



Government of India
MAHANADI WATER DISPUTES TRIBUNAL
Ministry of Jal Shakti
Department of Water Resources
River Development & Ganga Rejuvenation

4TH Floor, 'A' Wing, Janpath Bhawan, Janpath, New Delhi-110001
TeleFax-011-23711487

No. F.2/MWDT/Admn./Rectt./57

Date: 20th April,2026

CIRCULAR

Applications are invited from eligible candidates for filing-up of two posts of Court Master, one post of PPS (Principal Private Secretary -) Group A, and one post of Personal Assistant Group-B which are vacant and likely to be vacant soon, to be filled up on deputation/ re-employment basis in Mahanadi Water Disputes Tribunal from the employees/officers from Central Govt ./ U.T. / State Governments/P.S.U, on terms and conditions of deputation, as contained in DoPT OM No.2/29/91-Estt. (Pay II), dated 17th June, 2010 (or as amended from time to time) And in respect of re-employment, employees/officers retired from Central Govt./U.T./State Governments/P.S.U on terms and conditions of re-employment issued vide DoPT O.M. No. 3/03/2016-Estt.(Pay II) dated 01.05.2017 (or as amended from time to time):

| Sl. No | Name of the post | Number of post | Pay Level in Pay Matrix |
|---------------|---------------------------------------|-----------------------|--------------------------------|
| 1. | Court Master | 02 | Level - 11 |
| 2. | Principal Private Secretary (Group A) | 01 | Level-11 |
| 3. | Personal Assistant | 01 | Level - 6 |

A. 1. Court Master On deputation basis :- A Graduate from recognized University or equivalent having a speed of 120 words per minute in shorthand; holding analogous post on regular basis OR holding a post in Level 10 of the 7th CPC Pay matrix (or equivalent) with five years regular service in the grade Or in pay band of Rs.15600-39100 with the Grade Pay Rs.5400/-(6th CPC) with atleast five years of regular in the Grade Or officer with 6 years of regular service in level-8 of 7th CPC pay matrix Or having 10 years of regular service in Level- 6 of the pay matrix. *And possessing of at least 3 years experience of Establishment Administration and Account etc. of the Government Establishment.*

B. 2. Principal Private Secretary (PPS) On deputation basis :- A Graduate from recognized University or equivalent having a speed of 120 words per minute in shorthand; holding analogous post on regular basis OR holding a post in Level 10 of the 7th CPC Pay matrix (or equivalent) with five years regular service in the grade Or in pay band of Rs.15600-39100 with the Grade Pay Rs.5400/-(6th CPC) with at least five years of regular in the Grade Or officer with 6 years of regular service in level-8 of 7th CPC pay matrix Or having 10 years of regular service in Level- 6 of the pay matrix. Preference shall be given to person having good knowledge in computer.

C. 3. Personal Assistant (PA) on deputation basis. A Graduate from recognized University or equivalent having a speed of 100 words per minute in shorthand; holding analogous post on regular basis OR holding a post in Level 5 of the 7th CPC Pay matrix (or equivalent) with six years regular service in the grade Or in pay level-4 of 7th CPC pay matrix Or having 10 years of regular service in the Level.

D. [Note; period of deputation/contract including the period of deputation/contract in another ex-cadre post held immediately preceding the appointment in the same or some other Organization/department of the Central Government shall ordinarily not exceed 3 years or till the life of the Tribunal or till further orders whichever is the earliest. The maximum age limit for appointment by deputation shall not exceed 56 years.

FAILING WHICH ON - Re-employment:- Refer the Recruitment Rules for the post enclosed herewith.

FAILING WHICH - ON Direct recruitment on contract basis. Refer the Recruitment Rules for the post enclosed herewith.

**** Person applying for the post should have good knowledge in working on computer (word, excel, power point etc.), knowledge in Legal affair (desirable).**

The applicants should clearly indicate (as per Annexure form) in their bio data i.e name, father's name, date of birth, date of superannuation(if VRS attach last office certificate), present designation with pay scale, post held on regular basis with date and pay scale, name of the superannuation department with address, email & telephone number, service / experience in chronological order, educational / technical/special qualification, training if any undergone and any other information relevant to the post, with the declaration of completeness and correctness of application and declaration that he will not be allowed to withdraw his candidature once selected for the post.

- The person selected for appointment will not be eligible for Govt. accommodation during the period of deputation / Re-employment in this Tribunal.

- The respective officer / department while forwarding the applications of the candidate(s) for deputation should clearly certify the particulars along with CR dossiers for preceding 5 years and enclose the list of major/minor penalties imposed (if any) together with Vigilance/Disciplinary clearance.

- Person applying for more than one post should submit separate application for each post of the post(s).The application(s) should reach to "The Registrar, Mahanadi Water Disputes Tribunal" at above mentioned address within 30 days from the date of publication of this advertisement in the Employment News.

Registrar

TO BE FILLED BY THE APPLICANT

PHOTO

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|-----|--|---------|--------------------|------|-----|--------------|--|------------------|
| 1. | Name | | | | | | | |
| 2. | Father's Name | | | | | | | |
| 3. | Date of Birth | | | | | | | |
| 4. | Date of superannuation/relieved from the service (on attaining the age of superannuation) | | | | | | | |
| 5. | Designation & Pay/ Grade | | | | | | | |
| 6. | Post holding on regular basis and w.e.f. | | | | | | | |
| 7. | Pay Scale on regular basis w.e.f. | | | | | | | |
| 8. | Name of the Department (Retd/Service) Office complete address with contact Number for correspondence | | | | | | | |
| 9. | Educational / Technical Qualification | | | | | | | |
| 10. | Experience / Training Undergone | | | | | | | |
| 11. | Speed of Shorthand | | | | | | | |
| 12. | Knowledge of Computer | | | | | | | |
| 13. | Any Other Information if any | | | | | | | |
| 14. | Service Particular in chronological order point wise | Srl. No | Post Held & Office | From | To | Scale of Pay | Nature of appointment (Substantive/officiating/Ad-hoc) | Nature of Duties |
| | | (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| | | | | | | | | |
| 15. | Present Address | | | | | | | |
| 16. | Complete Address, Email and contact Nos. | | | | | | | |

Declaration:

I hereby declare that all the statement made in this application are true, complete and correct to the best of my knowledge and belief, I shall not withdraw my candidature once I am selected for the post.

Signature of the candidate

(Please NOTE if applying on deputation basis. **'TO BE FILLED IN BY FORWARDING AUTHORITY'**)

It is certified that particulars given above are correct as per service records and the officer will be relieved for appointment on deputation basis. His/her application is forwarded along with 1.Vigilance Clearance Certificate and 2. C.R. Dossiers (for last 5 year).

[Note: Separate sheet (s) to be filled and attached]

Recruitment Rules for the post of Court Master (For the Tribunals established under ISRWD Act, 1956)

| Name of the post | Number of Posts | Classification | LEVEL in the PAY MATRI X | Whether Selection or Non-Selection post | Age limit for direct recruits | Educational and other qualification required for direct recruits | Whether age and educational qualification prescribed for direct recruits will apply in the case of promotions | Period of Probation, if any | Method of recruitment whether by direct or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods | In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made | If a Departmental Committee exists what is its composition | Circumstances in which Union Public Service Commission is to be consulted in making recruitment |
|-------------------|-----------------|--|--|---|--|---|---|-----------------------------|---|---|--|---|
| 1 Court Master | 2 | 3 General Central Service Group 'A' Ministerial | 4 Level 11 in the 7 th CPC PAY MATRI X | 5 Selection on Merit | 6 Up to 45 years as on the date of advertisement of vacancies. Relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-servicemen, and other special categories of persons in accordance with the orders issued by the Central | 7 Essential: A Graduate from recognized University or equivalent having 120 words per minute in shorthand. | 8 Not Applicable | 9 Not Applicable | 10 By Deputation falling which by re-employment falling which by contract (including short-term contract) falling which by Direct recruitment. | 11 Deputation (including short term contract) Officer under the Central Government/ State/ Government/ UT/ PSUs/ Autonomous/ Semi-Government/ Statutory Organisations etc. (i) A Graduate from recognized University or equivalent having 120 words per minute in shorthand. AND (ii) Holding analogous post on regular basis OR holding the post in Level 10 of the 7 th CPC Pay Matrix or in the pay band of Rs. 15600 - 39100/- + GP Rs. 5400/- (6 th CPC) with five years regular service in the grade OR Holding a post in Level 8 of the 7 th CPC Pay Matrix or in the pay band of Rs. 9300 - 34800/- + GP Rs. 4800/- (6 th CPC) with six year regular service in the grade OR holding the post in Level 6 of the 7 th CPC Pay Matrix or in the pay band of Rs. 9300-34800/- + GP Rs.4200/- (6 th CPC) with ten years regular service in the grade AND (ii) Possessing of at least 3 years' experience of Establishment Administration and Account etc. of the Government establishment .Note:Period of deputation/ contract including the period of deputation/ contract in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ | 12 To be decided by Chairman of the Tribunal | 13 Not Applicable |

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Recruitment Rules for the Post of Principal Private Secretary (For the Tribunals established under ISRWD Act, 1956)

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|-----------------------------|-----------------|--|------------------------------------|--|---|--|---|-----------------------------|---|---|--|---|
| Name of the post | Number of Posts | Classification | LEVEL in the PAY MATRIX | Whether Selection post or Non-Selection post | Age limit for direct recruits | Educational and other qualification required for direct recruits | Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes | Period of Probation, if any | Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods | In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made | If a Departmental Committee exists what is its composition | Circumstances in which Union Public Service Commission is to be consulted in making recruitment |
| Principal Private Secretary | 3 | General Central Service Group 'A', Ministerial | Level 11 in the 7th CPC PAY MATRIX | Selection on merit | Up to 45 years as on the date of advertisement of vacancies. Relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-servicemen, and other special categories of persons in accordance with the orders issued by the Central | A Graduate from recognized University or equivalent having a speed of 120 words per minute in shorthand. | Not Applicable | Not Applicable | By Deputation falling which by re-employment falling which by contract (including short-term contract) falling which by Direct recruitment. | Deputation (including short term contract) Officer under the Central Government/ State/ Government/ UT/ PSUs/ Autonomous/ Semi-Government/ Statutory Organisations etc. (i) a Graduate from recognized University or equivalent having a speed of 120 words per minute in shorthand; AND (ii) Holding analogous post on regular basis OR holding a post in Level 10 of the 7th CPC Pay Matrix or in the pay band Rs. 15600 - 39100/- + GP Rs. 5400/- (6th CPC) with five years regular service in the grade OR Holding the post in Level 8 of the Pay Matrix or in the pay band of Rs. 9300 - 34800/- + GP 4800 (6th CPC) with six years regular service in the grade OR Holding a post in Level 6 of the Pay Matrix or in the pay band of Rs. 9300-34,800/- + GP 4200 (6th CPC) with ten years regular service in the grade. Note: Period of deputation/ contract including the period of deputation/ contract in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ Department of the Central Government shall ordinarily not exceed 3 years or till the life of the Tribunal or till further orders whichever is earliest. | To be decided by Chairman of the Tribunal | Not Applicable |

| | | | | | Government from time to time in this regard. | | | | | | | | | | |
|---|--|--|--|--|---|--|--|--|--|--|--|--|--|--|--|
| <p>The maximum age limit for appointment by deputation including short term contract shall not be exceeding 56 years.</p> <p>FALLING WHICH</p> <p>Re-employment: Officers retired from the Central Government/ State Government/ UT Govt. Including State Judicial Services/ PSUs/ Autonomous/ Semi Govt./Statutory Organisation etc.(i) a Graduate from recognized University or equivalent having a speed of 120 words per minute in shorthand; AND (ii) Holding analogous post on regular basis OR having held a post in Level 10 of 7th CPC Pay Matrix or in the pay band Rs. 15600 – 39100/- + GP Rs. 5400/- (6th CPC) with five years regular service in the grade OR Holding the post in Level 8 of 7th CPC Pay Matrix or in the pay band of Rs. 9300 – 34800/- + GP 4800 (6th CPC) with six years regular service in the grade OR Holding a post in Level 6 of the 7th CPC Pay Matrix or in the pay band of Rs.9300-34,800/- + GP 4200 (6th CPC) with ten years regular service in the grade.</p> <p>Provided that the initial appointment shall be one year and likely to be extendable on year to year basis subject to the condition that the retired Govt. Servant appointed as Principal Private Secretary after he attains the age of 65 years. Beyond that the term of incumbent can be extended further for a period of not more than six months on the same terms and conditions in public interest if required.</p> <p>FALLING WHICH</p> <p>Direct Recruitment on contract basis:</p> <p>i)with necessary qualification specified in column 7.</p> | | | | | | | | | | | <p>The term & conditions of appointment shall be decided by the central government.</p> <p>Note: In the case of direct recruitment a person who is selected for the post will hold the said post on co-terminus basis with the life of the Tribunal and he/she have any claim for regular absorption in government.</p> | | | | |

Recruitment Rules for the post of Personal Assistant (For the Tribunals established under ISRWD Act, 1956)

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|--------------------|-----------------|---|---|---|---|--|---|-----------------------------|---|---|---|---|
| Name of the post | Number of Posts | Classification | LEVEL in the PAY MATRIX | Whether Selection or Non-Selection post | Age limit for direct recruits | Educational and other qualification required for direct recruits | Whether age and educational qualification prescribed for direct recruits will apply in the case of promotions | Period of Probation, if any | Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods | In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made | If a Departmental Committee exists what its composition | Circumstances in which Union Public Service Commission is to be consulted in making recruitment |
| Personal Assistant | 1 | General Central Service Group 'B' Ministerial | Level 6 in the 7 th CPC PAY MATRIX | Selection on merit | Up to 45 years as on the date of advertisement of vacancies. Relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-servicemen, and other special categories of persons in accordance with the orders issued by the Central | (i) Having Graduate degree in any stream from recognized University OR equivalent, (ii) having speed of 100 words per minute in shorthand. | Not Applicable | Not Applicable | By Deputation, falling which by re-employment (including short-term contract) falling which by Direct recruitment. | Deputation (including short term contract) Officer under the Central Government/ State/ Government/ UT/ PSUs/ Autonomous/ Semi-Government/ Statutory Organisations etc. (i) Having a Graduate from recognized University or equivalent having a speed of 100 words per minute in shorthand; AND (ii) Holding analogous post on regular basis OR holding post in Level 5 of the 7 th CPC Pay Matrix or in the pay band Rs. 5200 - 20200/- + GP Rs. 2800/- (6 th CPC) with at least 6 year regular service OR Holding post in Level 4 of the 7 th CPC Pay Matrix or in the pay band Rs. 5200 - 20200/- + GP Rs. 2400/- (6 th CPC) with 10 years regular service in the grade. Preference shall be given to candidates having knowledge of computer. Note: Period of deputation/ contract including the period of deputation/ contract in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ Department of the Central Government shall ordinarily not exceed 3 years or till the life of the Tribunal or till | To be decided by Chairman of the Tribunal | Not Applicable |

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| | | | | | | | | | | | | | <p>Government from time to time in this regard.</p> |
| | | | | | | | | | | | | | <p>further orders whichever is earliest. The maximum age limit for appointment by deputation including short term contract shall not be exceeding 56 years.</p> <p>FALLING WHICH</p> <p>Re-employment: Officers retired from the Central Government/ State Government/ UT Govt. Including State Judicial Services/ PSUs/ Autonomous/ Semi Govt./Statutory Organisation etc. (i)Having a Graduate from recognized University/ AND</p> <p>(ii) Holding analogous post on regular basis OR holding post in Level 5 of the 7th CPC Pay Matrix or in the pay band Rs. 5200 – 20200/- + GP Rs. 2800/- (6th CPC) with at least 6 year regular service OR Holding post in Level 4 of the 7th CPC Pay Matrix or in the pay band Rs. 5200 – 20200/- + GP Rs. 2400/- (6th CPC) with 10 years regular service in the grade. Preference shall be given to candidates having knowledge of computer.</p> <p>Provided that the initial appointment shall be between one year, likely to be extendable on year to year basis subject to the condition that the retired Govt. Servant appointed as Personal Assistant after he attains the age of 65 years. Beyond that the term of incumbent can be extended further for a period of not more than six months on the same terms and conditions in public interest if required.</p> <p>FALLING WHICH</p> <p>Direct Recruitment on contract basis: With necessary qualifications specified in Column 7.</p> <p>The term & conditions of appointment shall be decided by the central government.</p> <p>Note: In the case of direct recruitment a person who is selected for the post will hold the said post on co-terminus basis with the life of the Tribunal and he will not have any claim for regular absorption in Government.</p> |