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With reference to the vacancy circular of NCA published in the Employment News issued dated **15 – 21 March 2014** details regarding eligibility criteria, experience, duties etc for the posts are as under:-

**(1) Director/Superintending Engineer (Civil):**

**Essential Qualification (s):**

A degree or equivalent in Civil Engineering from a recognized University.

**Eligibility Criteria:**

Officers of the departments of the Central Government/State Governments/ Public Sector Undertakings/State Electricity Boards /Autonomous bodies having minimum 13 years of regular Group 'A' service or equivalent & below 56 years of age on the last date of submission of application:

I. (a) holding analogous posts on regular basis;

**OR**

(b) holding post of Joint Director/Deputy Director/Executive Engineer/Sr. Manager/Deputy Chief Engineer carrying pay in the PB-3 of Rs 15600-39100 and Grade Pay of Rs 7,600 or equivalent with minimum 5 years regular service in the grade;

**OR**

(c) Holding post of Joint Director/Deputy Director/ Executive Engineer/Manager carrying pay in the PB-3 of Rs 15600-39100 and Grade Pay Rs 6,600 or equivalent with minimum 10 years regular service in the grade;

**Experience:**

Minimum 3 years in the field of water resources development including river management/investigation/planning/design/research/construction/Operation&Maintenance and technical administration of Multi-purpose/Irrigation/Hydel projects preferably involving interstate aspects.

**Description of Duties:**

The officer may be assigned the duties of Technical Co-ordination; Procurement & maintenance of T&P stores/Equipment & vehicles; maintenance of NCA Secretariat Offices/Residential Colony; Liaison activities; implementation of Real Time Data Acquisition System (RTDAS); preparation of Annual Water Account, Status/Annual Reports; collection & compilation of hydro-meteorological data and project statistics for major & medium projects from various agencies; inflow forecasting, etc.

**(2) Superintending Engineer (Energy Management Centre)**

**Essential Qualification (s):**

A degree or equivalent in Electrical/Electronics Engineering from a recognized university.

**Eligibility Criteria:**

Officers of the departments of the Central Government/State Governments/ Public Sector Undertakings/State Electricity Boards /Autonomous bodies having minimum 13 years of regular Group 'A' service or equivalent & below 56 years of age on the last date of submission of application:

I. (a) holding analogous posts on regular basis;

**OR**

- (b) holding post of Joint Director/Deputy Director/Executive Engineer/Sr. Manager/Deputy Chief Engineer carrying pay in the PB-3 of Rs 15600-39100 and Grade Pay of Rs 7,600 or equivalent with minimum 5 years regular service in the grade;

**OR**

- (c) holding post of Joint Director/Deputy Director/ Executive Engineer carrying pay in the PB-3 of Rs 15600-39100 and Grade Pay Rs 6,600 or equivalent with minimum 10 years regular service in the grade;

**Experience:**

- a) **Essential:** Minimum 3 years experience in the filed of planning/design/installation/O&M of electricity generation/ transmission/ distribution/ load dispatch station/SCADA equipment etc.
- b) **Desirable:** In the filed of investigation/planning/design/construction/O&M and technical administration of large storage based hydel projects preferably involving inter-state aspects.

**Description of Duties:**

Superintending Engineer (EMC) is incharge of Energy Management Center, Indore. They assist Member (Power) in matters related to the meetings of NCA, SSCAC, PSC of SSCAC, Power Sub-committee, Tariff & Energy Accounting Sub-committee, SSRRC, RBPH Monitoring Team & Standing Committee on Power System Planning of Western Region - Planning and scheduling of generation at SSP complex based on the inflows and water requirement of Govt. of Gujarat, releases from ISP - Formulation of long term and short term programme and maintenance schedule of SSP power units- Monitoring of power component of SSP complex as stipulated in the NWDT Award - Overall incharge of computer center and associated equipment installed under the EMC project - Responsible for round the clock shift operations at EMC and the maintenance of all the equipment..

**(3) Deputy Director (Administration):**

**Essential Qualification (s):**

A degree or equivalent from a recognized university.

**Eligibility Criteria:**

Officers of the ministerial service of the departments of the Central Government/State Governments/Public Sector Undertaking/State Electricity Boards/Autonomous Bodies and below 56 years of age as on the last date of submission of applications:

- I. (a) holding analogous post on regular basis;

**OR**

- (b) holding post carrying pay in the PB-3 of Rs.15600-39100 and Grade Pay of Rs.5400 or in the PB-2 of Rs.9300-34800+5400/- or equivalent with minimum 5 years regular service in the grade;

**OR**

- (c) holding post carrying pay in the PB-2 of Rs.9300-34800 and Grade Pay of Rs.4800 or equivalent with minimum 6 years regular service in the grade;

**Experience:**

Minimum of 5 years experience of having worked as Administrative/Establishment Officer dealing with all establishment and administrative matters with sound knowledge of rules and regulations applicable in Government Organizations.

**Description of Duties:**

Deputy Director (Administration), NCA is the middle level officer for dealing (i) Administrative & Establishment matters including filling up of various posts, (ii) Cadre Management of various grades/posts, (iii) Constitution of Departmental Promotion Committees (DPCs)/Screening Committee/Selection Committee relating to appointments, promotion and confirmation of officials in different grades and posts, (iv) Coordinating furnishing of information relating to the Ministry of Water Resources, Parliament Questions, VIP references etc. (v) Court cases on administrative matters. The Deputy Director (Administration) has also been designated as Head of the Office particularly, for according sanction on routine establishment matters viz. advances to staff, medical claims etc. Deputy Director (Admn) reports to Director/Member (Civil).

**(4)- Executive Engineer (EMC):****Essential Qualification (s):**

A degree or equivalent in Electrical/Electronics Engineering from a recognized university.

**Eligibility Criteria:**

Officers of the departments of the Central Government/State Governments/Public Sector Undertakings/State Electricity Boards/Autonomous bodies and below 56 years of age on the last date of submission of application:

I. (a) holding analogous post on regular basis;

**OR**

(b) holding posts carrying pay in the PB-3 of Rs 15600-39100 and Grade pay of Rs 5400/- or in the PB-2 of Rs 9300-34800 and Grade Pay of Rs 5400 or equivalent with minimum 5 years regular service in the grade;

**OR**

(c) holding posts carrying pay in the PB-2 of Rs 9300-34800 and Grade Pay of Rs 4800/- or equivalent with minimum 6 years regular service in the grade;

**Experience:**

(a) **Essential:** In the field of planning/design/installation/O&M of load dispatch station/SCADA equipment.

(b) **Desirable:** In the field of investigation/planning/design/construction/O&M and technical administration of large storage based Hydel projects preferably involving inter-state aspects.

**Description of Duties:**

To render assistance to Superintending Engineer (EMC)/Director (Power) in the activities related to (i) shift operation at EMC Control Room and monitoring of generation of power at SSP and its distribution as per the NWDT Award based on schedule and/or based on the directions of WRLDC, (ii) to ensure proper metering arrangements and energy accounting of SSP complex in coordination with WREB, (iii) directions to shift engineers for O&M of SSP complex in coordination with WRLDC, (iv) in charge of maintenance of computers at EMC, Indore, WRLDC, Mumbai and the RTU (under installation) and SEMs at SSP, Kevadia and the maintenance of auxiliary system viz. AC supply, UPS, Battery lighting, diesel set of EMC.

**(5)- Deputy Director/Executive Engineer (Civil):**

**Essential Qualification (s):**

A degree or equivalent in Civil Engineering from a Recognized University.

**Eligibility Criteria:**

Officers of the departments of the Central Government/State Governments/ Public Sector Undertakings/State Electricity Boards/Autonomous bodies and below 56 years of age on the last date of submission of application:

I. (a) holding analogous post on regular basis;

**OR**

(b) holding posts carrying pay in the PB-3 of Rs 15600-39100 and Grade pay of Rs 5400/- or in the PB-2 of Rs 9300-34800 and Grade Pay of Rs 5400 or equivalent with minimum 5 years regular service in the grade;

**OR**

(c) holding posts carrying pay in the PB-2 of Rs 9300-34800 and Grade Pay of Rs 4800/- or equivalent with minimum 6 years regular service in the grade;

**Experience:**

In the field of collection/compilation/analysis of/Hydrological/Hydro meteorological data/investigation/planning/design/research/construction/technical administration of large storage based irrigation and Hydel Projects preferably involving inter-state aspects.

**Description of Duties:**

The officer may be assigned the duties of Technical Coordination; Procurement & Maintenance of T&P stores/Equipment & Vehicles; maintenance of NCA Secretariat Offices/Residential Colony; Liaison activities; implementation of Real Time Data acquisition System (RTDAS); preparation of Annual Water Account, Status/Annual Reports; collection & compilation of hydro-meteorological data and project statistics for major & medium projects from various agencies; inflow forecasting, etc.

**(6)- Finance Officer:**

**Essential Qualification (s):**

A degree or equivalent from a recognized university and passed S.A.S. exam of IAAS or equivalent.

**Eligibility Criteria:**

Finance Officers of Indian Audit & Accounts Deptt. / Indian Railway Accounts Deptt./ Indian Post & Telegraph Deptt. / Indian Defense Accounts Deptt. / Central Government / State Governments / Public Sector Undertakings /State Electricity Boards / Autonomous Bodies and below 56 years of age as on the last date of submission of applications:

(a) holding analogous post on regular basis;

**OR**

(b) holding posts carrying pay in the Pay Band -2 of Rs 9300-34800 and Grade Pay of Rs. 5400/- or in the pay Band -3 of Rs. 15600-39100 and Grade pay of Rs. 5400/- or equivalent with minimum 5 years regular service in the grade;

**OR**

(c) holding posts carrying pay in the Pay Band -2 of Rs. 9300-34800 and Grade Pay of Rs 4800/- or equivalent with minimum 6 years regular service in the grade;

**Experience:**

In the field of establishment, cash, fund, preparation of budget estimates, monthly trial balance, compilation of annual statement of accounts, work accounts etc

**Description of Duties:**

Finance Officer shall be responsible for all Accounts and Finance matter of NCA, viz, preparation of monthly trail balance, annual accounts, budget, passing & payment of bills, etc. He/She is also designated as Drawing & Disbursing Officer for passing and payment of bills as per Central Govt. Rules.

**(7) Assistant Director(Civil):****Essential Qualification (s):**

A degree or equivalent from a recognized university in Civil Engineering

**Eligibility Criteria:**

Officers of the department of the Central Government / State Governments / Public Sector Undertakings/ State Electricity Boards / Autonomous bodies and below 56 years of age on the last date of submission of application:

I.(a) holding analogous post on regular basis;

**OR**

(b) holding post carrying pay in the Pay Band -2 of Rs.9300-34800 and Grade Pay of Rs.4,800/- or equivalent with minimum 2 years regular service in the grade

**OR**

(c) holding post carrying pay in the Pay Band -2 of Rs.9300-34800 and Grade Pay of Rs.4,600/- or equivalent with minimum 3 years regular service in the grade

**OR**

(d) holding post carrying in the Pay Band -2 of Rs.9300-34800 and Grade Pay of Rs.4,200/-or equivalent with minimum 8 years regular service in the grade

**Experience**

In the field of collection / compilation / analysis of hydrological / Hydro- meterological data / investigation/ planning / design / research / construction of multipurpose / irrigation hydel projects.

**Description of Duties**

To render assistance to Director/S.E. in the works related to Real Time Data Acquisition System (RTDAS), in finalisation of Annual Water Account and in other day to day office works

**(8)- Accounts Officer:****Essential Qualification (s):**

A degree or equivalent from a recognized university.

**Eligibility Criteria:**

Officers of Indian Audit & Accounts Deptt. / Indian Railway Accounts Deptt. / Indian Post & Telegraph Deptt./ Indian Defence Accounts Deptt. / Central Government / State Governments / Public Sector Undertakings /State Electricity Boards / Autonomous Bodies and below 56 years of age as on the last date of submission of applications:

I.(a) holding analogous post on regular basis;

**OR**

(b) holding posts carrying pay in the Pay Band -2 of Rs.9300-34800 and Grade Pay of Rs.4600/- or equivalent with minimum 2 years regular service in the grade;

**OR**

(c) holding posts carrying pay in the Pay Band -2 of Rs.9300-34800 and Grade Pay of Rs.4200/- or equivalent with minimum 6 years regular service in the grade;

**Experience:**

In the field of handling Accounts in irrigation/Hydel project, preparation of budget estimates, salary/TA Bills, Compilation of annual statement of accounts

**Description of Duties:**

Checking of all staff financial claims of the staff of NCA viz. medical bills, TA bills, other payments etc. checking of contracts / suppliers bills - imprest accounts etc. - compilation of monthly account - bank reconciliation statements and trial balance - preparation of Annual Accounts of NCA and NCA Budget. He shall report to Finance Officer.

**(9)- Assistant Engineer (Electrical):**

**Essential Qualification (s):**

A degree/diploma or equivalent from a recognized University/Institution in Electrical/ Electronics Engineering.

**Eligibility Criteria:**

Officers of the departments of the Central Government/State Governments/ Public Sector Undertakings /State Electricity Boards/Autonomous bodies and below 56 years of age on the last date of submission of application:

I.(a) holding analogous post on regular basis;

**OR**

(b) holding posts carrying pay in the PB-2 of Rs 9300-34800 and Grade Pay of Rs 4600/- or equivalent with minimum 2 years regular service in the grade;

**OR**

(c) holding post carrying in the PB-2 of Rs.9300-34800 and Grade Pay of Rs.4200/-or equivalent with the minimum 6 years regular service in the grade.

**Experience:**

In the field of planning/Designing/Installation/O&M of Load Dispatch Station/SCADA equipment.

**Description of Duties:**

To render assistance to Executive Engineer (EMC) in discharging functions related to Energy Management Center of NCA and guidance to Junior Engineers and other technical staff in shift operation and maintenance of EMC.

**(10) Assistant Engineer (Civil):**

**Essential Qualification (s):**

A degree/diploma or equivalent from a recognized University/Institution in Civil Engineering.

**Eligibility Criteria:**

Officers of the departments of the Central Government/State Governments/ Public Sector Undertakings /State Electricity Boards/Autonomous bodies and below 56 years of age on the last date of submission of application:

I.(a) holding analogous post on regular basis;

**OR**

(b) holding posts carrying pay in the PB-2 of Rs 9300-34800 and Grade Pay of Rs 4600/- or equivalent with minimum 2 years regular service in the grade;

**OR**

(c) holding post carrying in the PB-2 of Rs.9300-34800 and Grade Pay of Rs.4200/-or equivalent with the minimum 6 years regular service in the grade.

**Experience:**

In the field of collection/compilation/analysis of/Hydrological/Hydro meteorological data/investigation/planning/design/research/construction of multipurpose/irrigation hydel projects.

**Description of Duties:**

The officer may be entrusted with the job of field collection/compilation/analysis of hydrological/hydro meteorological data/investigation/planning/monitoring of projects in the Narmada Basin, inflow forecasting, liaison with the Central Government departments/Party State Governments, maintenance of land and estates and any other work assigned from time to time.

**GENERAL CONDITIONS:**

1. The number of vacancies is subject to change and the Authority reserves the rights to increase, decrease the number of vacancies or not to fill any post as per requirement.
2. The selected officer will be treated as on deputation on foreign service and his pay will be regulated in accordance with the provisions incorporated in the Department of Personnel and Training O.M. 6/8/2009-Estt. (Pay-II) dated 17.6.2010 as amended/clarified from time to time.
3. The period of deputation shall ordinarily be 3 years extendable up to 5 years provided the total deputation period including the period of deputation held in any ex-cadre post immediately proceeding shall not exceed 5 years.
4. Age of the applicants should not be more than 56 years on the last date of receipt of applications.
5. The number of vacancies and the place of posting indicating above are only indicative and may undergo change depending upon actual requirement at the time of appointment. The selected candidates will have the liability to serve wherever the vacancies are available in NCA from time to time.

6. The candidates who apply for the post(s) in response to this advertisement shall not be allowed to withdraw their candidature subsequently. As per O.M. No. AB-14017/89/2007-Estt (RR) dated 2.1.08 of DoPT, GOI, the selected candidate(s) should not decline the appointment in case of selection; otherwise he/she will be debarred for any further appointment outside his/her cadre.
7. Applications through proper channel in the given Performa along with attested copies of up to date ACRs for preceding 5 years no penalty certificate and vigilance clearance certificate may be sent to **Deputy Director (Administration), Narmada Control Authority, Narmada Sadan, Sector-B, Scheme No. 74, Vijay Nagar, Indore-452010 (MP)** within 45 days from the date of publication of this advertisement in the employment news.
8. Applications received after due date or without copies of ACR/Vigilance clearance certificate or otherwise incomplete shall not be considered. Candidates are advised to submit advance copies in case delay anticipated in forwarding of their application with ACRs/Vigilance clearance through proper channel.



### Curriculum Vitae Proforma

Application for the post of \_\_\_\_\_ on deputation in NCA.

1	Name & Address (in Block Letters):				:	
2	Date of Birth (in Christian era):					
3	Date of retirement under Central/ State Government Rules					
4	Educational Qualifications					
5	Whether educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same):					
	i) Qualification/ Experience					
	ii) Required possessed by the officer					
	iii) Essential Desired					
6	Please state clearly whether in the light of Entries made by you above, you meet the requirement of the post:					
7	Details of employment, in chronological order indicating the following details. (Enclose a separate sheet, if necessary, duly authenticated by your signature)					
	Office/ Institution	Post held	From	To	Scale of pay & Basic	Nature of duties (in detail)
8	Nature of present employment i.e. A d-hoc, Temporary, Quasi-Permanent, or Permanent					
9	In case the present employment is held on deputation/ contract basis, please state:- The date of initial appointment; Period of appointment on deputation/contract; Name of the parent office/ organization to which you belong:					
10	Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column) a) Central Govt. b) State Govt. c) Autonomous Organization d) Govt. Undertaking e) Universities f) Others					
11	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade:					
12	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and indicate the pre-revised scale:					
13	Total emoluments per month now drawn (Please indicate all the details or attach the latest pay slip.)					

14	Additional information, if any, which you would like to mention in support of your suitability for the post. This among other things may provide information with regard to i) additional academic qualification ii) professional training and iii) work experience over and above prescribed in the Vacancy Circular/Advertisement  (Note: Enclose a separate sheet)	
15	Whether belongs to SC/ST:	
16	Remarks (The candidates may indicate information with regard to  (i) Research publications and reports and special projects (ii) Awards/Scholarship/ Official Appreciation (iii) Affiliation with the professional bodies/institutions/ societies and (iv) any other information.) (Note: Enclose a separate sheet if the space is insufficient)	
17	Address/ Telephone number for correspondence/Contact. a) Office b) Residence	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Selection Committee will also assess the Curriculum Vitae duly supported by documents submitted by me at the time of selection for the post.

Signature of the Candidate \_\_\_\_\_

Date.....

Address.....

Countersigned

.....

**(Employer with Seal)**