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Government of Bihar
Public Health Engineering Department
Neer Nirmal Pariyojna -NNP,
(Rural Water Supply and Sanitation Project)
District Project Management Unit (DPMU)
P.H Division, Begusarai

Walk in Interview

Walk in Interview for the following post is scheduled as below:

Name of post	No. of Post	Walk-In-Interview Date	Reporting time
3. Financial Management Specialist	01	28.01.2019	09:30 A.M
4. Environmental Specialist	01	28.01.2019	09:30 A.M

Walk-In-Interview Venue/ address:
Collectorate Meeting Hall, Begusarai

Email ID- dpmunnpbegusarai@gmail.com

Detail of ToR and other information are available on <http://phedmis.bih.nic.in/>
<https://begusarai.nic.in>

Important Instruction:

- Person who reports on time in person shall only be allowed for appearing in interview.
- Scrutiny of CVs will be done from 10:00 AM to 11:00 A.M
- Interview time 11:00 A.M onward till office hour.
- Applicants should come with following documents/certificate at the time of reporting for Walk-in -Interview:
 1. Two attested photographs.
 2. Original Certificate of all Educational Qualifications & Experience and a Xerox copy of all documents (to be submitted).
- No TA/DA will be provided to participate in the Walk-In-Interview.

The Executive Engineer –cum- DPM, DPMU, Begusarai reserves the right to cancel the notice without assigning any reason thereof.


Executive Engineer-cum-DPM
DPMU,P.H Division,Begusarai

Bihar State Water and Sanitation Mission
VishveshwaraiyaBhawan Complex, Bailey Road, Patna-15

Term of Reference for Financial Management Specialist

1. **POSITION:** Financial Management Specialist (01)

2. **PURPOSE OF ASSIGNMENT**
Provide technical support to District Project Management Unit in the implementation of 'improve piped water supply and sanitation services for rural communities through decentralized delivery systems'

3. **PROGRAMME AREAS**
Programmatic implementation, financial activities coordination and expenditure related activities support supervision under the Rural Water Supply and Sanitation Project for Low Income States (RWSS-LIS)

4. **BASIC OBJECTIVE TO WHICH THE CONSULTANCY IS RELATED**
To provide Financial Coordination and Implementation Assistance and Related Resource Mobilization as per project need.

5. **DUTY STATION**
District Headquarter (as per advertisement).

6. **DURATION**
3 years-(annual extension will be given annually on satisfactory performance)

The employment may be terminated through one month notice from either side or one month's salary (gross) in lieu of notice period.

7. **SUPERVISOR**
District Project Manager cum Executive Engineer, PHED.

8. **Desired Qualification and Experiences**
Minimum in Master Degree in Commerce/ MBA, 5 years of relevant working experience
OR Retired Officers from Accountant General (AG) Office or Bihar Finance Services with minimum level of Senior Account Officer

9. **HONORARIUM AND OTHER ENTITLEMENTS**
Rs. 30,000/-PM all inclusive

10. MAJOR TASK TO BE ACCOMPLISHED

- Prepare realistic budgets of DPMU based on work plans, consolidated annual budget for the project and coordinate for timely submission.
- Monitor budget variances between planned expenditure and receipts and the actual expenditures and receipts of DPMU and analyze such variances; keep the head of the DPMU/SPMU informed of such variances.
- Assist in arranging timely and adequate flow of funds as per the approved work plans and utilization norms.
- Support in implementing capacity building activities for village level institutions relevant to financial management and audits.
- Maintain accounts of DPMU on Tally and ensure that they are up-to-date. Ensure that the accounts are up-to-date and if not, will bring it to the notice of the head of the DPMU/SPMU. Ensure monthly consolidation of the DPMU accounts.
- Prepare the quarterly consolidated interim unaudited financial reports of the project as per the project agreements.
- Assist in proper planning and execution of external and internal audits of the project. Ensure that significant audit observations, if any, are addressed in a timely manner.
- Ensure that any major internal control lapses, if any, pointed out by internal auditors of DPMU are addressed in a timely manner.
- Timely escalation of issues pertaining to financial management, which She/he perceives to be a potential bottleneck in project implementation to the head of the DPMU/SPMU.
- Support in other relevant tasks as assigned.

11. Monthly Deliverables:

Monthly report indicating the activities undertaken, tasks accomplished and results achieved based on monthly plan. The following minimum deliverables are expected:

- a. Financial Progress report on Project Implementation
- b. Monthly status on district level programme implementation and expenditure/planning of activities
- c. Progress report on the Sanitation and Drinking Water Quality implementation in the district
- d. Ensuring enhanced Financed based MIS implemented within districts

12. Age : Not More than 65 years

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22/01/19

Bihar State Water and Sanitation Mission

VishveshwaraiyaBhawan Complex, Bailey Road, Patna-15

Term of Reference for Environmental Specialist

1. **POSITION:** Environmental Specialist (01)
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2. **PURPOSE OF ASSIGNMENT**

Provide technical support to District Project Management Unit (DPMU) in the implementation of 'improve piped water supply and sanitation services for rural communities through decentralized delivery systems'

3. **PROGRAMME AREAS**

Programmatic implementation, institution building activities coordination and organization development related activities support supervision under the Rural Water Supply and Sanitation Project for Low Income States (RWSS-LIS)

4. **BASIC OBJECTIVE TO WHICH THE CONSULTANCY IS RELATED**

To provide technical assistance in environment and water quality issues and integrity, judgment and tact in handling the sensitive, diverse and confidential materials

5. **DUTY STATION**

District Headquarter (as per advertisement).

6. **DURATION**

3 years-(annual extension will be given annually on satisfactory performance)

The employment may be terminated through one month notice from either side or one month's salary (gross) in lieu of notice period.

7. **SUPERVISOR**

District Project Manager-cum-Executive Engineer, PHED

8. **Desired Qualification and Experiences**

Post Graduate Degree in Science/ Environment science/Graduate Engineer in Environment

- 5 years of relevant experience in the water and sanitation sector
 - Experience of working in community based rural water supply and sanitation sector
 - In-depth understanding of environment and water quality issues
 - Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential materials
 - Strong communication skill in English, Hindi and Local Language
 - Must be computer literate.
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9. **HONORARIUM AND OTHER ENTITLEMENTS**

Rs. 30,000/- PM all inclusive

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10. MAJOR TASK TO BE ACCOMPLISHED

- Ensure that all legal and regulatory provisions relevant to the environmental safeguards and World Bank safeguards policies are satisfactorily met through the project processes in each scheme and project villages.
- Ensure that environmental assessment is an integral part of planning and preparation of the proposed schemes of water supply and sanitation.
- Report to the SPMU and the World Bank on Environment Management Framework/Plan (EMF/EMP) compliance progress as part of regular program reporting requirements. Support in the implementation of EMF/EMP for the projects.
- Support in environmental sanitation activities as per the project design.
- Support in implementing communication and capacity building activities relevant to environmental safeguards.
- Support DPMC/SOs in implementing environmental safeguards s adopted in the project
- Support water quality program of project in terms of planning, capacity building, implementation, surveillance, monitoring and data analysis
- Timely submission of all relevant project progress reports, budget and utilization certificates
- Support in other relevant tasks as assigned.

11. Monthly Deliverables:

Monthly report indicating the activities undertaken, tasks accomplished and results achieved based on monthly plan. The following minimum deliverables are expected:

- a. Organisation Development Activities Progress report related to Project
- b. Monthly status on district level domain specific progress report
- c. Progress report on the Sanitation and Drinking Water Quality implementation in the district
- d. Ensuring enhanced target v/s achievement based MIS implemented within districts

12. Age : Not More than 45 years

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02/01/19

Selection Process and Criteria

1. Eligibility criteria for contractual engagement

- Applicant must be the Indian citizen
- Age limit – must be less than 45 years on the date of 01.10.2016

Age relaxation would be applicable as per the norm of Government of Bihar for the SC/ST and Ex-armed forces of Indian Government. Age relaxation for the others would be as below:

Sl.	CATEGORY	RELAXATION LIMIT
1	BC/EBC	2 (TWO) YEARS
2	WOMEN	3 (THREE) YEARS
3	SC/ST	5 (FIVE) YEARS
4	EX-ARMED FORCE PERSONNEL	5 (FIVE) YEARS

For Retired personnel of Govt. of Bihar the 65 years would be the upper age limit.

- Other relevant qualification would as mentioned above in the table.

2. Preparation of Merit List

- The selection would be made as per the merit list prepared through selection process as defined below:

The selection procedure would be applicable as prescribed by taking consideration on the desirable qualification & experience and the competency assessment through personal interview with following weightage:

Sl. No.	PARTICULAR	WEIGHTAGE
1.	POINT SYSTEM ON QUALIFICATION	60
2.	ADDITIONAL QUALIFICATION	10
3.	EXPERIENCE	10
4.	PERSONAL INTERVIEW	20
	TOTAL MARKS	100

Point specification education qualification and experience for each position (not applicable for the retired Government officials):

Sl. No.	Position (No. of post)	Point Specification					
1.	Procurement Specialist	MIN. QUALIFICATION	EDU.	% MARKS/ POINTS	% MARKS/ POINTS	% MARKS/ POINTS	% MARKS/ POINTS
		% MARKS		> 80%	<80%, >70%	<70%, >60%	<60%
		POST-GRADUATION		30	25	20	15
		GRADUATION		15	12	9	6
		INTERMEDIATE		15	12	9	6
<i>Points specification for additional educational qualification: Diploma in Material Management – 10 points</i> <i>Points specification for additional experiences:</i> 1. Experience > 5 years in procurement - 10 points							
2.	Social Development & Communication Specialist	MIN. QUALIFICATION	EDU.	% MARKS/ POINTS	% MARKS/ POINTS	% MARKS/ POINTS	% MARKS/ POINTS
		% MARKS		> 80%	<80%, >70%	<70%, >60%	<60%

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Sl. No.	Position (No. of post)	Point Specification					
		POST GRADUATION	30	25	20	15	
		GRADUATION	15	12	9	6	
		INTERMEDIATE	15	12	9	6	
		<i>Points specification for additional educational qualification: Diploma in Mass Communication – 10 points</i>					
		<i>Points specification for additional experiences:</i>					
		i. Experience > 5 years in Communication/Social Development - 10 points					
3.	M & E & MIS Specialist	MIN. QUALIFICATION	EDU. POINTS	% MARKS/ POINTS	% MARKS/ POINTS	% MARKS/ POINTS	% MARKS/ POINTS
		% MARKS	> 80%	<80%, >70%	<70%, >60%	<60%	
		POST GRADUATION	30	25	20	15	
		GRADUATION	15	12	9	6	
		INTERMEDIATE	15	12	9	6	
		<i>Points specification for additional educational qualification: Diploma in Rural Development – 10 points</i>					
		<i>Points specification for additional experiences:</i>					
		i. Experience > 5 years in Water & Sanitation sector MIS- 10 points					
4.	Financial Management Specialist	MIN. QUALIFICATION	EDU. POINTS	% MARKS/ POINTS	% MARKS/ POINTS	% MARKS/ POINTS	% MARKS/ POINTS
		% MARKS	> 80%	<80%, >70%	<70%, >60%	<60%	
		POST GRADUATION	30	25	20	15	
		GRADUATION	15	12	9	6	
		INTERMEDIATE	15	12	9	6	
		<i>Points specification for additional educational qualification: Qualified Chartered Accountant – 10 points</i>					
		<i>Points specification for additional experiences:</i>					
		i. Experience > 5 years in Financial Management - 10 points					
5.	Environmental Specialist	MIN. QUALIFICATION	EDU. POINTS	% MARKS/ POINTS	% MARKS/ POINTS	% MARKS/ POINTS	% MARKS/ POINTS
		% MARKS	> 80%	<80%, >70%	<70%, >60%	<60%	
		POST GRADUATION	30	25	20	15	
		GRADUATION	15	12	9	6	
		INTERMEDIATE	15	12	9	6	
		<i>Points specification for additional educational qualification: Diploma in Hydrology/ Water Quality – 10 points</i>					
		<i>Points specification for additional experiences:</i>					
		i. Experience > 5 years in Environment and Water quality sector - 10 points					
6.	Project Supervisor	MIN. QUALIFICATION	EDU. POINTS	% MARKS/ POINTS	% MARKS/ POINTS	% MARKS/ POINTS	% MARKS/ POINTS
		% MARKS	> 80%	<80%, >70%	<70%, >60%	<60%	
		DIPLOMA IN CIVIL ENGINEERING	45	37	29	21	
		MATRICULATION (10 th)	15	12	9	6	
		<i>Points specification for additional educational qualification:</i>					

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Sl. No.	Position (No. of post)	Point Specification
		I. B.Sc. (Engineering)/B.Tch./B.E./other similar degree - 10 points
		Points specification for additional experiences:
		II. Experience in Water Supply/ Sanitation sector - 10 points

A personal interview would be conducted for short of list decided by the selection committee under the chair of District Magistrate-cum-Chairman, District Water and Sanitation Committee

Each project district would have a separate merit list and called of applicants, as per the cut of marks decided by the Selection Committee, for the interview. The merit list would be valid for next 3 years.

3. **Selection Committee:** the selection committee for the selection of DPMU consultants would be as below:

District Magistrate-cum-Chairman, DWSC	-	Chairman
Superintendent Engineer, PHED	-	Member
Executive Engineer-cum-Project Manager, DPMU	-	Member Secretary
Nominated SC/ST officer by District Magistrate	-	Member
Representative of SPMU	-	Member

- Contract:** Finally selected applicant will undergo in contract for the period of one year, subject to performance review by DPMU. Fresh contractual engagement and/or extension of the present contract would be considered after review of your performance during the period of contract and the status of the project.
- This appointment is terminable by giving one months notice in writing or payment of one month's remuneration in lieu thereof. Consultant may also terminate this contract by giving one month's notice in writing or payment of one month's remuneration thereof.
- Appointed consultant will not be entitled to any other benefits like Dearness Allowance, CPF, House Rent, Group Insurance, Pension benefits, CCA etc.
- The payable honorarium to consultant is the subject of tax deduction as per the IT laws.
- Selected applicant will be posted in any of the project districts of RWSSP. S/he could be transferred to any other project district keeping in view the work need, in the best interest of the projects and also on administrative grounds.
- The post involves extensive travel within the state and whenever so necessitated elsewhere for project activities. During tour your T.A. & D.A. will be regulated as per the TA Rules of the Project defined.
- The appointee may terminate consultant engagement without giving any notice in the event of continuous absence for 7 days from duty.
- Consultant once engaged in project shall not be allowed to take up any part time/ full time employment or assignments elsewhere or do any business during the period.
- The appointee will be entitled to recover any loss or damages which may be caused due to your action, inaction or omission in discharge of responsibilities as Consultant.

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4. **Terms and Condition**

1. Professional fees will be paid on monthly basis in lump sum inclusive of all allowances. Outstation travel and related expenses will be settled on reimbursable basis. Outstation TA/DA entitlements shall be according to the admissibility adjudged by the DPMU.
2. No other entitlements e.g. P.F, ESI, Medical Facilities, Pension etc. will be extended.
3. There will be extensive travels in project villages.
4. Any dispute arising out during the service period the decision of SPMU will be binding and final to the assignee.

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04/11/19

Application for the Post of :
 District Project Management Unit (DPMU), Begusarai
 (P.H.Division, Begusarai)
 (Use Capital Letters Only)

1. Name:-
2. Father's Name:
3. Sex (M/F):
4. Address for Communication:

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Recent
Photograph and
sign it across

5. a) Contact No (STD):
 b) Mobile No.:
 c) Email ID:
6. Date of Birth:
7. Educational Qualification: (As on the date of application)

Examination	Name of University/Institute	year of Passing	Percentage of Marks/ Division	Subject Specialization
Graduation				
Post Graduate				
Technical Qualification				
Other				

8. Member of Professional Association:-

9. Other Trainings (Indicate Significant Training : (use separate sheet if desired)

10. Work Experience

Organization/ Department	Designation/Post	Duration		Total years & Month of Work Experience	Nature of Works
		From	Till		

11. Last Salary Remuneration Fee Drawn:

12. Certification:

I the undersigned, certify that to the best of my knowledge and belief, the CV correctly describes myself My Qualification and experience. I understand that any willful misstatement described herein may lead my disqualification dismissal. If engaged.

Date:

Place:

(Signature of Candidate)