

SPECIMEN COPY

Government of India
Central Water Commission
Godavari Circle

H.No. 11-4-648, R.No.304,
Krishna Godavari Bhavan
A.C.Guards, Hyderabad-4 Dated:
8th August 2014.

OFFICE MEMORANDUM

Subject: Offer of Appointment to the post of Skilled Work Assistant under Work-charged Establishment in Central Water Commission – Reg.

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Consequent upon his Selection for the post of Skilled Work Assistant, with reference to his application in response to the advertisement in the Employment News on 12-18th October, 2013 on recommendation of the Department Screening Committee the undersigned being the competent authority hereby offer to **XXXX (XYZ category) S/o YYYY**, for an appointment to the post of Skilled Work Assistant against **Reserved/Un reserved** post on Work charged Establishment in the Central Water Commission on purely temporary basis in the Pay Band (1) of Rs.5200-20200 with an initial Pay of Rs.5830/- with Grade Pay of Rs.1800/- per month plus other allowances at the rate as admissible under the relevant rules/provisions and subject to the conditions laid down in rules and orders governing the grant of such allowances in force from time to time.

2. **THE TERMS OF APPOINTMENT ARE AS FOLLOWS:**

- i) The appointment is purely temporary basis and until further orders.
- ii) His services will be terminated at any time by a month's notice given by either side, viz. the appointee or the appointing authority without assigning any reasons. The appointing authority however, reserves the right of terminating the services of the appointee forthwith or before expiry of the stipulated period of notice by making payment to him a sum equivalent to the Pay and Allowances for the period of notice or the unexpired portion thereof. In case he leaves the post before the completion of one month's notice, without permission, he will be himself liable to disciplinary action which may extend to recommending the authorities concerned that, he is not a fit person for employment under Government.
- iii) He will be on probation for 2(two) years from the date of appointment, which period may be extended at the discretion of the competent authority. On completion of probationary period satisfactorily, he will be considered for confirmation in the said post.

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- iv) In regard to Leave, Travelling Allowances, Contribution to General Provident Fund, Pension as per new Pension rules (NPS) and all other service matters connected with service conditions, he will be governed by the rules and orders in force from time to time and applicable to the branch of public service to which he may belong.
- v) He will be liable to be posted and transferred anywhere in India.

3. **THE APPOINTMENT WILL BE FURTHER SUBJECT TO:-**

- i) Production of Physical fitness certificate from the Competent Medical Authority viz. Civil Surgeon/District Medical Officer or a Medical Officer of equivalent status.
- ii) In accordance with the relevant rules in force in regard to the recruitment under the Govt. Of India :
 - a) No person who has more than one wife/husband living or who, having a spouse living, contracts a second marriage, though such marriage is void by reason of its taking place during the life-time of such spouse, shall be eligible for appointment to service, provided that the Central Government may, if satisfied that there are special grounds for so ordering, exempt any person from the operation of this rule.
 - b) No such person whose marriage is void by reason of its taking place during the life-time of his spouse or who has married to such a person whose wife/husband is living at the time of marriage shall be eligible for appointment in service under the Government of India has granted exemption to such a woman/man in accordance with this rule after being satisfied that there are special grounds for so ordering.
- iii) Taking of an Oath of allegiance/faithfulness to the Constitution of India (or marking solemn affirmation to the effect) in the prescribed form.
- iv) Before joining, the candidate should produce a Character Certificate from the Head of Educational Institution last attended by him or a similar certificate from the Employer if any, or from two Gazetted Officers/ District Magistrate / Sub – Divisional Magistrate.
- v) Verification of his Character and antecedents in the prescribed form by District Magistrate. Any adverse remarks would render him unfit for Government service.
- vi) He will be governed by the Sub-ordinate service disciplinary/control and appeal rules etc. as framed by Government of India from time to time.
- vii) **PRODUCTION OF THE FOLLOWING ORIGINAL CERTIFICATES:**
 - a) Certificate of Educational Qualifications, along with a set of attested copies.
 - b) Certificate of Age.
 - c) Caste Certificate to the effect that he belongs to Schedule Caste / Schedule Tribe /OTHER BACKWARD CASTE (OBC) in the prescribed proforma duly signed by the competent authority not below the rank of Tahsildar/Mandal Revenue Officer.
 - d) 3 (three) copies of Pass-port size photographs.
 - e) Relieving order from the present employer, if any.

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4. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he will be liable to removal from services or such other action as Government deem necessary.
5. If he/she accepts the offer on the above terms and conditions, he should communicate his acceptance to the Executive Engineer, Upper Godavari Division / Lower Godavari Division, CWC, Hyderabad within 21 days from the date of issue of this order, and report in the Office of the Executive Engineer, Upper Godavari Division / Lower Godavari Division, Central Water Commission, H.No.11-4-648, K.G.Bhawan, A.C.Guards, Hyderabad- 500 004 alongwith all original documents as per 3(vii) by due date for further posting orders. If no reply is received or the candidate / fails to report by the prescribed date/time, the offer will be treated as cancelled without any further information.
6. The appointment will take effect from the date he actually reports for duty.
7. No Travelling Allowance will be allowed for joining the post.

SD/-
(M.Ramesh Kumar)
Superintending Engineer
Godavari Circle

By Regd. Post with AD

To

(The Candidate address)

Copy to:-

1. The Chairman (Attn: Section Officer, Estt.XII), CWC, New Delhi.
2. The Chief Engineer, Krishna & Godavari Basin, CWC, Hyderabad.
3. The Executive Engineer, UGD/LGD/LKD/UKD CWC, Hyderabad/Pune for information and necessary action. A Photocopy of the Dossier of Shri XXXX is enclosed. On report of candidate the Original documents may be verified as per offer of appointment and returned after necessary entry is Service Book. The reposting orders may be issued with the permission of SE, GC/KCC under intimation to all concerned. Further, after joining service, necessary action may be taken for the verification of the Character and Antecedents of the candidate with the concerned District Collector.
4. Personal file/Service Book of person concerned

NOTE: Appointment orders are being posted to the respective address of selected candidates. If any candidate in the selection list does not receive it by 25.08.2014, the candidate may contact the Godavari Circle Office at Phone number: 040-23308646 and Krishna Co-Ordination Circle at phone number: 040-23308645 for further information.