

मुख्य कार्मिक अधिकारी का कार्यालय.  
Office of the  
Principal Chief Personnel Officer.  
दि/Dated:22/04/2019

No. PB-S1A-5-Civil/Valveman(Ex-cadre)/Vol.II

### NOTIFICATION

It is proposed to conduct selection for 6 vacancies (4-UR and 2-ST) for the post of Valveman(Ex-cadre) in Level-2 in Civil Engineering Department. The duties and responsibilities and application format for the post are furnished in the Annexure - I & II respectively. The details of the post and other conditions are furnished below.

#### 2. Eligibility conditions as on the date of notification

- i. **Service Condition:** Employees who are working in Level-1 except RPF staff, are eligible to apply for the post of Valveman (Ex-cadre). The applicants should have completed 2 years of probationary period.
- ii. **Educational Qualification:** A minimum qualification of pass in X Std or its equivalent.
- iii. **Medical classification:** C-1
- iv. **Other conditions:** There shall be a minimum cooling off period of 3 years between two spells of officiating/working in ex-cadre post on identical scales. In other words, those who are already officiating in an ex-cadre post of equivalent grade at the time of notification or those who had not completed two years after repatriation from the ex-cadre post of identical grade will not be considered for selection. The restriction will not however apply where an employee volunteers from lower grade ex-cadre post to a higher grade ex-cadre post.

**3. How to Apply:** Applications should be submitted in the proforma as in Annexure-II to their Supervisors on or before 15/05/2019. The Supervisory Officials will forward the applications to APO/G in one lot on or before 17/05/2019 certain. Application received after the last date and sent individually by the employee will not be entertained under any circumstances.

**4. Mode of selection:** The selection for the ex-cadre posts of Valveman will consist of practical test and perusal of Service Register. The final empanelment will be based on merit as per the marks secured by the candidates.

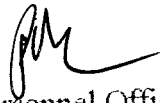
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**5. Tenure and Lien:**

- i. The selected candidates for the post of Valveman (ex-cadre) shall have a maximum tenure of 3 years. However, in exigencies the tenure may be extended by another 2 years.
- ii. They are clearly given to understand that their posting in ex-cadre would not confer on them any prescriptive right or claim for regularization/promotion/seniority or selection in ex-cadre.
- iii. Those selected will have their lien in the parent cadre and would continue to be eligible for promotion in the parent cadre according to their seniority position.
- iv. They have to seek further progression only in their parent cadre according to normal avenues.
- v. The administration reserves the right to repatriate them to their parent cadre even before the specified period in the interest of the administration.

All Controlling Officers/Supervisors may arrange to give wide publicity to this notification.

  
सकाधि/सा/Assistant Personnel Officer 'G'

Duties and responsibilities for the post of Valveman(Ex-cadre) in Level-2 in Civil Engineering Department.

1. Valveman should switch on the motor to pump the water to Over Head Tank (OHT) duly giving proper priming and maintain the log book. He should ensure that proper water head is maintained at OHT during the water supply hours and for this purpose he should maintain the log book for water level and pumping timings.
2. He should open and close the sluice valves whenever/wherever required for proper distribution of water to the colonies and factories.
3. He should ensure proper cleaning and maintenance inside the pump house and the surroundings area of pump house.
4. whenever any failure in water supply (due to power failure, due to shortage in receiving water from Metro, due to repair in the water supply distribution system, due to electrical maintenance, etc.) he should report the same immediately to the immediate supervisor to take alternate arrangement and also to assist SSE Works in getting the water supply.
5. Valveman should ensure proper water supply to the Colony residents and no inconvenience should be felt by the residents.
6. Valveman should ensure that water should not over flow from OHT or GLR.
7. Valveman should be capable of attending minor repair works such as gland rope fixing, bolts and nut tightening, small pipe line repair at pump houses, etc.
8. He should hand over the keys to the next shift Valveman, if the reliever is not turned up for duty, he should inform the same to SSE Works and he should continue the shift until the reliever reported for duty.
9. Valveman should get prior sanction of leave so that alternate arrangement can be made for uninterrupted supply of water to the Colonies and Factories.
10. The Valveman should work on rotation basis as per instruction of SSE Works in charge.
11. He should attend the emergency duty in case of failure of water supply as directed by the SSE/JE.
12. Valveman should ensure that water is being supplied through pressure filter and with proper chlorination.

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Application for selection for the post of Valveman(Ex-cadre) in Level-2 in Civil Engineering Departemnt.

(Notification No.PB/S1A/5/Civil/Valveman(Ex-cadre)/Vol.II dt22/04/2019)

1. Name (BLOCK LETTER) :
2. Emp.No. :
3. Designation :
4. Shop/Unit/T.No. :
5. Date of Birth :
6. Date of Appointment :
7. Date of entry into present grade :
8. Whether belongs to SC/ST :
9. Educational Qualification
- (a) Academic :
- (b) Technical :
10. Documents attached
- a) Academic : Yes / No
- b) Technical certificate : Yes / No
- c) Community Certificate : Yes / No
12. Mobile Number for Contact :
13. Any other remarks :

Date:

Signature of the applicant

Forwarded to APO/G:

Forwarded by:

