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Amrit Mahotsav

No. BB/ 12009/2021/06

भारत सरकार, जल शक्ति मंत्रालय

Government of India, Ministry of Jal Shakti

जल संसाधन, नदी विकास और गंगा संरक्षण विभाग Department of Water Resources, RD & GR

ब्रह्मपुत्र बोर्ड : Brahmaputra Board

बशिष्ठ : गुवाहाटी-29: Basistha, Guwahati-29

दिनांक /Dated: 07.01.2022

### Notice regarding engagement of "Young Professional-IT"

1. Online applications are invited from willing and eligible individuals for engagement as "Young Professional (Information Technology)" on fixed remuneration for a period of six(6) months, initially, from the date of engagement which may be extended or curtailed as per functional need.
2. Eligibility criteria for engaging the "Young Professional (IT)" shall be as under:

#### 2.1 Educational Qualification :

Essential/Minimum Required	Desirable Educational Qualification
B. Tech. in Information Technology/ Computer Science & Engineering OR MCA / M.Sc. (IT) / M.Sc. (Computer Science) from recognized University/ Institute provided that their corresponding degree level course is BCA, BSc(IT) / BSc (Computer Science)	M. Tech in Information Technology/ Computer Science from recognized University/ Institute

#### 2.2 Work Experience Requirement:

Essential/ Minimum Required Work Experience	Desirable Job Experience
Minimum 3 years of experience as System Administrator/Asst. System Administrator	Computer Hardware and Software Repair & Management, Networking, Website Maintenance, e-office experience, Audio Video editing / digital creative content creation

- 2.3 Age Limit: Maximum age limit is 30 years (Relaxable for SC/ST/OBC as per Govt. of India guidelines). Crucial date for determination of Age limit is the date of issue of this Notification

#### 3. Number of Vacancy : 1(One)

#### 4. Remuneration and entitlement for the Young Professionals:

- 4.1 Monthly consolidated remuneration: Rs.30,000/- (Rupees thirty thousand) per month (fixed). No CPF/GPF etc. will be accumulated for the service rendered by the Young Professional (IT).
- 4.2 Not eligible for free Government accommodation or House Rent Allowance, LTC, Medical reimbursement claim and regular leave, reimbursement of telephone/Mobile/Newspaper bills etc.
- 4.3 The engagement of Young Professionals in Brahmaputra Board shall not be considered as employment and it is neither a job nor an assurance for job in the Board. This engagement will not confer any right for regular appointment to the post and will not confer any right for staking any claim for it.

## 5. Job Profile:

- 5.1 To facilitate the Proper configuration of IT-Systems and its related infrastructure for smooth function of office
- 5.2 To ensure for smooth function of Operating systems installation and configurations of Windows Desktop editions, Server editions, Linux Distributions, etc
- 5.3 Provide end user support for all network, printer, workstation issues protection for all computers and servers
- 5.4 Diagnosing and fixing Software/Hardware problems
- 5.5 Supporting Backups and Recovery Operations, Security implementation and analysis
- 5.6 Operations and Maintenance of Social Media Sites, Websites, e-office/DSC/email etc
- 5.7 Operations and Maintenance of various gadgets/equipments, editing works
- 5.8 Performing duties under the IT-Cell of Brahmaputra Board for facilitating the Smooth Operation of IT systems in HQ office all field or offices of Brahmaputra Board.
- 5.9 Submission of Proposals/Processing of Bills/Invoices etc with Good communications and presentation skills
- 5.10 Any other activity as assigned by Brahmaputra Board
- 5.11 The post of Young Professional (IT) is not permanent post and candidates will not be eligible for absorption/regularization/ permanent-appointment

## 6. How to Apply and Instructions to Candidates:

- 6.1 Applications must be submitted in ONLINE mode only. No other form/ format will be accepted. Candidates should apply only ONCE.
- 6.2 HARDCOPY of Application is not required and will not be accepted.
- 6.3 Last date for submission of online applications is **08 Feb 2022**
- 6.4 Candidates are advised in their own interest to submit **ONLINE** applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure on account of heavy load on the website during the closing days.
- 6.5 Brahmaputra Board does not accept any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control.
- 6.6 All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying and that they possess at least the essential qualifications laid down for the post. No enquiry asking for advice as to eligibility will be entertained.
- 6.7 Candidature of candidates not meeting the eligibility conditions will be cancelled at any stage of the selection process without any notice. Candidature of Applicants shall be purely PROVISIONAL at all stages of the selection process.
- 6.8 All communications by Brahmaputra Board with the candidates will be by EMAIL ONLY. Candidates are required to furnish correct email address during their online submission of application. No postal communication will be made by Brahmaputra Board.
- 6.9 Candidates are advised to regularly visit the websites of Brahmaputra Board for the latest information in respect of any information pertaining to the selection of Young Professional (IT). Also Candidates are advised to check their email for any correspondences.
- 6.10 Before applying for the post, the candidates must ensure that they possess the Essential Qualifications including Essential Experience and also meet the age-limit as on the crucial date mentioned. Only applications who satisfy the essential requirement (Educational,

Experience and Age) will be considered for evaluation. Candidates who do not meet the minimum criteria will not be evaluated.

- 6.11 Work experience must be acquired by the candidates after completing educational qualification as specified for the concerned post. Further, internship, training, research experience, etc gained in the course of acquiring an educational qualification will not be counted as experience even after the same has been acquired after the completion of his/her educational qualification.
- 6.12 During online application the candidates will be required to upload their documentary proof. Scanned copy of self attested documents/certificates in support of claims made by candidates. are to be uploaded in PDF format ONLY (Size <800kB each)

SI No	Document	Remarks
1	Birth Certificate/ Class-X Admit Card	Candidates should upload scanned self attested copy of these documents in PDF format. Each PDF file of a document should not exceed 800kB.  Candidates may also merge all the documents as one single PDF file and maximum limit of total merged document Size should be below 8MB for uploading
2	Class-X Marksheet	
3	Class-XII Marksheet	
4	Marksheet(s) of B.Tech/BCA/BSc	
5	Marksheet(s) of M.Tech/MCA/MSc	
6	Work Experience Certificates	
7	Other Skills/Training Certificates	
8	Caste Certificate	
9	Any Other Relevant Document	

- 6.13 As per Ministry of Human Resource Development Notification dated 10-06-2015 published in Gazette of India all the degrees/ diplomas /certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grant Commission Act 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the University Grants Commission. Accordingly, unless such Degrees are recognized for the relevant period when the candidates acquired the qualification, they will not be accepted for the purpose of Educational Qualification.
- 6.14 As per UGC (Open and Distance Learning) Regulations, 2017 published in official Gazette on 23-06-2017, under Part-III (8)(v), the programmes in engineering, medicine, dental, nursing, pharmacy, architecture and physiotherapy etc are not permitted to be offered under Open and Distance Learning mode.
- 6.15 However, B.Tech. degree/diploma in Engineering awarded by IGNOU to the students who were enrolled upto academic year 2009-10 shall be treated as valid, wherever applicable.
- 6.16 The information furnished by the candidates in their applications will be verified by the Evaluation Committee with reference to the original documents when required.
- 6.17 During verification of documents, if it is found that any information furnished by the candidate in the application is wrong, his/ her candidature will be rejected forthwith
- 6.18 The candidates should ensure that they have furnished correct information in the application form.
- 6.19 The decision of the Brahmaputra Board Evaluation Committee in all matters related to the selection of Young Professional (IT) will be final. No correspondence /interim inquiries will be entertained from the candidates in connection with the process of selection including reasons for not being evaluated at any stages of selection/appointment. Any dispute with regard to the selection process will be subject to Courts / Tribunals having jurisdiction over Guwahati.

- 6.20 Brahmaputra Board reserve the rights for any subsequent change/addendum in selection process/criteria/evaluation methodology or any other guideline/instructions or to relax the working experience criteria before final evaluation/selection and the same shall be displayed as notice in the website of Brahmaputra Board and intimated to all the candidates. Such Addendum/subsequent changes shall be effective for all the applicants/candidates.
- 6.21 Canvassing or influencing the selection process is STRICTLY PROHIBITED and candidates involving themselves in such activities will not be Considered and Application will be REJECTED/TERMINATED
- 6.22 Marksheet based on CGPA system should be converted to Equivalent Percentage (%) Marks. Such candidates are required to only enter their Equivalent Percentage Marks in their Online Application.
- 6.23 No TA/ DA will be provided for attending the interview/ joining etc , irrespective of selection.
- 6.24 The Link for **Online** Submission is : <https://forms.gle/Y3dd5U28HhkZb5uF7>
- 6.25 The Link for Online Submission will be active from **07-Jan-2022 to 08-Feb-2022**
- 6.26 The Link for Online Submission is also available at Brahmaputra Board Website <https://brahmaputraboard.gov.in/>
- 6.27 Candidates are required to furnish the Online Form which consist of 4(four) Sections as under
- SECTION A : CANDIDATE PERSONAL DETAILS
  - SECTION B : CANDIDATE ACADEMIC DETAILS
  - SECTION C : CANDIDATE WORK or TRAINING EXPERIENCE DETAILS
  - SECTION D : UPLOADING (PASSPORT PHOTO, DOCUMENTS)
- 6.28 Instruction for Uploading Passport Photograph: The digital size of file should not exceed 300 KB each and must not be less than 20 KB
- 6.29 Instructions for Uploading Scanned Documents/certificates & Self Declaration Form: Applicants are required to upload scanned copy of documents/certificates. The documents should be in PDF format ONLY and size of each document should not exceed 1MB. All candidates are required to take print out of the self declaration form (refer Annex-I) and sign after which the scanned copy in PDF format with digital size less than 1MB is required to be UPLOADED in their Online Application candidates.
- 6.30 After filling details in all the required Modules/Section for the post, including uploading of documents and also uploading of the scanned photograph click on "SUBMIT" button. Only 1(One) application is required to be submitted by the candidate.

**7. Application Fees:** NIL, No fee is required for the application against this Advertisement.

**8. Service Conditions-** In addition to para 4 & 5 the candidate shall abide the following conditions

- 8.1 Duration of engagement: The initial term of engagement shall be for a period of six(6) months from the date of joining and subsequent extension(s) if any, shall be decided depending upon requirement and performance.
- 8.2 Working Period: The appointment of Young Professional (IT) would be on full -time basis and they would not be permitted to take up any other assignment during the period.
- 8.3 Declaration of Secrecy: The professionals may not, except with the previous sanction of Brahmaputra Board in the discharge of his/ her duties to publish a book or a compilation of articles or participate in a radio broadcast/ telecast or contribute an article or write a letter to any newspaper or periodical, either in his/ her own name or anonymously or pseudonymously in name of any other person. If such book, article, broadcast/telecast, uses any information

that he may gather as part of this engagement, without the prior approval of Brahmaputra Board

- 8.4 During the period of engagement with Brahmaputra Board, the professionals would be subject to the provisions of the Indian Officials Secret Act, 1923 and will not divulge any information gathered by him/her during the period of engagement to anyone who is not authorized to know/ have the same.
- 8.5 The professionals engaged by the Brahmaputra Board shall in no case represent or give opinion or advice to others in any manner which is adverse to the interest of Brahmaputra Board.
- 8.6 Termination Notice: Brahmaputra Board can cancel the engagement of a Young Professionals at any time without assigning any reason thereof. However, in normal course, it will provide 1(one) month's notice to the Professional. The Professional can also seek for termination of the Contract upon giving 1(one) month's notice to the Board.
- 8.7 Jurisdiction: The place for settlement for all disputes through negotiation, mediation, and referral and also through legal media would be Guwahati and decision of the Competent Authority of Brahmaputra Board shall be final and binding to the Young Professional (IT).
- 8.8 It is reiterated that the Young Professionals engaged is not a Government employee and therefore, parity and perks admissible to Government officials cannot be extended.
- 8.9 The Young Professionals would be provided working space for performing the Brahmaputra Board's work.
- 8.10 Expected outcomes/ Performance: Goals/ targets fixed by Board and performances thereto would be reviewed quarterly by the Controlling officer.
- 8.11 Allowances, Leave, TA DA and other service conditions: Casual Leave of 8 (eight) days in a Calendar Year on pro-rotta basis will be admissible. Absence beyond 8 (eight) days will result in Leave Without Pay (LWP), i.e . deduction from the monthly consolidated remuneration on pro-rata basis. Such an absence of LWP may-be permitted by the Controlling Officer of the Young Professionals.
- 8.12 TA, DA will be applicable as per the rates admissible for Level - 7 of pay matrix of 7th CPC, Government of India. No other allowance as remuneration will be admissible.
- 8.13 Competent Authority of Brahmaputra Board may provide upward pay revision varying between (3% to 7%) yearly in case of extension after completion of 1(one) year from the date of joining, but candidate have no right to claim such upward revision
- 8.14 Certificate of Professional services: Experience Certificate will be issued to the Young Professionals on satisfactory completion of their tenure and on submission of their Performance Report/ Paper and its evaluation by the Controlling Officer.

### Important Summary/Timelines

- The Link for Online Submission is : <https://forms.gle/Y3dd5U28HhkZb5uF7>
- Interested candidates may apply by submitting their application by ONLINE mode only latest by 08-Feb-2022.
- Applicants are advised to submit the application well in advance before the last closing date to avoid system failures. Brahmaputra Board will not be responsible for late submission of applications.
- Each Scanned document to be uploaded should be less than 800KB Size and total size of all merged documents should be restricted to less than 8MB
- Self Declaration and Undertaking Form is attached in this advertisement at **Annex-I**. All candidates are required to take printout of the same and sign and upload during their online application size should be less than 800KB
- The digital size of Passport Photo file should not exceed 300 KB each and must not be less than 20 KB
- All documents must be readable and legible
- For any information please contact 9101461947 on or before 03-Feb-2022



Secretary  
Brahmaputra Board

### Copy to:

1. PPS to the Chairman, Brahmaputra Board, Basistha, Guwahati-781029
2. PS to the Vice Chairman, Brahmaputra Board, Basistha, Guwahati-781029
3. Chief Engineer I & II , Brahmaputra Board, Basistha, Guwahati-781029
4. Dy. Financial Adviser, Brahmaputra Board, Basistha, Guwahati-781029
5. All Dy. Chief Engineer, Brahmaputra Board, for display in office notice board
6. All Superintending Engineer, Brahmaputra Board, for display in office notice board
7. All Executive Engineer, Brahmaputra Board, for display in office notice board
8. IT Cell for uploading in Brahmaputra Board website
9. Office Copy

**SELF DECLARATION/UNDERTAKING**

To be filled and signed by Candidates for the post of Young Professional (IT)  
Refer: Brahmaputra Board Advt No. **BB/12009/2021/06 Dt 07.01.2022**

I \_\_\_\_\_ hereby declare I have read and understood the contents of the advertisement for the post of Young Professional(IT) and that all the information given by me in this application is true and correct to the best of my knowledge and belief. I also note that if any of the above statements are found to be incorrect or false or any information or particulars have been suppressed or omitted there from, I am liable to be disqualified and my application may be cancelled.

I, hereby, undertake to present the original documents immediately upon demand by the concerned authorities of Brahmaputra Board

I agree and will comply with the selection process. I also agree that the Brahmaputra Board shall have the right to cancel my application or terminate my appointment.

**Signature:**

**Date:**

**Email:**

**Phone No:**

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*This form is required to be printed, duly filled and signed by the Candidates*

*After which scanned copy is to be uploaded in their online application*