

**GUIDELINES AND SELECTION PROCEDURE FOR DIRECT
RECRUITMENT IN GROUP 'B' AND 'C' POSTS 2020
OF
NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND
MANAGEMENT (NERIWALM)
MINISTRY OF JAL SHAKTI, DEPARTMENT OF WATER RESOURCES, RD &
GR, GOVERNMENT OF INDIA**

Direct recruitment involves selection of suitable persons in terms of knowledge, skill and aptitude from eligible persons outside the organization. Such selection process shall not only aim at inducting the best possible talent into the organization but shall also be fair, objective and transparent. It is, therefore, necessary that the entire recruitment process (each stage of recruitment) be carried out meticulously as per laid down rules and procedures and duly recorded so that the selection process is beyond any doubt. The guideline covers detail selection procedure for Direct Recruitment in Group-B and Group-C posts of NERIWALM. Various steps and relevant rules/procedures are enumerated in the succeeding paragraphs.

1.0 NOTIFICATION OF VACANCIES

Existing vacancies to be filled by direct recruitment by NERIWALM shall be notified in the institute's web site (www.neriwalm.gov.in) and to be advertised in Employment News/Rozgar Samachar. The vacancy notice shall also be displayed prominently on the notice board of NERIWALM. Closing date for receipt of applications from candidates in India shall be 60 days and for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Anadaman & Nicobar Islands of Lakshadweep and abroad shall be 67 days from the date of publication of advertisement as per approved recruitment rule. The essential qualification mentioned in the advertisement must be in accordance with the laid down recruitment rules. The advertisement/notification shall be designed and worded carefully and shall contain the following information:

- (a) Name of post with pay level.
- (b) Number of posts and number reserved for SC/ST/OBC/PH as per reservation roster.
- (c) Essential eligibility conditions like age, educational qualifications, experience etc. as per recruitment rules.
- (d) Complete postal address for forwarding of the application
- (e) Age relaxation admissible to SC/ST/OBC as per instruction of government of India from time to time.

2.0 SELECTION COMMITTEE

Selection Committees are committees constituted according to approved recruitment rule against each of the posts.

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3.0 SELECTION PROCEDURE FOR DIRECT RECRUITMENT

The Selection Procedure for direct recruitment will consists of following steps:

3.1 Screening of Applications for Eligibility

Screening is an initial process of reviewing bio-data and supporting documents submitted by applicants for short listing eligible candidates who meets the prescribed eligibility conditions as per recruitment rules for appearing next stage of selection process. The appointing authority shall screen and shortlist candidates eligible for appearing written examination. Screening shall be done either departmentally or through a Screening Committee, constituted by appointing authority, as per necessity. It shall be ensured that no applicant, who does not meet the minimum requirement of any of the eligibility criteria, be called for written test/skill test. At the same time, no candidate who otherwise meets the minimum requirement/eligibility criteria be left out.

Crucial date for determining eligibility will be the last date for receipt of application from candidates in India (other than A&N Islands and Lakshadweep). All applications are to be scrutinized in terms of age limits (minimum and maximum), minimum qualification and minimum essential experience prescribed in the Recruitment Rules. Provisional certificate for essential qualification may be accepted. No weightage shall be given for additional qualification other than those prescribed in the Recruitment Rules. Applications not fulfilling any of the minimum requirement of eligibility criteria as per recruitment rule shall be rejected during screening.

All eligible candidates shall be allotted distinctive roll numbers without considering category of the candidate (SC/ST/OBC/UR etc.) and called for the written test. The roll number shall be clearly mentioned in the call letter sent to the candidate. The call letter issued to applicants shall also contain the following:

- (a) Date, time, nature, duration and venue of the written test.
- (b) Documents to be submitted for verification.
- (c) Call letter to be produced in original at time of test.
- (d) Skill/trade test, if any (to be of qualifying nature only)
- (e) Time of reporting for test and rules for late entry and early departure from examination hall.
- (f) Likely duration of stay for selection procedure.
- (g) Intimation regarding admissibility of TA/DA to SC/ST candidates only.

3.2 Written Test

All those candidates, whose supporting documents are received within stipulated last date and fulfilled the essential eligibility criteria as per advertisement found after Scrutiny, may be called for written test, performance of which will be deciding merit of the applicants. The written test will commensurate with the educational qualification prescribed in the

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recruitment rules and appropriate for testing the knowledge required for the duties and job requirements of the post.

DoPT, Govt. of India vide OM F.No.39020/09/2015-Estt.B. and OM No. 390/20/01/2013-Estt(B) dated 9th October 2015 instructed to discontinue interviews at the junior level posts at Group 'B' (Non-Gazetted), Group 'C'. In accordance with the DoPT directives, marks obtained in written test only shall be deciding the merit and selection of candidates for a DR post (Groups 'B' non-gazetted and 'C').

The Head of the Institute, i.e. Director, NERIWALM will nominate suitable officer(s) either internal or external expert to prepare question paper and scheme of the tests. Question paper shall be prepared in English and will adequately cover areas of General Intelligence, English language, Quantitative aptitude, General awareness and domain knowledge. Utmost secrecy will be maintained in setting, printing, making copies, sealing and custody of question papers. Two or more sets of the question papers of equal difficulty level shall be prepared and one set to be randomly selected and used in the actual test. Answer keys shall also be prepared carefully for each set of question paper so as to ensure objective and uniform evaluation of the answer sheets and award of marks. Question-answer sheet will be used in written examination.

3.3 Skill Test

The Skill Test will help to judge special knowledge, capability of handling computer, software, equipment, communication skills, real-time problem solving and analytical skills of the candidate in desired and associated fields. It will comprise of job-related hands-on practices, technical knowledge and tools/techniques related to job profile.

“Skill test and physical test are different from interview and they may continue. However, these tests will only be of qualifying nature. Assessment will not be done on the basis of marks for such tests” (Ref. DoPT, Govt. of India vide OM F.No.39020/09/2015-Estt.B. and OM No. 390/20/01/2013-Estt(B) dated 9th October 2015).

Therefore, these tests will only be of qualifying nature and marks awarded for skill/trade test shall not be counted for deciding the merit of the candidate that is marks awarded for the skill test will not be added in total marks while preparing the merit list. Skill test would include typing test for Lower Division Clerk (LDC) as prescribed in recruitment rule. The tests applicable posts wise are given below:

Post	Type of Test
Accountant	Written Test
Junior Engineer (Civil)	Written Test
Laboratory Assistant	Written Test
Field Assistant	Written Test
Technical Assistant	Written Test
Lower Division Clerk (LDC)	Written Test and Skill Test

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3.4 Structure of Written Test

3.4.1 Structure of written test for the posts of Accountant, Junior Engineer (Civil), Laboratory Assistant, Field Assistant and Technical Assistant

Category	Maximum Marks	Time Allotted
General Intelligence, Reasoning and Aptitude	20	02 hours
General Awareness	10	
General English	10	
Questions relevant to the work profile of the post OR domain knowledge.	60	
	100	

3.4.2 Structure of written test for the post of Lower Division Clerk (LDC)

Category	Maximum Marks	Time Allotted
English Language (Basic Knowledge)	25	02 hours
General Awareness	25	
Reasoning abilities /General Intelligence	25	
Mathematical abilities/Quantitative Aptitude (Basic Arithmetic Skill)	25	
	100	

3.5 Knowledge relevant to the work profile of the post OR domain knowledge

Post	Knowledge relevant to the work profile of the post OR Domain knowledge
Accountant	Knowledge of accounting system applicable to autonomous bodies, General Financial Rules, FR-SR, bank reconciliation statement, preparation of annual account, budget, knowledge of PFMS.
Junior Engineer (Civil)	Building Materials and Construction, Estimating and Costing, Engineering Drawing, Surveying, Soil Mechanics, hydraulics, Irrigation Engineering, Transportation Engineering, Environmental Engineering, Concrete Technology, RCC Design and Steel Design, Auto CAD, GIS and Remote Sensing.
Laboratory Assistant, Field Assistant, Technical Assistant for Water Resources Engineering	Hydrology, Irrigation Engineering, Water Resources Engineering and Management, Hydraulics, Auto CAD, GIS and Remote Sensing.
Laboratory Assistant for Agricultural Science	Soil Science, Agronomy, Soil Chemistry, GIS & Remote Sensing.

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3.6 Skill test for Lower Division Clerk as per Recruitment Rule

The Skill Test will be of qualifying nature only. Assessment will not be done on the basis of marks for such tests (DoPT OM No. 39020/09/2015-Estt.B). Candidates, who appeared the Written Test and qualify the Skill Test, will only be considered for selection. Skill test as prescribed in the approved Recruitment Rule for Lower Division Clerk (LDC) is given below:

Post	Skill Test as per Recruitment Rule
Lower Division Clerk (LDC)	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 correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word.

3.7 Preparation of Merit List/Selection list

A final list in the order of merit of all candidates who completed the written test and qualified skill test (applicable for LDC), indicating the total marks obtained by them will be prepared and signed by the members of Selection Committee, who shall also certify that none of the candidates are related to any of them in any manner. No extra marks or special weightage are to be given for any higher qualifications than prescribed in the recruitment rules. In case where two or more candidates secure equal marks in written test, the elder candidate (i.e. Date of Birth seniority be followed) be given preference over others. All answer sheets shall be retained by the Establishment of NERIWALM as per records retention schedule of the Govt. of India.

4.0 PROCEDURE FOR CONDUCT OF WRITTEN EXAMINATION TO ENSURE FREE AND FAIR SELECTION PROCESS

4.1 Setting of Question Paper

- 1 NERIWALM will set the question paper as per format mentioned above and conduct examination as per procedure laid down to ensure free and fair selection.
- 2 Question paper must conform to the syllabus, wherever such syllabus has been prescribed, otherwise it shall be related to subject domain.
- 3 The question paper must indicate the duration, subject/paper, full marks, distribution of marks for each question/part of the questions, number to be attempted, and compulsory questions, if any.
- 4 Question paper will be objective type, prepared in English language and in two sets for random selection. Question paper and answer script will be same and there will be no separate answer script.
- 5 While setting question paper, instructions regarding type of questions, number of sets, language etc. to be clearly mentioned.
- 6 Answer key of the objective type question paper must be provided by the paper

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setter in an envelope with sealed cover, indicating details of the post for which the set made, set number, etc.

- 7 NERIWALM to arrange the required number of copies of question papers, sealed and hand over the same to the Presiding Officer. Absolute confidentiality to be maintained while setting/making copies of the question papers to guard against leakage.

4.2 Conduct of Examination

1. Director, NERIWALM will nominate one officer of the institute not below the rank of Deputy Director (Admin) as Presiding Officer to conduct the written examination.
2. The Presiding Officer may appoint invigilators who must be Group-A officers.
3. The Sealed packets containing question papers shall be opened by the Presiding Officer in presence of 2 (two) candidates and their signature obtained on the body of the sealed packets.
4. Question papers will be distributed to the invigilator in-charge of each room keeping proper account of the same.
5. Before distributing the answer scripts, it may be ensured that question/answer booklet is stamped. The question/answer booklet shall be stamped and signed by invigilator of the examination hall concerned. Before issue of additional pages (for calculation purpose only) it must be stamped and signed by the invigilator.
6. Invigilator in-charge of each hall will get the attendance sheets signed by the candidates and collect the Identification memo/Admit Card/Aadhaar Card from each examinee.
7. Candidates to be directed to write their Name, Roll no., Examination details etc. and sign in every pages of the question/answer booklet.
8. Candidates to be advised to submit the question/answer booklet along with the additional sheet, if issued for calculation purpose.
9. If there is any complain of outside interference or mass copying etc. it should be brought to the notice of the competent authority. In case of any law and order problem, matter should be reported to local police.
10. At the end of the examination, the question/answer booklet shall be counted and tallied (room-wise) with the attendance sheet and a consolidated statement prepared. All blank spaces in the answer scripts shall be scored off / penned through.

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11. The used question/answer booklet shall be sealed by the Presiding officer in presence of at least two invigilators with their signature.
12. The attendance sheet, un-used question/answer booklet, un-used additional sheets etc. shall be sealed in a separate packet.
13. The Presiding Officer will submit a report certifying that the examination has been conducted smoothly as per schedule. In case of any delay the Presiding Officer shall record the same with reason. Any untoward incident happened during the examination shall also be reported to the Director, NERIWALM.

4.3 Evaluation of Question/Answer Booklet

1. Evaluation to be done by an officer specifically nominated by competent authority, i.e. Director, NERIWALM.
2. Question/Answer booklet without the candidate details like his name, roll no signature etc. shall be disqualified and reported to the competent authority.
3. Marking shall be done in the indelible ink/ball point pen.
4. Evaluator must not use a lead-pencil.
5. Marks once assigned shall normally not be corrected. Erasing / overwriting is strictly prohibited. Should it become absolutely necessary to incorporate any correction, the originally assigned marks shall be neatly scored off with due initialing each such correction, and fresh mark assigned.
6. The evaluating officer shall allot the marks against each question / part thereof attempted by the examinee.
7. Marks to be allotted for each question / part thereof keeping in view the total marks allotted for each question / part thereof.
8. Total number of questions to be attempted shall be rechecked before totaling the marks.
9. If excess answers have been given, the question last attempted shall be ignored unless that is a compulsory question. In such case the last question attempted from the optional part shall be ignored.
10. Totaling of marks scored shall be re-checked and signed by the evaluating officer.
11. The top-sheet provided in the question/answer booklet shall contain question-wise mark scored by the candidate.

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12. The marks have to be awarded strictly based on answer key provided for evaluation. No grace marks are allowed.
 13. No rounding off is allowed in respect of fractions / decimals. The aggregate also shall be left as such without rounding off.
 14. The evaluated answer sheets to be submitted to the Director, NERIWALM and shall be retained by the Establishment of NERIWALM as per records retention schedule of the Govt. of India. In case there is some complaint / court case then the answer books will be retained till final disposal of the complaints / court case on specific advice from CVO's office.
 15. The evaluating officer will make out a separate statement of marks indicating the name and address of the candidate and total marks obtained on a separate sheet and submit the same to the Director, NERIWALM in a sealed cover.

5.0 FINAL SELECTION AND DECLARATION OF RESULT

1. Final selection/merit list will be prepared from the list of qualified candidates as given in the guidelines in detail and placed before the Selection Committees as per approved Recruitment Rules. The Selection Committee will recommend the final selection/merit list for appointment in order of merit to the Appointing Authority i.e. Director, NERIWALM. Final selection/merit list shall be published in the institute website: www.neriwalm.gov.in.
2. There will be no interview for Direct Recruitment in Group-B and Group-C posts as per DoPT OM No. 39020/09/2015-Estt.B and No.390/20/01/2013-Estt (B) dated 9th October 2015.

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