

MAHARASHTRA WATER RESOURCES REGULATORY AUTHORITY

9th Floor, Centre – 1, World Trade Centre, Cuffe Parade, Mumbai 400 005,
dated 8th August 2013.

MAHARASHTRA WATER RESOURCES REGULATORY AUTHORITY
(RECRUITMENT AND CONDITIONS OF SERVICE OF EMPLOYEES) REGULATION, 2013.

NOTIFICATION

No. MWRRA/Regulation/2013/567.— In exercise of the powers conferred on it under sub-section (1) of section 31 of Maharashtra Water Resources Regulatory Authority Act, 2005 (Mah. XVIII of 2005), the Maharashtra Water Resources Regulatory Authority, with the approval of the State Government, hereby makes the following Regulations :—

CHAPTER I

PRELIMINARY

1. *Short Title, Applicability and Commencement.*—(1) These Regulations may be called the Maharashtra Water Resources Regulatory Authority (Recruitment and Conditions of Service of Employees) Regulations, 2013.

(2) These Regulations shall be applicable to all employees appointed under section 8 of the Maharashtra Water Resources Regulatory Authority Act, 2005.

(3) They shall come into force on the date of their publication in the *Maharashtra Government Gazette*.

2. *Definitions.*—(1) In these Regulations, unless the context otherwise requires,—

(a) “Act” means the Maharashtra Water Resources Regulatory Authority Act, 2005 (Mah. XVIII of 2005) ;

(b) “Authority” means the Maharashtra Water Resources Regulatory Authority ;

(c) “Chairperson” means the Chairperson of the Authority ;

(d) “Member” means a Member of the Authority and includes the Chairperson ;

(e) “Secretary” means the Secretary of the Authority appointed under sub-section (1) of section 8 of the Act with duties and functions as per Appendix “C” to these Regulations ;

(f) “Competent Authority” means the Chairperson or such other officer of the Authority designated for the purpose by the Authority, in accordance with these Regulations ;

(g) “Functions” means and includes all works relating to the activities of the Authority ;

(h) “Service” means the service by officers and staff of the Authority ;

(i) “Employees” include all officers and staff appointed on deputation, regular or contract basis ;

(j) “Year” means Calendar year ;

(k) “Government” or “State Government” means the Government of Maharashtra ;

(l) “Appendix” means A to D appendix of these Regulations ;

(2) Words or expressions used in these Regulations and not defined herein, but defined in the Act shall have the meanings as assigned in the Act and the Rules made there under.

CHAPTER II

OFFICERS AND STAFF OF THE AUTHORITY

3. *Categorization of Posts.*—(1) The categories of employees of the Authority, their pay scales, sanctioned strength as approved by the State Government shall be as shown in the Appendix ‘A’ to these Regulations.

(2) The posts shown at serial numbers 1 to 7 in the Appendix ‘A’ shall be in the category of ‘officers’. The remaining posts shall be in the category of ‘staff’.

(3) Without changing the pay scale of the sanctioned post, the Authority may redesignate the post as per functional requirement.

4. *Qualification, Experience and Mode of Recruitment.*—The Educational qualification, experience, other conditions and mode of appointment to the posts on the establishment of the Authority shall be as prescribed in Appendix 'B'.

(i) The appointment of employees against regular sanctioned posts shall be kept to the minimum and need based.

(ii) The appointment of employees against post sanctioned on regular basis can also be made either on deputation or contract basis.

(iii) Depending on the need of Authority and suitability of the candidate, the Authority may temporarily operate a regular / contract sanctioned post in a lower scale. The appointment of employees against posts sanctioned on contract basis shall be made only on this basis.

(iv) The Authority shall fill such posts on contract basis by duly following a transparent process of appointments such as giving wide publicity in the State level press and on website.

5. *Duties of Officers.*—The duties of officers of the Authority shall be as shown in the Appendix "C" to these Regulations.

CHAPTER III

PROCEDURE FOR RECRUITMENT AND APPOINTMENT

6. *Appointing Authority.*—(1) Appointment of Secretary—The Authority shall appoint a Secretary as per sub-section (1) of section 8 of Chapter II of MWRRA Act XVIII of 2005.

(2) All selection for appointments of officers of the Authority shall be made by the "Officers Selection Committee" of the Authority.

(3) All selection for appointments of staff of the Authority shall be made by "Staff Selection Committee" of the Authority.

7. *Announcement of Vacancies.*—The Authority shall advertise all the vacancies to be filled in on regular/contract basis by duly giving wide publicity. The information regarding vacancies to be filled in by deputation shall be circulated to the relevant Government Departments and public sector undertakings.

8. *Eligibility.*—The educational qualification for the posts shall be as stipulated in Appendix "B" and the same shall not be relaxed.

9. *Reservation of Posts.*—The policy of the State Government regarding reservation of posts shall be applicable for recruitment.

10. *Medical Fitness Certificate.*—All eligible candidates shall furnish a medical fitness certificate before appointment as may be required by the Authority, except candidates on deputation and on contract.

11. *Verification of Character.*—All appointments on regular basis shall be subject to verification of the character and antecedents by the Authority.

12. *Age Limit.*—The age limit for appointments to the posts on regular basis shall be as prescribed for similar posts by the State Government and for contract posts as prescribed in the Appendix 'B'. The upper age limit shall not be applicable for appointment to the posts on deputation.

13. *Probation.*—(1) Except as provided in these Regulations, a candidate appointed on regular basis shall be on probation for a period of one year.

(2) The Authority may terminate the services of the probationer after giving thirty days written notice, if his performance is unsatisfactory in the opinion of the Authority. Such terminated probationer shall not be entitled to any compensation upon termination.

(3) The probationer may resign from service by giving thirty days written notice or equivalent salary in lieu thereof. Such resigned probationer shall not be entitled to any compensation upon resignation.

(4) The period of probation shall not include the period spent on earned leave, extraordinary leave and medical leave but shall include any period spent on casual leave.

(5) The Authority may extend the probation period by a further period upto one year, if it deems appropriate, based on the performance of the probationer during the period of probation.

14. *Seniority.*—The seniority of a regular officer and staff in a particular cadre shall be reckoned from the date of his appointment in that cadre and subject to his placement in the merit list notified by the Officer Selection Committee and Staff Selection Committee, respectively :

Provided that, such date shall be reckoned as the date of appointment in the Authority in case of employees who are already in regular service with the Authority prior to the formation of these Regulations, if they satisfy the eligibility conditions as stipulated in Appendix B.

15. *Officers Selection Committee and Staff Selection Committee.*—(1) All appointments to the various posts except that of Secretary shall be made on the recommendations of the Officers Selection Committee and Staff Selection Committee.

(2) The Officers Selection Committee for the posts of officers shall be the Members and shall also include the Secretary as Member-Secretary.

(3) The Authority may co-opt one or more experts as members of the Officers Selection Committee to assist the Authority for recruitment of officers.

(4) The Staff Selection Committee for the posts of Staff shall be chaired by the Secretary and shall consist of such Officers of the Authority as may be designated by the Authority.

(5) The Authority may co-opt one or more experts as members of the Staff Selection Committee to assist the Authority for recruitment of staff.

(6) Secretary will be appointed by the Authority as per the provisions of section 8(1) of the MWRRA Act, 2005.

16. *Superannuation.*—The regular employees and employees on deputation shall retire from the service of the Authority on attaining the age of superannuation as may be laid down by the State Government / Parent Department from time to time.

17. *Resignation.*—An employee of the Authority appointed on a regular basis may resign from his post by giving ninety days written notice to the Authority or by paying three months salary in lieu of such notice. However, the Authority, at its discretion, may relax this condition in exceptional cases after recording the reasons therefor.

18. *Appointment on Deputation.*—(1) Deputation of employees from a Government Department may also be done to fill in the vacancies of officers and staff. The Authority shall determine the vacancies to be filled in by deputation and the period of such deputation from time to time. If the Authority decides that the services of the deputationist are no longer required, the incumbent be repatriated under intimation to his parent department and giving at least 3 months notice to his parent department even before the completion of the normal period of his deputation.

(2) The pay, allowances, other benefits and conditions of service of a person on deputation from State Government, Government of Maharashtra undertakings, Government of India, public sector undertakings, Government Autonomous Institutes shall be governed by the relevant rules of his parent organization :

Provided that in the absence of any such rules, the provisions of Maharashtra Civil Services (Joining Time, Foreign Service and Payments during Suspension, Dismissal and Removal) Rules, 1981 or such other rules or regulations governing the same as may be in force from time to time, shall be applicable :

Provided further that the employees on deputation to authority from State Government, Government of India, a public sector undertaking or public utility, the authority may at its discretion also extend certain facilities where considered necessary.

19. The authority may at its discretion also extend certain facilities where considered necessary to its Employees, Chairperson and Members.

20. *Appointment on Contract.*—(1) The Authority may appoint suitable persons on contract basis, so as to obtain experienced and qualified candidates in the vacancies of officers and staff as per the conditions stipulated in Appendix-A, B and C.

(2) The upper age limit for appointment on contract shall be 61 years and no person shall be continued on contract after the age of 65 years. However, in exceptional cases, subject to physical fitness the Authority may extend the upper age limit to 67 years.

(3) The duration of the appointment on contract basis shall not exceed a period of two years. The authority may further renew the duration of the contract from time to time for a period not exceeding 2 years at a time.

(4) Person appointed on contract would be entitled to a consolidated remuneration as decided on the basis of stipulation mentioned in Appendix-A and shall remain fixed during the contract period. The person may be reappointed on contract basis provided his performance is satisfactory and then he will be eligible for an upward revision in the remuneration.

(5) An employee employed on a contract basis shall be eligible for earned leave on average pay for 10 days in the first year of his or her appointment and for twenty days on average pay in the subsequent years of appointment. Moreover, in exceptional circumstances in case an employee is required to undergo hospitalization on account of sickness and 20 days leave is falling short, then he is eligible for additional 10 days earned leave.

Provided that unutilized earned leave of a particular year shall not be carried forward to a subsequent year.

(6) An employee appointed on a contract basis may resign his post by giving thirty days notice in writing. The Authority may also terminate the services of an employee appointed on contract basis by giving him thirty days notice in writing, if his performance is unsatisfactory in the opinion of the Authority.

CHAPTER IV

PAY AND ALLOWANCES OF REGULAR EMPLOYEES

21. *Pay Scale.*—The scales of pay of the employees shall be such as prescribed in Appendix 'A' or as may be revised by the State Government from time to time.

22. *Increment.*—The employees shall be eligible to draw annual increments as a matter of course unless it is withheld under the order of the Competent Authority.

23. *Pay Fixation.*—(1) The pay of an employee on his first appointment on a regular basis shall be fixed at the minimum stage of pay scale of the respective cadre.

(2) When an employee is appointed to a higher post on promotion, his initial pay in the time scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in the lower post by one increment at the stage at which such pay has accrued. In case of an employee drawing pay at the maximum of the pay scale, the amount of last increment shall be taken into account for pay fixation in the aforesaid manner.

(3) When an employee is appointed from a higher post to a lower post due to reversion or due to reduction of establishment, his pay in the lower post shall be fixed at the stage in the time scale of the lower post at which he would have drawn his pay had he not been appointed to the higher post.

(4) When a Competent Authority orders demotion/reversion of an employee from a higher post to a lower post as a penalty, the pay of such employee shall be fixed at a stage, not exceeding the maximum of the lower post.

24. *Allowances.*—The employees of the Authority shall be entitled to draw Dearness Allowances, City Local Allowances, Transportation Allowance, House Rent Allowance and special pay, wherever applicable, on such scale and subject to such conditions as may be made applicable to Government employees by the State Government from time to time.

25. *Overtime Allowance.*—The employees of the Authority shall not be eligible for overtime allowances except Drivers. Drivers (regular or on contract basis or on deputation) shall be entitled for overtime allowance as applicable to drivers of the State Government from time to time.

26. *Other matters.*—(1) In respect of all other matters relating to pay and allowances not specifically covered under these Regulations, the relevant provisions of the Maharashtra Civil Services (Pay) Rules, 1981 shall be applicable to the employees of the Authority.

(2) The above provisions in Chapter IV shall not apply to employees appointed on contract basis.

CHAPTER V

OTHER CONDITIONS OF SERVICE

27. *Working Hours.*—The working hours shall be fixed by the Authority.

28. *Holidays.*—The employees of the Authority shall be entitled to such public holidays as may be declared by the State Government from time to time. However, the Authority may direct an employee to work on holidays depending on exigencies of work.

29. *Leave Travel Concession.*—The regular employees of the Authority shall be eligible for Leave Travel Concession for his hometown and for “Maharashtra Darshan” as per prevailing rules of State Government.

30. *Promotion.*—The regular employees of the Authority shall be eligible for promotion to next higher post after fulfilling the criteria as prescribed in the Regulations.

31. *Pay scale in lieu of stagnation.*—The regular employees of the Authority shall be eligible for next stage of higher pay scale on completion of twelve continuous years of service, subject to assessment of his performance as per the relevant State Government Orders or Resolutions.

32. *Medical Reimbursement.*—The Authority shall reimburse the medical expenses/hospitalization charges/medical checkup charges incurred for the illness of regular employees of the Authority or dependent member of his family as per prevailing rules of the State Government.

33. *Pension.*—The provisions of the State Government’s new Defined Contribution Pension Scheme (D.C.P.S.) for its employees as may be enforced from time to time shall be made applicable to the regular employees of the Authority.

34. *Gratuity.*— The regular employees of the Authority shall be governed by the provisions of the Gratuity Act, 1972 as amended from time to time.

35. *Leave.*—The provisions of Maharashtra Civil Services (Leave) Rules, 1981 in the matter of admissibility and regulation of leave as amended from time to time shall govern the employees in the regular service of the Authority.

36. *Conduct and Discipline.*—(1) The provisions of the Maharashtra Civil Services (Conduct) Rules, 1979 and the Maharashtra Civil Services (Discipline and Appeal) Rules, 1979, as amended from, time to time and as applicable to employees of the State Government, shall apply to the employees who are in the regular service of the Authority.

(2) The appointing authority, disciplinary authority, appellate authority, and reviewing authority in respect of the officers and staff of the Authority shall be as specified in Appendix ‘D’.

37. *Travelling Allowance and Daily Allowance.*—(1) The employees of the Authority shall be governed by the rules applicable to the State Government employees for the purposes of travelling allowances and daily allowance.

(2) Clauses 27, 28, and 37(1) of Chapter V shall apply to employees appointed on contract basis.

CHAPTER VI

MISCELLANEOUS

38. *Casual Leave.*—The officers and staff shall be eligible for casual leave as per prevailing norms of State Government.

39. *Record of Service.*—A record of service of all employees shall be maintained in the form adopted by the State Government.

40. *Performance Appraisal.*—The performance of the regular officers and staff shall be assessed and reviewed annually in the manner and in the form adopted by the State Government.

41. *Residential Telephone, Cell Phone and Internet Facility.*—Eligibility and reimbursement for residential telephone, cell phone and Internet facility to Officers and staff shall be as per prevailing norms of the State Government.

42. *Training.*—(1) The officers on contract/regular/deputation basis may be deputed by the Authority for seminars/workshops/training within the country organized by State/Central Government or their institutes or recognized private institutes or universities. However, contract employees may be deputed for training of a very short duration only.

(2) Officers on regular or deputation basis may also be deputed by the Authority with the approval of the Minister for Water Resources to attend seminars / conferences / training abroad conducted by the concerned Government or Government recognized institutions. The Authority shall also obtain required clearances for such training from concerned Central Govt. Departments like Department of External Affairs. The officers who are required to undergo training shall execute a bond to serve the Authority after conclusion of training of such period as may be determined by the Authority. Failure to serve the Authority for the period determined by it shall render the employee liable to refund the amount spent on him for training.

43. *Authority for Service Matter.*—In respect of any service matter not specifically mentioned in these Regulations, the relevant provisions of the Maharashtra Civil Services Rules shall be applicable to the employees of the Authority.

APPENDIX "A"

Category of Employees, sanctioned strength and pay scales

(Regulation 3 and 4)

Sr. No.	Designation of post	Pay Band and Grade Pay (in Rupees)		Sanctioned Strength		
				Regular basis	Contract basis	Total
(1)	(2)	(3)		(4)	(5)	(6)
		Pay Band (+) Grade Pay				
1	Chairman	Rs. 80,000 (fixed)		1	-	1
2	Member	Rs. 67,000-79,000 (HAG)		2	-	2
3	Secretary	Rs. 37,400-67,000	Rs. 10,000	1	-	1
4	Director	Rs. 15,600-39,100	Rs. 7,600	2	-	2
5	Deputy Director	Rs. 15,600-39,100	Rs. 6,600	2	2	4
6	Accounts Officer, CL-1	Rs. 15,600-39,100	Rs. 5,400	1	-	1
7	Assistant Director	Rs. 15,600-39,100	Rs. 5,400	3	2	5
8	Personal Assistant	Rs. 15,600-39,100	Rs. 6,600	3	-	3
9	Section Officer	Rs. 9,300-34,800	Rs. 4,800	1	1	2
10	Steno (Selection Grade)	Rs. 9,300-34,800	Rs. 4,600	1	1	2
11	Steno (Higher Grade)	Rs. 9,300-34,800	Rs. 4,400	-	2	2

APPENDIX "A"—Concl'd

(1)	(2)	(3)	(4)	(5)	(6)		
12	Clerical Assistant	Rs. 9,300-34,800	Rs. 4,300	-	2	2	
13	Accounts Assistant	Rs. 9,300-34,800	Rs. 4,300	-	1	1	
14	Cashier	Rs. 5,200-20,200	Rs. 1,900	-	1	1	
15	Receptionist	Rs. 5,200-20,200	Rs. 1,900	1	-	1	
16	Driver	Rs. 5,200-20,200	Rs. 1,900	3	1	4	
17	Peon	Rs. 4,440-7,440	Rs. 1,300	-	5	5	
18	Sweeper	Rs. 4,440-7,440	Rs. 1,300	-	1	1	
19	Cleaner	Rs. 4,440-7,440	Rs. 1,300	-	1	1	
			<i>Total</i>	..	21	20	41

N.B.—(1) While determining consolidated fixed remuneration of the employee to be appointed on contract basis the pay scale as shown in above column (3) for the corresponding post shall be taken into consideration. The basic pay shall be fixed by considering the starting pay in the respective pay scale. Only in case of exceptionally deserving candidates basic pay may be fixed at the intermediate/corresponding pay scale depending upon merit of the candidate.

(2) After having decided the basic pay as mentioned at (1) above, the total remuneration shall be worked out considering dearness allowance and other admissible allowances as per prevailing Government Rules.

(3) Clauses 27, 28, and 37(1) of Chapter V shall apply to employees appointed on contract basis.

Note.— Following modifications in G. R. No. संकीर्ण. २००५/(१४९/०५)/एल.बी./जसंअ, dated 11th November 2005 have been made as per functional requirement :—

- 1 Post of F. and A. O. downgraded to Accounts Officer.
- 2 Posts of Desk Officer on contract basis downgraded to Clerical Assistant.
- 1 Post of Senior Director downgraded to Deputy Director (Ground-Water).
- 2 Posts of Peon on contract basis redesignated to Sweeper-1 Post and Cleaner-1 Post.

APPENDIX 'B'

Educational Qualifications, Experience and Other Conditions for

(Refer Para 4 of Regulations)

1. *Secretary.*—Recruitment to the post of Secretary shall be either—

(1) on deputation from a Government Department.

or

(2) on full time contract basis.

Educational Qualification.—Graduate, preferably Post Graduate.

Experience.—(a) Minimum experience of 20 years in the field of administration and Development /Irrigation Engineering.

(b) Preferably a person who has worked at the level of Chief Engineer / Joint Secretary or Secretary and has had experience in the water sector.

Age.—On contract basis, not more than 61 years at the time of recruitment and can hold office upto the age of 65 years.

(2) (a) *Director (Tariff).*—Recruitment to the post of Director (Tariff) shall be either—

(1) on regular basis

or

(2) on deputation from Government Department.

or

(3) on full time contract.

or

(4) on promotion (for Regular employees).

Educational Qualification.—(a) Graduate in Civil Engineering or Post Graduate in Economics / Applied Economics, preferably post graduate either in water use management or Management.

(b) Must have adequate knowledge of Agricultural Economics.

Experience.—(A) For contract / deputation.

(i) A person who has worked as Deputy Director for minimum period of 5 years in the Authority.

or

Not less than 12 years of experience in Water Resources field of which 5 years in Irrigation Management or Water Supply at middle level *i.e.* Executive Engineer.

(ii) He should have been associated with Agricultural Economics or pricing.

(iii) Adequate knowledge of working out crop water requirement of various crops and knowledge of irrigation scheduling or actual exposure in the planning of domestic and industrial water requirements of urban, rural areas, particularly in such organizations like Municipal Corporations, CIDCO, MMRDA, etc.

(iv) Adequate knowledge of Computer handling desirable.

(v) Knowledge of Marathi and English is essential.

(B) *For promotion.*—A person who has worked as Deputy Director for minimum period of 5 years in the Authority.

Age.—On contract basis, not more than 61 years at the time of recruitment and can hold office upto the age of 65 years.

(2) (b) *Director (Entitlement, Enforcement and Regulations)*— Recruitment to the post of Director (Entitlement, Enforcement and Regulations) shall be—

(1) on regular basis,

or

(2) on deputation from Government Department,

or

(3) on full time contract,

or

(4) on promotion (for Regular employees).

Educational Qualification.—(a) Graduate in Civil Engineering preferably post graduate either in Water use Management or Management.

(b) Must have adequate knowledge of Agricultural Economics.

Experience.—(A) For contract / deputation.

(i) A person who has worked as Deputy Director for minimum period of 5 years in the Authority.

or

Not less than 12 years experience in water resources / water use management of which 5 years should be at middle level *i.e.* Executive Engineer.

(ii) Minimum 5 years experience of Irrigation Management either at sub-division Level or at Division Level.

(iii) Adequate knowledge of working out crop water requirements of various crops and that of irrigation scheduling.

(iv) Adequate knowledge of Computer handling desirable.

(v) Knowledge of Marathi and English is essential.

(B) *For promotion.*—A person who has worked as Deputy Director for a minimum period of 5 years in the Authority.

Age.—On contract basis, not more than 61 years at the time of recruitment and can hold office upto the age of 65 years.

(3) *Deputy Director (Planning).*—Recruitment to the post of Deputy Director shall be either—

(1) on regular basis,

or

(2) on deputation from Government Department,

or

(3) on full time contract,

or

(4) on promotion (for Regular employees).

Educational Qualification.—(a) Graduate in Civil Engineering.

Experience.—(A) For contract / deputation.

(i) A person who has worked as Assistant Director for minimum period of 5 years in the Authority.

or

Not less than 3 years experience in the grade of Assistant Executive Engineer or equivalent / or 7 years in the grade of Assistant Engineer (I) or 10 years in the grade of Assistant Engineer (II) or equivalent / in any field of water resources development and management in Government / Private Organisation / Public Sector Undertaking / Corporations.

(ii) For post graduates / doctorates in Civil Engineering / Environmental Engineering, 4 years experience in any field of water resources development and management.

(iii) Adequate knowledge of Computer handling is essential.

(iv) Knowledge of Marathi and English is essential.

(B) *For promotion.*—A person who has worked as Assistant Director for minimum period of 5 years in the Authority.

Age.—On contract basis, not more than 61 years at the time of recruitment and can hold office upto the age of 65 years.

(4) *Deputy Director (Economics)*.—Recruitment to the post of Deputy Director shall be either—

(1) on regular basis,

or

(2) on deputation from Government Department,

or

(3) contract.

Educational Qualification.—Essential—(1) Bachelor Degree in Economics or Statistics from a reputed University.

(2) Post Graduation in Economics or applied Economics with focus on related specialization like Agricultural Economics from a reputed University.

Desirable.—MBA from a reputed Institute.

Experience.—For Regular Appointment.—5 years in the field of economics in Govt. department / public sector undertakings / university / private enterprises at the level of Assistant Director / Deputy Director or equivalent.

For Contract Appointment.—At least 5 years experience at the level of Assistant Director/ Deputy Director or equivalent in the field of economics in State / Central Government / public sector undertakings / university / private enterprises.

Age.—(a) Candidate appointed on regular/deputation basis shall not hold office after he has attained the age of superannuation as per prevailing service rules of Government of Maharashtra.

(b) On contract basis, not more than 61 years at the time of recruitment and can hold office upto the age of 65 years.

Other Conditions.—(a) Knowledge of Marathi and English is essential.

(b) Adequate Knowledge of computer handling is essential.

(5) *Deputy Director (Entitlement, Enforcement and Regulations)*.—Recruitment to the post of Deputy Director shall be either—

(1) on regular basis,

or

(2) on deputation from Government Department,

or

(3) on full time contract,

or

(4) on promotion (for Regular employees).

Educational Qualification.—Graduate in Civil Engineering.

Experience.—(A) For contract / deputation.

(i) A person who has worked as Assistant Director for minimum period of 5 years in the Authority.

or

Not less than 3 years of experience in the grade of Assistant Executive Engineer or equivalent / or 7 years in the grade of Assistant Engineer (I) or 10 years in the grade of Assistant Engineer (II) or equivalent / in any field of water resources development and management in Government / Private Organisation / Public Sector Undertaking / Corporations.

(ii) For post graduates / doctorates in Civil Engineering / Environmental Engineering, 4 years experience in case of contract.

(iii) Adequate knowledge of Computer handling is essential.

(iv) Knowledge of Marathi and English is essential.

(B) *For promotion.*—

A person who has worked as Assistant Director for minimum period of 5 years in the Authority.

Age.—On contract basis, not more than 61 years at the time of recruitment and can hold office upto the age of 65 years.

(6) *Accounts Officer.*—Recruitment to the post of Accounts Officer shall be,—

(1) on regular basis,

or

(2) on deputation from Government Departments or undertakings preferably from an organized accounting service,

or

(3) on contract.

Educational Qualifications.—(a) Graduate in any discipline from a recognized University or Institute.

(b) Preferably Post Graduate diploma or degree in finance or management from a recognized University or Institute.

Experience.—8 years of experience in finance which shall include following :

(a) Experience in maintenance of accounts, financial records and draft budget preparation.

(b) Experience in Administration.

Age.—Candidate appointed on regular or deputation basis shall not hold office after he has attained the age of superannuation as per prevailing service rules of Government of Maharashtra.

On contract basis, not more than 61 years at the time of recruitment and can hold office upto the age of 65 years.

Other Conditions.—(a) Knowledge of Marathi and English languages is essential and should be able to read, write & converse in Marathi and in English fluently.

(b) Adequate knowledge of computer handling is essential.

(7) *Assistant Director (Planning / Enforcement / Tariff / Entitlement / Regulations).*—Recruitment to the post of Assistant Director shall be either.—

(1) on regular basis,

or

(2) on deputation from Government Department,

or

(3) on contract.

Educational Qualifications.—(a) Graduate in Civil Engineering

(b) Diploma in Information Technology (for regular).

Experience.—(a) Minimum 3 years of experience in the field of water resources development & management in Government / Private Organisation / Undertakings / Corporations.

(b) Experience relaxable by 2 years in case of Post Graduates / Doctorate in Civil Engineering / Environmental Engineering.

(c) Proficiency in Marathi and English is essential.

Age.—On contract basis, not more than 61 years at the time of recruitment and can hold office upto the age of 65 years.

(8) *Personal Assistant*.—Recruitment to the post of Personal Assistant shall be either.—

(1) on regular basis,

or

(2) on deputation from Government Department,

or

(3) on full time contract,

or

(4) on promotion (for Regular employees).

Educational Qualifications.—(a) For regular.—Degree from a recognized University.

(b) For contract or deputation Matriculate or equivalent.

Experience.—(a) For regular

(i) Speed of 120 words per minute in shorthand and 40 words per minute in type writing in English/Marathi.

(ii) Should have worked 8 years as Personal Assistant with a Senior Officer of Government, Public or Private sector.

(iii) Proficiency in written and verbal communication skills in Marathi and English essential.

(b) For Contract / Deputation

(i) A person who has worked as Selection Grade Stenographer for minimum period of 3 years in the Authority

or

Should have worked 8 years as Personal Assistant with a Senior Officer of Government, Public or Private sector.

(ii) Proficiency in written and verbal communication skills in Marathi and English essential.

(c) *For promotion*.— A person who has worked as Selection Grade Stenographer for minimum period of 3 years in the Authority.

Age.—On contract basis, not more than 61 years at the time of recruitment and can hold office upto the age of 65 years.

(9) *Section Officer*.—Recruitment to the post of Section Officer shall be either.—

(1) on regular basis,

or

(2) on deputation from Government Department,

or

(3) on contract basis,

or

(4) on promotion (for Regular employees).

Educational Qualifications.—(a) For regular—Degree from a recognized University.

(b) For contract or deputation—Matriculate or equivalent.

Experience.—(a) For regular

(i) 5 years experience in office administration

(ii) Computer literacy preferred

(iii) Proficiency in written and verbal communication skills both in Marathi and English essential.

(b) *For Deputation / Contract.*—(i) Minimum 5 years experience as Clerical Assistant in the Authority,

or

10 years experience of working on the post of Section Officer / Assistant.

(ii) Computer literacy preferred.

(iii) Proficiency in written and verbal communication skills both in English and Marathi essential.

(c) *For promotion.*— Minimum 5 years experience as Clerical Assistant in the Authority.

Age.—On contract basis, not more than 61 years at the time of recruitment and can hold office upto the age of 65 years.

(10) *Stenographer (Selection Grade).*—Recruitment to the post of Selection Grade Stenographer shall be either.—

(1) on regular basis,

or

(2) on deputation from Government Department,

or

(3) on contract basis,

or

(4) on promotion (for Regular employees).

Educational Qualifications.—(a) For regular—Degree from a recognized University.

(b) For contract or deputation—Matriculate or equivalent.

Experience.—(a) For regular

(i) Speed of 120 words per minute in shorthand and 40 words per minute in type writing in English/Marathi.

(ii) Working experience of 7 years as Stenographer to a Senior Officer in Government/Public/Private sector.

(iii) Proficiency in written and verbal communication skills in Marathi and English essential.

(iv) Computer literacy essential.

(b) *For Contract / Deputation*

(i) A person who has worked as Higher Grade Stenographer for minimum period of 3 years in the Authority

or

Working experience of 7 years as Stenographer to a Senior Officer in Government/Public/Private sector.

(ii) Proficiency in written and verbal communication skills in Marathi and English essential.

(iii) Computer literacy essential.

(c) *For promotion.*— A person who has worked as Higher Grade Stenographer for minimum period of 3 years in the Authority.

Age.—On contract basis, not more than 61 years at the time of recruitment and can hold office upto the age of 65 years.

(11) *Stenographer (Higher Grade).*—Recruitment to the post of Higher Grade Stenographer shall be either.—

(1) on regular basis,

or

(2) on deputation from Government Department or a Public Undertaking or a Public Utility,

or

(3) on contract basis.

Educational Qualifications.—(a) For regular—Degree from a recognized University.

(b) For contract or deputation—Matriculate or equivalent.

Experience.—(1) For regular.

(a) Speed of 120 words per minute in shorthand and 40 words per minute in type writing in English/Marathi.

(b) Working experience of 5 years in Government/Public/Private sector.

(c) Proficiency in written and verbal communication skills in Marathi and English essential.

(d) Computer literacy essential.

(2) *For Contract / Deputation.*—(i) Working experience of 5 years in Government /Public/ Private sector.

(b) Proficiency in written and verbal communication skills in Marathi and English essential.

(c) Computer literacy essential.

Age.—On contract basis, not more than 61 years at the time of recruitment and can hold office upto the age of 65 years.

(12) *Clerical Assistant.*—Recruitment to the post of Clerical Assistant shall be.—

(1) on regular basis,

or

(2) on deputation from Government Department,

or

(3) on contract basis.

Educational Qualifications.—(a) For regular—Degree from a recognized University.

(b) *For contract or deputation*—Matriculate or equivalent, preferably graduate.

Experience.— Experience of 10 years of working on the post of Assistant.

Age.—On contract basis, not more than 61 years at the time of recruitment and can hold office upto the age of 65 years.

Other Conditions.—(a) Candidate should have sound knowledge of Marathi and English language and should be able to read, write and converse in Marathi and English fluently.

(b) Adequate knowledge of computer is essential.

(13) *Accounts Assistant.*—Recruitment to the post of Accounts Assistant shall be.—

(1) on regular basis,

or

(2) on deputation from Government Department,

or

(3) on contract basis.

Educational Qualifications.—(a) For regular

Graduate from a recognized University, preferably in Accountancy/ Commerce/Statistics/ Economics.

(b) For contract or deputation

Matriculate or equivalent, preferably graduate.

Experience.—(1) For regular

(i) Minimum 3 years experience in Accounts matters.

(ii) Knowledge of operating accounting software is essential.

(iii) Proficiency in written and verbal communication skills in Marathi and English essential.

(2) For Contract / Deputation.—(i) Minimum 3 years experience in accounting procedures in Government or Public Undertaking.

(ii) Knowledge of operating accounting software is essential.

(iii) Proficiency in written and verbal communication skills in Marathi and English essential.

Age.—On contract basis, not more than 61 years at the time of recruitment and can hold office upto the age of 65 years.

(14) *Cashier.*—Recruitment to the post of Cashier shall be on regular or contract basis.

Educational Qualifications.—(1) For regular — Graduate from a recognized University.

(2) For contract /deputation

Matriculate or equivalent.

Experience.—(a) Minimum 3 years experience of handling office cash and maintenance of both works as well as petty cash books etc.

(b) Must be able to type minimum 40 words per minute on computer.

(c) Proficiency in written and verbal communication skills.

Age.—On contract basis, not more than 61 years at the time of recruitment and can hold office upto the age of 65 years.

(15) *Receptionist-cum-Telephone Operator.*—Recruitment to the post of Receptionist-cum-Telephone Operator shall be either.—

(1) on regular basis

or

(2) on contract basis

Educational Qualifications.—At least matriculation or equivalent, preferably Degree from a recognized University.

Experience.—(a) Proficiency in use of MS office/Windows 98/2000, internet and e-mail essential.

(b) Should have 2 years experience.

(c) Should be able to handle modern communication equipments.

(d) Good communication skill both in English and Marathi.

Age.—On contract basis, not more than 35 years at the time of recruitment and can hold office upto the age of 65 years.

(16) *Driver*.—Recruitment to the post of Driver shall be either.—

(i) on regular basis

or

(ii) on deputation from a Government Department

or

(iii) on contract basis

Educational Qualifications.—(a) Must have passed 8th Standard examination from a school recognized by the Government.

(b) Must possess effective driving license to drive Light Motor Vehicle for 5 years.

Experience.—(a) 5 years of actual experience of driving motor vehicles of senior officers in Government, public or private undertakings.

(b) Must possess good physique & knowledge of topography of the concerned areas.

(c) Good knowledge of traffic rules.

Age.—Unless already in service, not more than 40 years at the time of appointment and can hold post upto 58 years.

(17) *Peon*.—Recruitment to the post of Peon shall be on contract.

Educational Qualifications.—Must have passed 8th Standard examination from a school recognized by the Government.

Desirable.— (a) Must possess good physique.

(b) Experience of office work.

(c) Proficiency in written and verbal communication skills in Marathi essential.

Age.—Not more than 33 years at the time of appointment and can hold post upto 60 years.

(18) *Sweeper*.—Recruitment to the post of Sweeper shall be on contract.

Educational Qualification.—Must have passed 7th Standard examination from a school recognized by the Government.

Desirable.— (a) Must possess good physique.

(b) 5 years experience of cleaning & house-keeping of office premises.

Age.—Not more than 45 years at the time of appointment and can hold post upto 60 years.

(19) *Cleaner*.—Recruitment to the post of Cleaner shall be on contract.

Educational Qualification.—Must have passed 7th Standard examination from a school recognized by the Government.

Desirable.— (a) Must possess good physique.

(b) 5 years experience of cleaning & house-keeping of office premises.

Age.—Not more than 45 years at the time of appointment and can hold post upto 60 years.

APPENDIX 'C'

Duties and Functions of Secretary and Officers of the Authority

(I) *Duties and Functions of Secretary*.—The Secretary to the Authority, shall exercise, under the control of the Chairman, the following powers and perform the duties listed below:—

1. Function as head of administration, technical and finance units of the Authority.
2. Exercise financial powers that may be specified by the Authority from time to time.

3. Chair the "Staff Selection Committee" of the Authority for appointment of staff for the Authority.
4. Function as disciplinary authority for staff of the Authority.
5. Prepare the draft Annual Report of the Authority as required to be submitted under clause (a) of sub-section (1) of section 20 of the Act, for approval of the Authority.
6. Convene meetings of the Authority as and when fixed by the Chairman including preparation of agenda and minutes.
7. Make all required correspondence on behalf of the Authority.
8. Assist the Authority in discharge of the various powers, functions and duties vested in it by the Act.

(II) *Duties and Functions of Officers.*—(1) *Director (Entitlement, Enforcement & Regulations).*—Responsible for.—

(i) assisting the Secretary for discharging the duties assigned to the Authority *vide* sub-sections (a), (b), (c), (g), (h), (i), (j), (k), (l), (m), (n), (o), (p), (q), (s) of section 11; sub-sections (4), (6), (7) of section 12 & sections 13, 14, 22 of the Act and

(ii) such other duties assigned by the Chairman.

(2) *Director (Tariffs).*—Responsible for.—

(i) assisting the Secretary for discharging the duties assigned to the Authority *vide* sub-sections (d), (r), (u) of section 11 of the Act and

(ii) such other duties assigned by the Chairman.

(3) *Accounts Officer.*—Responsible for.—

(i) assisting the Secretary for discharging the duties assigned to the Authority *vide* sections 17, 18, 19 of the Act and

(ii) such other duties assigned by the Chairman.

(4) *Deputy Director (Planning).*—Responsible for.—

(i) assisting the Senior Director (Planning) and

(ii) discharging such other duties assigned by the Chairman.

(5) *Deputy Director (Entitlement, Enforcement and Regulation)* Responsible for.—

(i) assisting the Director (Entitlement, Enforcement and Regulations) and

(ii) discharging such other duties assigned by the Chairman.

(6) *Deputy Director (Economics).*—Responsible for.—

(i) assisting the Director (Tariff) and

(ii) discharging such other duties assigned by the Chairman.

(7) *Assistant Director (Planning).*—Responsible for.—

(i) assisting the Deputy Director (Planning) and

(ii) discharging such other duties assigned by the Chairman.

(8) *Assistant Director (Entitlement).*—Responsible for.—

(i) assisting the Deputy Director (Entitlement, Enforcement and Regulation) in working out entitlements in various category of uses in River Basins and

(ii) discharging such other duties assigned by the Chairman.

(9) *Assistant Director (Enforcement and Regulation).*—Responsible for.—

(i) assisting the Deputy Director (Entitlement, Enforcement and Regulation) for enforcement and regulation of water entitlement,

(ii) maintaining and analyzing data base and

(iii) discharging such other duties assigned by the Chairman.

(10) *Assistant Director (Tariff)*.—Responsible for.—

- (i) assisting the Deputy Director (Tariff) for tariff models, reviewing tariffs and
(ii) discharging such other duties assigned by the Chairman.

APPENDIX-‘D’

Competent authority for the purpose of disciplinary action and appeals

[Regulation 36(2)]

Description (1)	Competent authority (2)	Class of Employee (3)
Appointing authority	Chairman	Officers Staff
Disciplinary authority	Chairman Secretary	Officers Staff
Appellate authority	Authority Chairman	Officers Staff
Reviewing authority	Authority	Officers Staff

Mumbai,
Dated the 8th August 2013.

S. V. SODAL,
Secretary,
Maharashtra Water Resources
Regulatory Authority, Mumbai.