

**Due to technical issues with the software, the online application server is currently non-functioning. Therefore, applicants must submit their application as hardcopy in the prescribed format, along-with all self-attested supporting/relevant documents, demand draft and 2 passport size photographs to the Sr. Admin officer NIH, Jal Vigyan Bhawan, Roorkee. All applications must be sent via speed or registered post only on or before 17 September 2024. The application received after due date will not be considered.**

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**NATIONAL INSTITUTE OF HYDROLOGY**  
(A Govt. of India Society under Ministry of Jal Shakti,  
Dept. of Water Resources, River Development & Ganga Rejuvenation)  
JALVIGYAN BHAWAN, ROORKEE – 247 667 (UTTARAKHAND)

**ADVERTISEMENT NO. NIHR/Estt./2024/02**

**Dated: 18.07.2024**

National Institute of Hydrology(A Govt. of India Society under Ministry of Jal Shakti, Department of Water Resources, River Development and Ganga Rejuvenation), Roorkee invites online applications for its Headquarters and Regional Centres at Guwahati, Belagavi, Patna, Kakinada, Jammu, Bhopal and Jodhpur or any part of the country where the Institute may set up offices/regional centres from Indian Nationals satisfying qualifications and experience under direct recruitment as per details given below.

Sl. No.	Name of Post	Pay Level in the Pay Matrix	Total No. of vacant post	Reservation				Age
				UR/ GEN	SC	OBC	EWS	
1.	Senior Research Assistant	Level-7 of Pay (Rs.44900-142400)	03	01	01	01	-	Maximum up-to 30 years
2.	Technician Grade III	Level-3 of Pay (Rs.21700-69100)	03	01	01	01	-	Between 18 to 27 years
3.	Lower Division Clerk	Level-2 of Pay (Rs.19900-63200)	05	02	-	02	01	Between 18 to 27 years
4.	Staff Car Driver (ORDINARY GRADE)	Level-2 of Pay (Rs.19900-63200)	02	01	-	01	-	Not exceeding 25 years (Relaxable for Government servants' up-to 40 years in accordance with the instructions or order issued by the Central Government).

**Note:** The number of posts in each category may increase or decrease.

UR- Un-reserved; SC- Scheduled Caste; OBC- Other Backward Class & EWS- Economically 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.

### **QUALIFICATIONS AND EXPERIENCE**

#### **(1) SENIOR RESEARCH ASSISTANT**

**Essential Qualifications:**

Bachelor's Degree in Engineering in Civil/Computer Engineering

**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

#### **(2) TECHNICIAN GRADE III**

**Essential:**

- 1) Passed High school with science from a recognized Institution/Board with 5 years experience in Electrical/Horticulture.

**OR**

- 2) National Trade Certificate (ITI) or equivalent with 3 years experience in the trade of Electrician/Computer Operator/Electronic Mechanic/Air conditioning/Horticulture
- OR**
- 3) National Apprenticeship Certificate with 2 years of experience in the trade of Electrician/Computer Operator/Electronic Mechanic/Air conditioning/Horticulture

### **(3) LOWER DIVISION CLERK**

#### **Essential:**

- 1) 12<sup>th</sup> class pass or equivalent qualification from a recognized Board or University;
- 2) Should have a typing speed of 35 w.p.m in English or 30 w.p.m in Hindi on computer. (35 words per minute and 30 words per minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).

### **(4) STAFF CAR DRIVER (ORDINARY GRADE)**

#### **Essential:**

- 1) 8<sup>th</sup> Class/standard pass.
- 2) Possession of a valid driving license for motor cars/heavy vehicles.
- 3) Knowledge of motor mechanics (The candidate should be able to remove minor-defects in vehicles)
- 4) Experience of driving a motor car for at least 3 years.
- 5) Working knowledge of English or Hindi.

**Desirable:** 3 year service as Home Guard/Civil Volunteers.

#### **General Instructions**

1. The candidates are required to apply through ONLINE only. The ONLINE option will remain open for a period of 30 days after publication in Employment News. For submission of applications through ONLINE mode, please visit Institute's Website: [www.nihroorkee.gov.in](http://www.nihroorkee.gov.in).
2. The print out of completed online application along with all relevant supporting documents duly self-attested addressed to the Senior Administrative Officer, National Institute of Hydrology, Jalvigyan Bhawan, Roorkee (Uttarakhand) must reach in the Institute within 10 days from the last date of online submission of application through Speed/Registered Post only.
3. 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.
4. No fee is required for the SC/ST/Divyang (PH) candidates applying against the post reserved category.
5. The Institute reserves the right to fill or not fill any or all the posts advertised.
6. Possession of the subscribed educational qualifications is must. Candidates with higher qualifications but without the prescribed qualifications shall not be considered.
7. The maximum age limit will be considered on the last date of receipt of applications.
8. 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.
9. Persons employed in Govt. Departments/Autonomous Bodies/Public Sector Undertakings/PSU's 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 send super-scribing on the top of the application "ADVANCE COPY".
10. The institute is free to restrict/change the criteria to call the eligible candidates for the written test/skill test as per response to the advertised posts.
11. NIH will screen all applications received before the closing date. Only screened in candidates would be invited for written test/Interview.
12. Experience/Essential Qualifications and age will be reckoned on the last date for submission of ONLINE Applications.
13. 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.

14. No correspondence will be entertained from the candidates regarding the eligibility, status of applications, postal delays, conduct and result of test etc.

#### **PROCEDURE FOR APPLYING ONLINE**

1. Candidates are first required to go to the NIH's website [www.nihroorkee.gov.in](http://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 2024/02" to open the Online Application Form.
2. 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.
3. 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.
4. 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.
5. The name of the candidate or his/her father/mother etc should be spell correctly in the applications as it appears in the 10<sup>th</sup> 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 online Application Form:**

Print the online application form along-with educational documents 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,  
JalvigyanBhawan,  
Roorkee 247667, Distt. Haridwar (Uttarakhand)**

#### **NOTE**

1. A4 size envelope of the Application form may be superscripted as "APPLICATION FOR THE POST OF .....)
2. Online application will only be entertained.
3. Applications without generation of acknowledgement slip online shall not be considered.

Sd/-  
Senior Administrative Officer

## PROFORMA FOR APPLICATION

### APPLICATION DETAILS

Advertisement No :	Adv. Date:
Post Applied For :	

### PERSONAL DETAILS

Name:	Father Name :	Space for photograph duly signed by the candidate
DOB:		
Place of Birth:		
Nationality:		
Email ID:	Alternate Email:	
Phone:	Alternate Phone:	
Correspondence Address:		
Permanent Address:		
Gender:		
Category:		

### ACADEMIC DETAILS

Course	Duration	Specialization	Board/Univer sity	Name of Institution	Year of passing	Marks %	CGPA

### ADDITIONAL QUALIFICATION

Course	Duration	Specialization	Board/Univer sity	Name of Institution	Year of passing	Marks %	CGPA

### WORK EXPERIENCE

Designation	Employer Name	Organization Type (Govt/Semi Govt/Pvt)	Joining Date	Leaving Date	Salary with Grade	Employment Nature (Permanent/ Contractual/ Temporary)	Major Responsibilities

### REFERRAL DETAILS

Referral	Designation	Affiliation	Contact Details with Email ID

**TRAINING DETAILS**

<b>National</b>					
Training Type	Topic Name	Name of the Institute	Sponsored by	Date From	Date To
<b>International</b>					
Training Type	Topic Name	Name of the Institute	Sponsored by	Date From	Date To

**LIST OF PAPERS PUBLISHED**

Title	Journals Name	Authors	Publication Type	Year of Publication	Paper Details

**List of Other Details**

Other Details	

**Payment Details**

DD Date:	DD Number
Bank And Branch:	Amount(INR):

**DECLARATION**

I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is found that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may summarily be rejected and employment terminated.

PLACE:

(SIGNATURE OF THE APPLICANT)

DATE:

**CHECK LIST OF SUPPORTING DOCUMENTS ATTACHED IN THE APPLICATION FORM**

I affirm that I have attached the following supporting self-attested documents and have signed at the appropriate places in the application form.

- Photo pasted and signed by me
- Two (2) recent passport size photo attached with application form
- Demand Draft of Rs. 100/- attached (If applicable)
- Address Proof (Aadhar Card/ Passport/Driving License and any other) attached
- Valid Caste Certificate issued by Central / State Government attached (if applicable)
- Certificate in support of claim of age relaxation (if applicable) attached
- Education qualifications (Mark sheets and certificate of Class X, Class XII, Bachelor, Master, Phd. etc if applicable) attached
- Employment details (if applicable) attached
- Documentary support for any other claim(s) made (if applicable) attached.

**PLACE:**

**(SIGNATURE OF THE APPLICANT)**

**DATE:**