

National Institute of Hydrology

(A Govt. of India Society under Ministry of Water Resources)

Jalvignyan Bhawan, Roorkee -247667 (Uttarakhand), India

ADVERTISEMENT NO. 1/2021

Dated: 15.11.2021

Applications are invited for the following posts to be filled up by direct recruitment/ deputation (including short term contract) in National Institute of Hydrology (A Govt. of India Society under Ministry of Jal Shakti, Department of Water Resources, River Development and Ganga Rejuvenation at its Headquarters and Regional Centres at Guwahati, Belgaum, Patna, Kakinada, Jammu and Bhopal or any part of the country where the Institute may set up offices /regional centres from Indian Nationals satisfying qualifications and experience as under :

Sl. No.	Name of Post	Pay Level in the Pay Matrix	Total No. of Vacant Posts	Reservations					Age
				GEN	EWS	SC	ST	OBC	
1.	Administrative Officer (Deputation)	Level-9 of Pay (Rs. 53100-167800)	01	01	-	-	-	-	Maximum up to 56 years
2.	Senior Research Assistant	Level-7 of Pay (Rs. 44900-142400)	02	01	-	-	01	-	Between 18 to 30 years
3.	Section Officer (Deputation)	Level-7 of Pay (Rs. 44900-142400)	01	-	-	-	01	-	Maximum up to 56 years
4.	Research Assistant	Level-6 of Pay (Rs. 35400-112400)	07	04	01	-	01	01	Between 18 to 27 years
5.	Library & Information Assistant	Level-6 of Pay (Rs. 35400-112400)	01	01	-	-	-	-	Between 18 to 27 years
6.	Assistant (Deputation)	Level-6 of Pay (Rs. 35400-112400)	02	01	-	-	01	-	Maximum up to 56 years
7.	Stenographer	Level-4 of Pay (Rs. 25500-81100)	02	01	01	-	-	-	Between 18 to 27 years
8.	Technician Grade-III	Level-3 of Pay (Rs. 21700-69100)	01	01	-	-	-	-	Between 18 to 27 years

Note: The number of posts in each category is likely to be increased or decreased.

UR- Un-reserved; OBC- Other Backward Class; SC-Scheduled Caste; ST- Scheduled Tribe, EWS-Economical Weaker Section.

Age: Relaxation of age for these posts shall be considered in accordance with instructions or orders issued by the Central Government on the closing date for receipt of applications from candidates.

Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti district and Pangj Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).

QUALIFICATIONS AND EXPERIENCE

(1) ADMINISTRATIVE OFFICER (Deputation)

Essential Qualifications:

Officer under the Central Govt./State Govt./Public Sector Undertakings/Semi-Govt./ Statutory/Autonomous Organizations/Societies: (i) Holding analogous post on regular basis in the Level-9 (Rs. 53100-167800) or (ii) with 3 years regular service in Level-7 (Rs. 44900-142400).

(2) SENIOR RESEARCH ASSISTANT

Essential Qualifications:

Bachelor's Degree in Engineering in Civil/Electrical/Computer Engineering as may be specified according to requirement. OR
Post Graduate Degree in Physics/Chemistry/Mathematics/Hydrology/Computer Applications/Earth Sciences after acquiring Bachelor's Degree with Physics, Chemistry and Mathematics or Computer Application as may be specified according to requirement.

(3) SECTION OFFICER (Deputation)

Essential Qualifications:

Officer under the Central Govt./State Govt./Public Sector Undertakings/Semi-Govt./Statutory/Autonomous Organizations/Societies: (i) Holding analogous post on regular basis in the Level-7 (Rs. 44900-142400) or (ii) with 5 years regular service in Level-6 (Rs. 35400-112400).

(4) RESEARCH ASSISTANT

i) Diploma of 3 years' duration in Civil/Electronics/Mechanical/Electrical/Computer Engg. as may be specified according to requirement. OR
Bachelor's Degree in Science with Physics/Chemistry and Mathematics or Geology/Biology from a recognized University/Board as may be specified/ according to requirement.

ii) 3 years of experience in the relevant field.

(5) LIBRARY & INFORMATION ASSISTANT

Degree in Library Science.

(6) ASSISTANT (Deputation)

Essential Qualifications:

Officer under the Central Govt./State Govt./Public Sector Undertakings/Semi-Govt./Statutory/Autonomous Organizations/Societies: (i) Holding analogous post on regular basis in the Level-6 (Rs. 35400-112400) or (ii) with 10 years regular service in Level-4 (Rs. 25500-81100).

(7) STENOGRAPHER

1. Bachelor's Degree in Science/Arts/Commerce from a recognized University as may be specified according to requirement.

2. Skill Test:

Dictation: 10 minutes @ 80 words per minutes

Transcription: 50 minutes in English, 65 minutes in Hindi (On computer)

(8) TECHNICIAN GRADE - III

Passed High School with Science from a recognized Institution/ Board with 5 years of relevant experience; OR

National Trade Certificate (ITI) or equivalent at the relevant trade with 3 years of relevant experience as may be specified according to requirement; OR

National Apprenticeship Certificate with 2 years of relevant experience as may be specified according to requirement.

NOTE

- The last date for receipt of printout of completed online application in the Institute 30 days after it is published in Employment News.
- The candidates are required to apply through ONLINE only. The ONLINE option will remain open for a period of 30 days after the last date of publication in Employment News. For submission of applications through ONLINE mode, please visit Institute's Website: www.nihroorkee.gov.in.
- Preference will be given to Divyang (Persons with disabilities), even where the reservation is not marked and suitable Dinyang applicants are available.
- The candidates should send a Non-refundable Demand Draft of Rs. 100/- in favour

of National Institute of Hydrology, Roorkee payable at Roorkee towards the application fees. No fees is required from SC/ST and Persons with Disabilities candidates.

- The Institute reserves the right to fill or not fill any or all the posts advertised.
- Possession of the subscribed educational qualifications is must. Candidates with higher qualifications but without the prescribed qualifications shall not be considered.
- The maximum age limit will be considered on the last date of receipt of applications. The relaxation of 3 years for OBC candidates with additional 10 years age relaxation to persons with disabilities will be given in accordance with the Govt. of India Rules. Relaxation in upper age limit for those applicants, who are in Central Govt. or Central Govt. Autonomous Bodies. Ex-Service man shall be admissible as per the Govt. of India Rules.
- For availing the benefit of Other Backward Classes, the candidates are required to produce the latest OBC non-creamy layer certificate on the prescribed proforma applicable for appointment to the post of Central Govt.
- The benefit of reservation under EWS can be availed after production of an income and asset certificate issued by a Competent Authority.
- Persons employed in Govt. Departments/Autonomous Bodies/Public Sector Undertakings/PSUs must send their applications "THROUGH PROPER CHANNEL" or "NO OBJECTION CERTIFICATE (NOC)" to be brought at the time of written test. To avoid delay an advance copy of such application complete in all respects may be sent super-scribing on the top of the application "ADVANCE COPY".
- The Institute is free to restrict 'change the criteria to call the eligible candidates for the written test/interview as per response to the advertised posts.
- NIH will screen all applications received before the closing date. Only screened in candidates would be invited for written test/interview.
- Experience/Essential Qualifications and age will be reckoned on the last date for submission of ONLINE Applications.
- Incomplete applications or applications without self attested copies of all relevant certificates (both educational and experience) or applications received after the last date are liable to be rejected.
- No correspondence will be entertained from the candidates regarding the eligibility, status of applications, postal delays, conduct and result of test etc.

NOTE FOR DEPUTATION POST

- Appointment on deputation will be for a period of 1 year, which may be extended. The pay of officers selected for deputation will be regulated in accordance with the provisions contained in DoPT O.M. No. 6/08/2009-Estt (Pay-II), dated 17.06.2010.
- The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt. shall ordinary not exceed five years.
- Those already in Govt. service should send their application through proper channel. The concerned department while forwarding their applications should give/furnish the following certificate/documents:
 - Certified that the information furnished in the applications are correct from the service records of the candidates and found correct.
 - Certified that no vigilance or disciplinary case is pending or being contemplated.
 - Certified that no minor/major penalty has been imposed on him/her during the last ten years.
 - Copies of ACR Dossiers for the last five years.

PROCEDURE FOR APPLYING ONLINE

- Candidates are first required to go to the NIH's website www.nihroorkee.gov.in and click on the link "Career & Opportunities" and then click on the option "CLICK HERE TO APPLY ONLINE FOR ADVERTISEMENT NUMBER 2021/01" to open the Online Application Form.
- To register application (One time only) choose the tab "Register now" and enter name, email id, password. Candidate should remember his/her email id and password.
- In case the candidate is unable to complete the application form in one go, he/she can save the data already entered by choosing "save & continue" tab. Prior to submission of the online application candidates are advised to use the "save & continue" facility to verify the details in the online applications form and modify the same, if required.
- Candidates are advised to carefully fill the details in the online applications themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
- The name of the candidate or his/her father/mother etc should be spell correctly in

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the applications as it appears in the 10th class certificate/marksheets. Any change/alteration found may disqualify the candidature.

6. Validate your details and Save your application by clicking the "Save & Continue".
7. Candidates need to upload Passport size Photo & Signature (Preferred size: 4.5cm x 3.5cm): max size 500 KB and 100 KB respectively.
8. Candidates need to fill each section then he/she can proceed to fill details of other sections of Application Form.
9. Click on the Preview Details to preview and verify the entire application form before FINAL SUBMIT.
10. Please fill the correct details of the Demand Draft in "DD Details" section.
11. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, and signature are uploaded and other details filled by you are correct.
12. Click on 'Final Submit' button.

Note:

1. After online filling of applications, candidates are required to take a printout of their system generated online application forms and acknowledgment slip.
2. All the dispute/litigation, if any will be subject to Roorkee (Uttarakhand) jurisdiction only.
3. Candidates are advised to visit the Institute website regularly for any updates regarding the recruitment of these vacancies.

Submission of Hard copy of Application form:

Print the application form and send it to the following address along with original Demand Draft (DD) of Rupees 100/-, by Speed/Registered post only.

Senior Administrative Officer, National Institute of Hydrology, Jaivigyan Bhawan, Roorkee 247667, District Haridwar (Uttarakhand)

NOTE

1. Envelope of the Application Form may be superscripted as "APPLICATION FOR THE POST OF"
2. Online application will only be entertained.

SELECTION PROCEDURE FOR GROUP- B&C POST

1. A written test of one hour duration will be conducted at Roorkee on stipulated date and time to prepare a merit list of candidates screened in. Candidates will be informed by post /e-mail and through NIH website about the dates. 2. Written test for the post of Senior Research Assistant and Research Assistant will be in English and for Library & Information Assistant, Stenographer and Technician Grade-III, it will be bilingual. 3. The questions in the written test will be relevant to the trade/subject. 4. The questions will be objective type and negative marks will be awarded for wrong answers. 5. Merit list will be prepared for each post based on the marks secured in the written test. 6. The candidates obtaining less than 50% in the written test will not be considered further. 7. The candidates will be offered appointment based on the merit list prepared after written test. 8. For the post of Stenographer, in addition to written test, shorthand and typing test on computer in Hindi/English will be conducted. 9. The candidates who do not possess essential qualifications need not apply.

**Rajneesh Kumar Goel
Senior Admin. Officer**

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