/- per day	Rs. 338/- per day	Concerned Chief Engineer
Consultant	AC – II by				

(L – III)	Train				
Consultant (L – IV)	AC – III by Train	Rs. 800/- per day	Rs. 750/- per day*	Rs. 225/- per day	Concerned Director / Superintending Engineer / Executive Engineer / Deputy Director
Secretariat / Finance Assistant		Rs. 500/- per day	Rs. 450/- per day*	Rs. 113/- per day	

* The amount of claim may be paid without production of vouchers against self-certified claim only. For stay in Class 'X' cities, the ceiling would be Rs. 1000/- per day, but it will be only in the form of reimbursement upon production of relevant vouchers.

- (x) Tax Deduction at Source (TDS) as admissible shall be deducted from the monthly remuneration of Consultant(s). A TDS certificate shall be issued by the concerned DDO.
- (xi) The engagement of Consultant(s) is of a temporary nature against specific jobs and the engagement can be cancelled at any time by NWDA without assigning any reason. However, the Consultant(s) shall be given 15 days notice before his / her termination. The term 'Consultant' covers Consultant(s) in any of the categories mentioned in Para 1 above of these guidelines.

3. 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.

4. AGE LIMIT

The maximum age limit of Consultant shall not exceed 64 years and for young Professional shall not exceed 40 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.

5. JOB SPECIFICATION

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



A. Technical Consultant(s)

(i)(a) Job Specification for Technical Work relating to ILR

- (a) To evaluate various reports / studies relating to ILR and related aspects carried out by NWDA
- (b) To study the Pre – feasibility reports / Feasibility reports / Detailed Project Reports of various link proposals of NWDA
- (c) To suggest alternatives / modifications in the link proposals to make them more acceptable
- (d) 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.
- (e) Critical review of different options and identification of alternative action plan
- (f) To work out the funding mechanism for implementation of ILR Programme
- (g) 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
- (h) To undertake the field as well as desk activities related with NWDA / ILR works and other miscellaneous technical works.
- (l) To render assistance to the various authorities of the NWDA depending upon the line of control and the level of Consultant to which engaged

(i)(b) Job Specification for Technical Work relating to PMKSY:

Assist NWDA in following works:

- (a) 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.
- (b) 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
- (c) To seek sanction of loan from NABARD after obtaining specific recommendation of M/o Jal Shakti, D/o WR, RD & GR.



- (d) To function as interface with NABARD and M/o Jal Shakti, D/o WR, RD & GR and assist NWDA to oversee the functioning of PMU

B. Administration / Finance Consultant(s)

(i) Job Specification for Administration

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

(ii) Job Specification for Accounts & Finance

As per direction of the Government, NWDA has to act as an agency for borrowing resources from out of LTIF which would be utilized by the Central and State Governments to bridge the requirement of funds for completion of the identified (Presently 99) irrigation projects, including CAD works, and to release funds as Central Assistance to the state Governments for said work under PMKSY.

Therefore, in the context of the work assigned to the NWDA for the projects to be funded by NABARD under PMKSY, the Consultant needs to assist NWDA in carrying out the following work of Accounts / Finance:

(ii)(a) For PMKSY (Accounts Work)

- (a) 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
- (b) 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
- (c) Facilitating NABARD to verify / cause audit of accounts, vouchers, papers, documents etc. related to the loans given by them to NWDA



- (d) Coordination amongst NABARD, PMU and M/o Jal Shakti, D/o WR, RD & GR in regard to the transaction of loan(s) taken from NABARD and disbursed to various States.

(ii)(b) For Accounts Work

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

6. ELIGIBILITY CRITERIA
General 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) Respective Head of Unit / Office shall mention the qualification / eligibility criteria while making requisition for the engagement of Consultant(s).
- (iii) 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.
- (iv) Only Indian Nationals or Citizens of India who are fulfilling the eligibility criteria shall be considered as Consultant.



A. 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 Conservative 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 Officer from Central / State Govt. / PSU / IIT / NIT / Technical Institution at the level equivalent to Director, Superintending Engineer and equivalent having experience in the field of Ground Water Development and Water Resources Development projects like Survey, Investigation, Designs, Construction & Maintenance, preparation of feasibility reports, DPRs of WR projects.

OR

Retired Engineering Officer 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 Chief conservative of Forest (Retired IFS) or equivalent having experience in dealing with various provisions of Acts/Rules/Notifications related to environmental and Forest Clearances for WR Projects.

- c) **Consultant (Level – III):** Retired Engineering Officer 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 Officer 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 Officer from Central / State Govt. / PSU / IIT / NIT / Technical Institution at the level equivalent to Assistant Engineer (AE) having 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 Officer 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.

- f) **Young Professional:** Degree in Civil Engineering / Computer / IT / RS / GIS / Environment from a recognized University / Institute. Should be capable of using modern software relating to Water Resources Sector. Should be proficient in use of MS Office.

OR

Diploma in Civil Engineering / Computer / IT / RS / GIS / Environment from a recognized University / Institute / Board with minimum working experience of 2 years in relevant discipline. Should be capable of using modern software relating to Water Resources Sector. Should be proficient in use of MS Office.

B. Criteria for Administration Consultant

- a) **Consultant Level – II:** Retired officer from Central / State Govt. / PSU / Autonomous Bodies at the level equivalent to Deputy Secretary to the Govt. of India having experience in Admn. / Establishment / Personnel Management / Vigilance / legal and service matters covered by Central Govt. rules.

OR

Retired Under Secretary/Deputy Director and equivalent in Level-11 of Pay Matrix as per 7th CPC in PB-III with GP of Rs.6600/- as per 6th CPC with 8 years work experience in Administration and Establishment matter.

- b) **Consultant Level – III:** Retired officer from Central / State Govt. / PSU / Autonomous Bodies at the level equivalent to Under Secretary / Dy. Director to the Govt. of India having experience in Admn. / Establishment / Personnel Management / Vigilance / legal and service matters covered by Central Govt. rules.

OR

Retired officer from Central / State Govt. / PSU / Autonomous Bodies at the level equivalent to Section Officer to the Govt. of India with 8 years experience as Section Officer in Admn. / Establishment / Personnel Management / Vigilance / legal and service matters covered by Central Govt. rules.

- c) **Consultant Level – IV:** MBA Degree in Human Resources Management / Marketing of a recognized University or equivalent. Should be proficient in use of MS Office. Having minimum 2 years' working experience in Admn. / Establishment / Personnel Management / Human Resources.

OR

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.

- d) **Secretariat Assistant:** Retired Official (SPS/PS/UDC/ LDC or equivalent) from Central / State Govt. / PSU / Autonomous Bodies in the Govt. of India having



experience in Admn. / Establishment / Secretarial and Personnel Management / Vigilance / legal and service matters covered by Central Govt. rules.

C. Criteria for Finance Consultant

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

OR

Retired Under Secretary/Deputy Director and equivalent in Level-11 of Pay Matrix as per 7th CPC in PB-III with GP of Rs.6600/- as per 6th CPC with 8 years work experience in Finance matter.

- b) **Consultant Level-III:** Retired Sr. Accounts Officer in Level-11 of Pay Matrix as per 7th CPC in PB-III with GP of Rs.6600/- as per 6th CPC, having experience in Finance matter.

- b) **Consultant Level – IV:** Degree in Commerce/ Accounts from a recognized University or equivalent or Chartered / Costs Accountancy / MBA (Finance). Should be proficient in use of MS Office and operation of accounting software. Having minimum 10 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 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.

- c) **Finance Assistant:** Retired Accountant / 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.

7. SELECTION PROCEDURE

Procedure to be followed for selecting candidates for engagement as Consultant(s):

- (i) Based on these general guidelines, the concerned Unit / Office Head desirous of engaging Consultant(s) against specific jobs / vacancies shall prepare Specific Terms of Reference e.g. designation, qualification, experience etc. for the work to be carried out by Consultant(s) and forwarded to Director (Admn.) Unit biannually.



- (ii) Director (Admn.) unit will prepare advertisement for inviting applications for engagement of Consultant(s) and placed the same on NWDA website or / and also to publish the indicative notice in national Newspapers.
- (iii) The applications received in response to the advertisement will be processed by the respective Member – Secretaries of the Consultant Evaluation Committees (CEC) in accordance with eligibility criteria and list of eligible candidates will be prepared for placing before the Consultant Evaluation Committee (CEC).
- (iv) The candidates will be required to produce photocopy duly supported by original certificates in support of fulfilling the eligibility criteria viz. educational qualification and proof of age.
- (v) The Consultant Evaluation Committee (CEC) shall evaluate the application of eligible candidates and recommend panel of consultant. The CEC may invite the eligible candidates for personal interaction, if required, for which NWDA will not pay any TA / DA to the candidates.
- (vi) The Consultant appointed for New Delhi shall be attached in any of the NWDA offices located in New Delhi. The Consultant(s) appointed for field offices / units of NWDA shall work in respective field offices in various cities in the Country.

The composition of the Consultant Evaluation Committee (CEC) shall be as under:

(a) Technical Consultant (Level – I & II)

- | | | |
|-------|----------------------------|--------------------|
| (i) | DG, NWDA | Chairman |
| (ii) | Chief Engineer (HQ), NWDA | Member |
| (iii) | Concerned C E (N/S), NWDA | Member |
| (iv) | Director (Technical), NWDA | Member |
| (v) | Director (Admn.), NWDA | Member – Secretary |

(b) Technical Consultant (Level – III & IV) / Young Professional

- | | | |
|-------|-------------------------------|--------------------|
| (i) | Chief Engineer (HQ), NWDA | Chairman |
| (ii) | Director (Technical), NWDA | Member |
| (iii) | Concerned SE (HQ/Field), NWDA | Member |
| (iv) | Director (Admn.), NWDA | Member – Secretary |

(c) Admn. / Finance Consultant (Level – II / III / IV / Secretariat and Finance Assistant)

- | | | |
|-------|-----------------------------|--------------------|
| (i) | Chief Engineer (HQ), NWDA | Chairman |
| (ii) | Director (Technical), NWDA | Member |
| (iii) | Concerned field SE / HQs SE | Member |
| (iv) | Director (Finance), NWDA | Member |
| (v) | Director (Admn.), NWDA | Member – Secretary |



8. **REMUNERATION OF CONSULTANT:-**

- a. For pensioners – Last pay drawn minus (-) pension.
- b. Others – 50% of last pay drawn at the time of retirement.

i) **ALLOWANCE**

No HRA shall be admissible. An appropriate and fixed amount (without DA) as transport allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement.

No Increment and Dearness Allowance shall be allowed during the term of the contract.

9. **LEAVE OF ABSENCE**

Pay leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed. Therefore, a Consultant shall not draw any remuneration in case of his / her absence beyond 18 days on a year. Also un-availed leave in a calendar year cannot be carried forward to next calendar year. The Consultant(s) shall not be eligible for RH as applicable to regular permanent employees of NWDA.

NWDA would be free to terminate the services in case of Consultant remains absent, without intimation, for a period more than 15 days beyond entitled leave in a calendar year.

10. **POWERS TO RELAX**

The Director General, NWDA shall have the powers to relax the maximum age limit upto 70 years in case of deserving expert(s) / consultant(s) in special cases to be recorded in writing.

11. **DISPUTE RESOLUTION**

Any arbitration, dispute, claim or controversy shall be subject to exclusive jurisdiction of Hon'ble Court in Delhi, India.

12. **LOGISTICS AND SUPPORT**

The consultant(s) would be provided working space, computer / internet facility and other necessities as deemed fit by NWDA Authority.

13. **RIGHTS OF THE NWDA**

NWDA has the right to cancel any advertisement for selection of consultant or not to proceed further in the matter. NWDA also reserves the right to accept or reject all or any of the applications without assigning any reasons whatsoever.



14. DRAWAL OF PENSION

In case of Retired servants, he / she shall continue to draw Pension and the Dearness Relief on the Pension during the period of his/her engagement as Consultant. The engagement as Consultant shall not be considered as a case of re-employment in any case.

15. DECLARATION OF SECRECY

All Consultant(s) engaged will be required to furnish Oath of Secrecy in a prescribed format (*Annexure – II*) at the time of joining their assignment. The Consultant shall not, except with the prior permission of NWDA during the discharge of their duties, publish a book, or a compilation of articles or participate in a radio broadcast or contribute an article or write a letter to any newspaper or periodical, either in their own name or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that he / she may gather as part of this assignment.

During the period of assignment with NWDA, the Consultant(s) would be subjected to the provisions of the Indian Official Secret Act, 1923 and will not be divulge any information gathered by them during the period of assignment to anyone who is not authorized to know / have the same. The Consultant(s) engaged by NWDA shall in no case represent or give opinion or advice to others in any manner which is adverse to the interest of the NWDA.

16. DECLARATION OF VIGILANCE / CRIMINAL PROCEEDINGS

All Consultant(s) engaged will be required to furnish a declaration regarding vigilance/ criminal proceedings against him / her in a prescribed format (*Annexure – III*) at the time of joining their assignment.

Handwritten signature and date: 15/9/2021

राष्ट्रीय जल विकास अभिकरण
(जल संसाधन, नदी विकास और गंगा संरक्षण विभाग, भारत सरकार)

National Water Development Agency
(Department of Water Resources, RD & GR, Govt. of India)

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 संसाधन, नदी विकास और गंगा संरक्षण विभाग, भारत सरकार)

National Water Development Agency
(Department of Water Resources, RD & GR, Govt. of India)

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 संसाधन, नदी विकास और गंगा संरक्षण विभाग, भारत सरकार)

National Water Development Agency
(Department of Water Resources, RD & GR, Govt. of India)

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, New Delhi.
Technical/Administration/Finance /Secretarial/ Financial Assistant
Proforma for applying for engagement of Consultant

Post applied for: _____

1. Name in full (Capital letters) : _____

2. Father's name : _____

3. Gender (M/F) : _____

4. Date of Birth : _____

5. Marital status : _____

6. Date of Retirement/VRS: _____

7. Name of Dept., Designation
and Level (Grade Pay) at the time of Retirement: _____

8. Address for communication : _____

9. Permanent Address : _____

10. Mobile No. _____

11. E-mail : _____

12. Examinations passed :

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

13. Experience (in Short): _____

14. Computer skills:

15. Any other information : _____

16. Enclosures:

Declaration: I solemnly declare that the above statement is true, correct to the best of my knowledge and belief.

Signature of Candidate

Place:

Date:

PS: Candidates wish to apply more than one post, then he/she may submit separate application.

**Affix latest
passport size
photograph
self attested**