

OFFICE OF THE ENGINEER-IN-CHIEF (ADMN),
I & CAD DEPT, ERRUM MANZIL, T.S., HYDERABAD

Circular Memo No: RC/ENC/C2/17082060/2022

Dated: 02.02.2024.

READ: 1. The MS, GRMB Lr.No.A-55011/1/2018-Admin/270-272 Dated: 03.02.2023.
2. The MS, GRMB Lr.No.A-18.0012.0/4/2023-Estt/2170 Dated: 03.01.2024.

SUB: Estt – I&CAD Dept – TSMS – Willingness to work on deputation basis in Godavari River Management Board – Called for.– Regarding.

It is proposed to depute (01) Junior Assistant on deputation basis to work in Godavari River Management Board, Hyderabad.

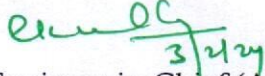
The eligibility criteria for deputation in the cadre of Junior Assistant as per the GRMB Recruitment Rules is appended to this circular.

Hence all the Unit/ Circle officers are requested to obtain and submit the willingness of those interested and who fulfil the eligibility criteria to work on deputation basis in the cadre of Junior Assistant in Godavari River Management Board. The representations along with bio-data, integrity certificate, no penalty certificate should be sent **through proper channel** to this office on or before **15.02.2024** for further course of action.

Sd/- G. Anil Kumar,
Engineer-in-Chief (Admn)

To

1. All the Unit/ Circle Officers.
- ✓ 2. Copy to the Deputy Executive Engineer (Computers) of this office to place this circular in the website.
3. Copy to file.


3/2/24
for Engineer-in-Chief (Admn)
02/02/24

GRMB RECRUITMENT RULES

POST	ELIGIBILITY
Junior Assistant	<p>i) Must hold Bachelor's Degree.</p> <p>ii) Good proficiency in spoken and written English.</p> <p>iii) Basic computer literacy in MS office including Internet.</p> <p>iv) Officers under Govt of Telangana & AP.</p> <p>v) Minimum three years in dealing with Diary and Dispatch, Postage stamp account, Estt matters such as pay fixation, sanction of increments, leaves, advance, LTC, TTA, TA, GPF, Medical reimbursement, preparation of Budget, pay bills, Income Tax Form-16, maintenance of registers such as Service Books, Cashbook, Cheque Book, Stationery, T&P, Vehicle, Increment, Attendance, Incumbency, LTC, Imprest, Tour Advance, vigilance-cases, Court cases, computer Knowledge etc.,</p>