

NATIONAL INSTITUTE OF HYDROLOGY
(A GOVT. OF INDIA SOCIETY UNDER MINISTRY OF JAL SHAKTI, DEPTT. OF
WATER RESOURCES, RIVER DEVELOPMENT & GANGA REJUVENTION)
JALVIGYAN BHAWAN, ROORKEE – 247 667 (UTTRAKHAND), INDIA

ADVT. NO. NIHR/ESTT./2025/01

Dated: 11.03.2025

Applications are invited for the following posts to be filled up on deputation basis in National Institute of Hydrology, Roorkee from Indian Nationals satisfying qualifications and experience as under:

Sl. No.	Post	Level in the Pay Matrix	No. of Post	Age
1.	Finance Officer	Level – 11 (Rs.67700-208700)	01	Not Exceeding 56 years.
2.	Admin. Officer	Level-9 (Rs. 53100-167800)	01	Not Exceeding 56 years.
3.	Assistant	Level-6 (Rs. 35400-112400)	03	Not Exceeding 56 years
4.	Senior Translation Officer/ Sr. Hindi Translator	Level-7 (Rs. 44900-142400)	01	Not Exceeding 56 years

NOTE:

1. 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 or the Central Govt. shall ordinarily not exceed 3 years.
2. The post carries the pay and allowances at Central Government rates.
3. The closing date for receiving applications will be 26.05.2025.

QUALIFICATIONS AND EXPERIENCE:

1. FINANCE OFFICER

Officer under the Central Govt./State Govt./Public Sector Undertakings/Semi-Govt./ Statutory/Autonomous Organizations/Societies and possessing a graduate degree from a recognized University and experience in Administration, Finance, Accounts, Audit, Budget and other financial matters.

- i. Holding analogous post on regular basis in Level-11 (Rs.67700-208700)
OR
- ii. With a service of 7 years in Level-9 (Rs.53100-167800)
OR
- iii. With a service of 8 years' in Level-8 (Rs.47600-151100)

2. ADMINISTRATIVE OFFICER

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).

3. ASSISTANT

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) of pay matrix
- OR
- ii) With 10 years' regular service in Level-4 (Rs. 25500-81100) of pay matrix.

4. SENIOR TRANSLATION OFFICER/SENIOR HINDI TRANSLATOR

a) Officers under the Central Govt./State Govt./UTs/Universities/Recognized Research Institutes/Public Sector undertakings/Autonomous Organizations:

- i) Holding analogous post on regular basis in the parent cadre or department;
- OR
- ii) Having three years' service in the grade rendered after appointment thereto on regular basis in the Level-6 (Rs. 35400-112400/-) or equivalent in the parent cadre or department, and
- b) Master's degree of a recognized University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at degree level.

OR

Master's degree of a recognized University or equivalent in any subject other than Hindi or English with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at degree level. **OR**

Master's degree of a recognized University or equivalent in any subject other than Hindi or English with Hindi and English as a compulsory or elective subjects of either or the two as medium of examination and the other as a compulsory or elective subject at degree level. **AND**

Recognized Diploma or Certificate Course in translation from Hindi to English and vice-versa or two years' experience of translation work from Hindi to English and vice-versa in Central or State Government Offices, including Government of India undertaking. **AND**

Having three years' service in the grade rendered after appointment thereto on regular service in the Level-6 (Rs.35400-112400) or equivalent in the parent cadre or department.

Desirable:

- (i) Knowledge at the level of Matriculation of a recognized Board or equivalent of one of the language other than Hindi mentioned in the English Schedule of the Constitution.
- (ii) Degree or Diploma in translation from Hindi or English and vice-Versa from a recognized University.

GENERAL CONDITIONS AND REQUIREMENTS:

1. Appointment on deputation will be on Foreign Service terms for a period of 3 years. The pay of officer selected for deputation will be regulated in accordance with the provisions contained in DOPT O.M. No. 6/08/2009-Estt (Pay-II) dated 17.6.2010.
2. Screening Committee can exercise discretion regarding fulfillment of experience criteria in the specified pay level and equivalence of pay level.
3. The Forwarding Authority while forwarding their applications should give / furnish the following certificate/ documents:
 - (a) Certified that the Information furnished in the application are correct from the service records of the candidates and found correct.
 - (b) Certified that no vigilance or disciplinary case is either pending or being contemplated.
 - (c) Certified that no minor / major penalty has been imposed on him/ her during the last ten years.
 - (d) Certified that no court case against him is pending in any court of law.
 - (e) APAR dossier for last 5 years.
 - (f) Cadre Clearance Certificate.
 - (g) Integrity Certificate
4. The concerned department/authority should also be confirmed that in the event of selection for the appointment, the officer concerned will be relieved of his duties as and when requested. The integrity of the officer should also be certified.
5. Applications not forwarded through Proper Channel will not be considered.
6. If the number of candidates is too large, considering the number of vacancy to be filled for a particular post, the Institute reserves the right to short list the candidates to be called for interview based on the eligibility criteria decided by the Screening Committee.
7. Applications in the prescribed format (Annexure-I) in duplicate along with self-attested copies of certificates, mark sheets and testimonials should reach "Senior Administrative Officer, National Institute of Hydrology, Jal Vigyan Bhawan, Roorkee- 247667 (Uttarakhand)" **on or before the 26.05.2025.**
8. The candidates called for interview will be paid TA as per Institute's Rules.
9. Recent passport size photograph should be pasted on the top right hand corner of the application.
10. Applications, which are not complete in all respects, are liable to be rejected.
11. The Director, NIH reserves the right to increase or decrease the posts or not to fill any or all the advertised posts without assigning any reason (s) thereof.
12. All the dispute/litigation, if any, will be subject to Roorkee (Uttarakhand) jurisdiction only.
13. Candidates are advised to visit the Institute website regularly for any updates regarding the recruitment of these vacancies.

Sd/-

SENIOR ADMINISTRATIVE OFFICER

PROFORMA FOR APPLICATION ON DEPUTATION AT NIH

1.	Name and address (in Block Letter)		Recent Passport size photographs
2.	Date of Birth		
3.	Name of present office		
4.	Date of entry into service		
5.	Current Post		
6.	Date of Retirement under Central/State Govt. Rules		
7.	Correspondence Address		
8.	Mobile No.		Alternate Mobile No.
9.	Email Id		

10. Educational Qualifications: _____

(a) (Starting from highest qualification to lowest. Enclose a separate sheet, duly authenticated by you signature, if the space below is insufficient)

Sl. No.	Educational Qualification	Name of Education Board/University

(b) Details of Training Programme attended:

Sl. No.	Details of Training Programme	Year of participation

10. Nature of present employment i.e., ad-hoc or Temporary or quasi-permanent or permanent.

11. Details of Employment, in chronological order

(Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

Ministry/Department	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale/Pay Level in the Pay Matrix	Nature of Duties (in detail)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the prescribed form duly support by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed /withheld.

Date:

(Signature of the candidate)

Address

.....

Certificate by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses education qualifications and experience mentioned in the vacancy circular. If selected he/she will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt....
- ii) His/Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) Cadre Clearance Certificate is enclosed.
- v. No major/Minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

**Countersigned
(Employer/Cadre Controlling Authority with Seal)**