



Last date for receipt of application: 03.05.2017

Advertisement No. 1 of 2017

Applications on prescribed form are invited from the eligible Indian Citizens for recruitment to the following temporary posts of Group-B in BBMB on Contract Basis for 1(one) year extendable as per requirement on lump-sum payment/fixed emoluments. The format of prescribed application form is hoisted on the web site of BBMB www.bbmb.gov.in. The candidates are advised to strictly use this format of the application form only otherwise their application will be rejected. The number of posts may vary to any extent depending upon exigency, either way (increase or decrease) including complete withdrawal. The candidate should invariably mention on top of the Application form the word – **Advt. No., Name and category of the post applied for:-**

Sr. No.	Title of Post	Total No. of Posts	Category		Lump-sum emoluments/ Pay	Age as on 03.05.2017 (closing date of application)
			Gen	OBC		
1	2	3	4		5	6
1	Law Officer Gr. II	4	3	1	34900	Between 18 years to 35 years (upper age can be relaxed as per rules)

Abbreviations: Gen=General, OBC-Other Backward Class

The minimum educational / other qualifications and minimum experience (if required) are as under:-

1	Law Officer Gr. II	Minimum 50% marks in Graduation in Law with 3 years Professional Course from Recognized University/Institute. Or 5 years' experience as UDC/Senior Assistant with 50% marks in Graduation in Law with 3 years Professional Course from Recognized University/Institute.
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2. IMPORTANT NOTES

- 1) Applicants may download the application form along with Instructions Sheet from the **BBMB website www.bbmb.gov.in**. (a) Each application should be accompanied by non-refundable application fees of Rs. 800/- (for Un-reserved/OBC Category) by IPO/ Demand Draft (issued after the date of advertisement) drawn in favour of **Sr. Accounts Officer, BBMB, Chandigarh payable at Chandigarh**. (b) No fee shall be charged from Ex-Servicemen, if they are not released from the Army at their own request, but their dependents are required to pay the fee, as applicable. (c) No fee for SC/ST/PH/Women Candidates of any community. No "**fee exemption**" is available to OBC male candidates and they are required to pay the full prescribed fee.
- 2) The applicant must possess the certificate regarding minimum prescribed qualification and knowledge of the Trade/experience (wherever applicable) on the closing date for receipt of applications.
- 3) Departmental Employees are also eligible to apply if they possess the requisite qualification as mentioned above. Serving Government employees should send copy of their application form through proper channel before closing date.
- 4) Application form complete in all respect along with enclosures must reach the office of the undersigned **By Registered Post/Speed Post/Courier (from applicant's address as mentioned in the application form)** on or before **03.05.2017 up to 1600 hours**. Applications received late will not be considered. This office would not be responsible for any postal delay and the applicants are advised to apply well in advance. **No application shall be received by hand or in person or by ordinary post.**
- 5) The applicant should clearly specify the post applied and his/her mailing address on the envelope while sending his/her application form as per para (4) above.

GENERAL TERMS AND CONDITIONS:-

1. The candidate who is in service will have to produce **No Objection Certificate** from his/her Head of Institution/employer at the time of interview otherwise he/she will not be allowed to join in BBMB.
2. **Submission of incomplete application i.e. without copies of testimonials of prescribed minimum educational qualification as per advertisement, experience certificate (if required), Date of Birth certificate, reservation proof (If claimed) and application fee etc. may render the candidate ineligible.**
3. Number of posts are liable to increase or decrease either way, including complete withdrawal.
4. The applications received after the closing date will not be considered.
5. The benefit of reservation, including the benefit of relaxation in upper age limit in respect of Candidates belonging to reserved category, will be in accordance with the orders issued by the Central Government from time to time in this regard.
6. **In case the post of particular category (SC/ST etc.) is not available then these candidates can apply under General/UR Category after depositing full fees payable for General Category.**

SPECIAL INSTRUCTIONS

1. The prescribed essential qualifications are minimum and mere possession of the same does not entitle a candidate to be called for interview. The applicant must possess the minimum Prescribed Qualification on the Closing Date for receipt of applications. If the number of applications received in response to this advertisement is large and it is not convenient or possible for the Centralized Staff Selection Committee to interview all the candidates, the Centralized Staff Selection Committee may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by holding a screening test or by any other method devised by the Centralized Staff Selection Committee whose decision in the matter shall be final.
2. The decision of the Centralized Staff Selection Committee in all matters relating to eligibility, acceptance or rejection of application, mode of selection, etc. will be final and binding on the candidates and no enquiry or correspondence/ communication oral or written shall be entertained in this behalf.
3. Serving Government employees should send their application form well in time through proper channel and these must reach this office by the closing date for receipt of applications. They may, however send an advance copy direct to the Member Secretary, Centralized Staff Selection Committee (CSSC), BBMB Head Office, Chandigarh. Their advance application will be considered only if their applications are received through their respective Head of Department with the No Objection Certificate.
4. The selected candidates are liable to be posted anywhere within the jurisdiction of BBMB.
5. Canvassing in any form will disqualify the candidate.

GENERAL INSTRUCTIONS

1. A candidate whether belongs to General category or reserved categories can submit only one application for a particular post. Application Form complete in all respect duly filled in by the candidates in their own handwriting in Capital Letters and signed in the specified space along with the enclosures must reach the office of the undersigned **By Registered Post/Speed Post/Courier (from applicant's address as mentioned in the application form)** on or before **03.05.2017 up to 1600 hours**. Applications received late will not be considered. This office would not be responsible for any postal delay and the applicants are advised to apply well in advance. **No application shall be received by hand or in person or by ordinary post except in case of already in-service candidates through proper channel.** All the columns of the Application Form should be filled in.
2. The applicant should clearly specify the post applied and his/her mailing address on the envelope while sending his/her application form as per Para (1) above.

3 Relaxation in Age

The applicant must fulfill the age requirement as on 03.05.2017. The upper age is relaxable (a) up to 5 years for SC/ST candidates & up to 3 years for OBC candidates in respect of vacancies reserved for them. (b) up to 35 years (up to 40 years for members of SC/ST) for widow/legally separated/divorced women (c) to the extent of 5 years for physically handicapped persons on production of Medical certificate from the Competent Authority (d) in case of Ex-servicemen, as per Central Government Recruitment Rules, DOPT No. 15012/2/2010-ESTT.(D) dated 27.03.2012 as amended from time to time & (e) to the extent of 5 years for persons already in the employment of Central /State Government or their Undertakings/Autonomous Bodies/Boards/ Corporations.

4 Reservation of posts

a) In the case of reserved category candidates, the benefit of age relaxation and fee concession (wherever applicable) will be available only to the candidates possessing the reservation certificate issued by the Competent Authority including those as notified by the Central/State Government from time to time.

b) Candidates seeking benefit of the age relaxation / fee concession under Ex-servicemen quota will include Ex-servicemen himself, his sons and unmarried daughters or daughter-in-law in case no other member of the family has availed the benefit as notified in Central Government Recruitment Rules as amended from time to time. Dependent of such Ex-servicemen will have to produce a certificate of Dependency from the District Sainik Welfare Board, in the prescribed proforma.

c) Persons applying under orthopedically handicapped category having minimum 40% or more Physical defect and deformity as certified/issued by competent authority (Civil Surgeon/PGIMER/Govt. Hospital/Main General Hospital) shall only be eligible for the benefit of age relaxation as permissible under the rules of Central Government.

NOTES

- i) No TA/DA or other expenses will be paid for appearing in the test(s) and/or interview.
- ii) The selected candidates will be initially appointed on contract basis for 1 (one) year till the joining of regular staff from partner states. They shall be governed by the Terms & Conditions mentioned in the Appointment letter.
- iii) An application form will be summarily rejected in the following events and no correspondence shall be entertained in this regard:-
 - a) If a candidate makes more than one application for a particular post or submits same application form for more than one post/category.
 - b) If the application is not accompanied by prescribed fee/**unsigned**/incomplete/name of post not specified/not accompanied by copies of documents/ required documents not attached.
 - c) If the application is received after the closing date.

Sd/-
Member Secretary
Centralized Staff Selection Committee
BBMB Secretariat, Madhya Marg, Sector-19-B,
Chandigarh-160019



BHAKRA BEAS MANAGEMENT BOARD



Application No. Series to be allotted

APPLICATION FORM FOR THE POST OF LAW OFFICER GR. II

Advt. No. 1/2017 (Last Date 03.05.2017)

1. Name of the Applicant (In Block letters) _____
(As per Matric / Hr. Secondary or any equivalent exam certificate)

2. Father's Name/Mother's Name _____
(In Block letters)

3. Date of Birth (DD-MM-YY)

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4. Age as on 03-05-2017 (Closing date of application) Years ___ Months ___ Days ___

5. Name & Complete Correspondence Address _____
(in BLOCK Letters) _____
Pin _____

**Paste
Passport
Size
Photograph**

Phone No.(with STD Code) _____ Mobile No. _____ (Mandatory)

E-mail I.D. _____ (Mandatory)

6. Permanent Address: _____
Pin _____

7. Fees: **(Cheque/Cash not Acceptable)** Demand Draft/IPO No. _____ Dated _____ Drawn on _____
Name of the Bank/Post Office) _____ Amounting to Rs. _____ (in favour of Sr. A.O. (Payments), BBMB,
Chandigarh, Payable at Chandigarh.

8. Preference of language: English/Hindi _____

9. Nationality _____

10. Religion _____

11. Category: (General/SC, OBC/EXSM/Physical Handicapped/Sportsman(Attach Certificate issued by the Competent Authority wherever applicable)

12. Sex (M/F) _____

13. Educational/Technical Qualifications (Attach Attested copies of Certificates/ Detail Marks-Sheet/Degree)

Exam Passed	Name of School/Univ./ Board	Year of passing	Subjects	Max. marks	Marks obtained	Divn.	%age of marks

14. Experience if any:(Attach Attested copies of Certificates)

From	To	Duration	Brief Details

15. Are you married/unmarried/widower/widow/divorcee? _____

16. Have you ever been dismissed from Govt. service or convicted by a Court of Law? (Y/N) _____

17. Have you ever worked in B.B.M.B. for the post applied for or on any other post? If so, please furnish details of service rendered and date of discharge, etc.

18. Have you ever undertaken Apprenticeship Training under Apprenticeship Act,1961 in BBMB? If so, give details and attach certificates.

19. The application must contain the following self-attested documents:-

a) **1)** Age Proof **2)** Education/Technical Qualification **3)** Reservation Proof, if claimed **4)** No Objection Certificate, if you are in Government Service **5)** Complete Discharge Book/Certificate in case of ex-serviceman **6)** Experience Certificate (if required).

b) Latest Character Certificate issued by a Gazetted Officer/Sarpanch/Municipal Councilor (Active) **in original.**

c) Three identical latest Passport size Photographs duly attested by a Gazetted Officer (one to be pasted & the other to be attached with the Form)

20. I solemnly declare and affirm that the information given above is correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligible being detected before or after the interview/ selection /appointment, my candidature may be cancelled and action can be taken against me by the Board.

NOTE:-

- Please read the instructions attached with the Application Form carefully before filling in each column.
- The Application shall be rejected if the Name of post is not specified/Incomplete /Un-signed / not accompanied by attested copies of documents/Application fee not paid/ required documents not attached.

21. Documents attached _____pages duly Serial Numbered.

Place:
Date:

Signature of the applicant