

**No.A.11013/10/2007-08/DWS.I**  
**Government of India**  
**Ministry of Rural Development**  
**(Department of Drinking Water & Sanitation)**

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6<sup>th</sup> floor, Block-11, CGO Complex,  
Lodhi Road, New Delhi – 110 003.

Dated 28th February, 2011

To

1. All Ministries/Departments for circulation among the undertakings/autonomous bodies under their charge.
2. All State Secretaries incharge of PHE Departments.(28 Nos)
3. Central Ground Water Board
4. All IITs (15 Nos)
5. Central Pollution Control Board
6. NBCC
7. SCOPE
8. WAPCOS
9. CPWD
10. KEY RESOURCE CENTRES (20 Nos)

**Subject : Engagement of Senior Consultants/Consultants in National Resource Centre (NRC) of the D/O Drinking Water and Sanitation.**

Sir.

I am enclosing a copy of the Circular dated 23rd February 2011 on the subject cited above and to request you to kindly give it wide publicity in your Organization enabling this Department to fill up these posts from suitable candidates.

Yours faithfully.

  
(K.Narayana Reddy)

Under Secretary to the Govt. of India  
Telefax :24364780

Copy to:-

✓ The Technical Director (NIC) for hosting on Department's website [www.ddws.nic.in](http://www.ddws.nic.in) as well as on the website of the National Portal of India(soft copy of the letter attached)

**No. A-11013/10/2007-08/DWS.I**  
**Government of India**  
**Ministry of Rural Development**  
**Department of Drinking Water and Sanitation**

6<sup>th</sup> Floor, Block No. -11,  
CGO Complex, Lodhi Road, New Delhi,

Dated the 23<sup>rd</sup> February, 2011

**CIRCULAR**

**Subject : Engagement of Senior Consultants/Consultants/Young Professional in National Resource Centre (NRC) of the D/o Drinking Water and Sanitation**

The Department of Drinking Water and Sanitation requires the services of the following outside experts/retired Government servants for appointment as non-official Consultants.

S. No.	Field	Assignment	Proposed Essential Qualification	Proposed Desirable Qualification	Proposed Experience
1	Team Leader (Water Supply Expert)	Senior Consultant	M.Tech (Env.Engg) / M.Tech (Structures)/Civil Engg./PHE or similar degree in equivalent disciplines	Ph.D (Env.Engg.)	15 years experience of which at least 7 years in water treatment plants, distribution network  High administrative & technical capacity, min. rank of CE or equivalent
2	Public Health Engineering	Consultant	M. Tech Env. Engg/PHE/Civil Engg. or similar degree in equivalent discipline	Ph.D (Env. Engg)	10 years in water supply
3	Capacity Building (Social) and Institutional Development	Consultant	Any Master's Degree in Social Sciences / Social Work	MBA (HR)/ Master Degree in Public Administration	10 years in Rural Development
4	Monitoring, Evaluation & Statistics	Consultant	M.Sc (Statistics)	Skill in using software like SPSS	10 years in Monitoring, evaluation and statistical analysis
5	Database Analyst	Young Professional	B.Tech (Computer Science) / PGDCA / MCA/ M.Sc (Comp. Science) or similar degree in equivalent disciplines	PG in Computer Science	3 years experience as Database Administrator

## Desirable Requirements

- Strong communication skills, both oral and written
- Analytical and presentation skills with ability to generate a well researched and written report.
- Experience in collection, compilation and analysis of statistical data, computer skills and preparation of Project Reports/Reviews/Notes/Briefs etc.

2. **Job Description:** - As per Terms of Reference at Annexure-I.

3. **Duration :**

Candidates selected will be appointed on contract basis for an initial period of one year. This term can be extended upto maximum 5 years depending on the performance of the candidate/need of the department.. .

4. **Fee :-** The consolidated fee shall range between Rs 25,000 to Rs.40,000/- per month for Young Professionals and between Rs.40,000/- to Rs. 70,000/- per month for Consultants and between Rs.70,000/- and Rs.1,00,000/- per month for Senior Consultants depending on the qualification and work experience of the selected candidates.


5. **Local Conveyance :-** Consultants will be paid an additional amount of Rs.10,000/- per month (in case of Senior Consultants), Rs.3,000/- per month (in case of Consultants) and Rs.1,500/- per month (in case of Young Professionals) as local conveyance.

6. Interested persons may send their Curriculum Vitae in the format at Annexure-II by e-mail followed by post **indicating the category for which the applicant has applied** to the following address:

**UNDER SECRETARY (ADMN.)  
DEPARTMENT OF DRINKING WATER & SANITATION  
ROOM NO. 623, 6<sup>th</sup> FLOOR, Block NO. 11,  
C.G.O. COMPLEX, LODI ROAD,  
NEW DELHI-110003**

E-MAIL : ddws\_usadm@nic.in

Last date for receipt of the applications will be the 15<sup>th</sup> day from the date of publication of the advertisement in the newspaper.

  
(K. NARAYANA REDDY)  
Under Secretary to the Govt. of India  
Telefax : 24364780

**Terms of Reference for Engagement of Senior Consultants/Consultants/Young Professionals in National Resource Centre (NRC) of the D/o Drinking Water and Sanitation**

**I. Senior Consultant and Team Leader (Water Supply)**

**1. Outline of the Tasks to be carried out:**

- Analyzing on a continuing basis the National Rural Drinking Water Programme, Jalmani and other drinking water programmes and components using sector knowledge and performance data from secondary sources and through focused discussions with eminent experts. Based on these preparing quarterly reports on the performance of the sector;
- Advising and guiding DDWS and States on assessing the performance of the sector in the following areas :
  - a) Status of demand and supply of drinking water in rural areas and their associated habitations/and identifying gaps in service levels, quality, coverage and access (specially to weaker sections BPL, SC/ST);
  - b) Household level security of drinking water based on existing sources; drinking water supply in schools and anganwadis, public places;
  - c) Preparation of inventories, mapping and coding of all drinking water sources and schemes;
  - d) Identification of schemes performing below design level, evolving and implanting remedial measures to bring them to efficient level;
  - e) Visiting States for review and technical guidance and providing reports;
  - f) O&M aspects of RWSS;
  - g) Any other task entrusted by the Department.

**2. Schedule for Completion of tasks**

- On a regular basis as per requirement of Department of Drinking Water and Sanitation

**3. The supports or inputs to be provided by Department of Drinking Water and sanitation**

- The Sr. Consultant will report to the Joint Secretary, Drinking Water Supply;

#### **4. Deliverables:**

- Provide State wise reports on performance of states;
- Based on available data and information on different programmes/schemes, prepare quarterly analysis and report on-line to Department of Drinking Water and Sanitation, Ministry of Rural Development on the following aspects :

#### **Sector Performance:**

- Gaps/weakness;
- Causes thereof;
- Sector governance issues at various levels;
  - **Sector policies (National/State)**
    - Extent of adoption of National Policies and implementation by states;
    - State policies, if different from National Policies;
    - Constraints/problems faced by them and causes thereof;
    - Modifications/changes in National Policies required, if any.
- Assisting DDWS in appraising District/State Plans.
- Any other as per requirement of DDWS.

## **IV. Consultant in Public Health Engineering**

### **1. Outline of the Tasks to be carried out:**

- Analyzing on a continuing basis the National Rural Drinking Water Programme, TSC and other drinking water programmes and components using sector knowledge and performance data from secondary sources and through focused discussions with eminent experts. Based on these preparing quarterly reports on the performance of the sector;
- Advising and guiding DDWS and States on technical aspect of the sector in the following areas :
  - (a) Technical assistance to states in planning and design of water supply projects and sanitation options taking into consideration techno-economic viability and also the geo-hydrological environment ;
  - (b) Disseminating updated water treatment technologies particularly the chemical treatment technologies keeping in view the management aspect of the technology;
  - (c) Documentation of best water supply schemes/techniques, sanitation practices and disseminating the same;
  - (d) Assist the states in setting up water testing facilities and develop water testing modules depending on the institutional set up;
  - (e) O&M aspects of RWSS particularly management of rural water supply scheme, community sanitary complexes by PRIs;
  - (f) Visiting States for review and technical guidance and providing reports;
  - (g) Any other task entrusted by the Department.

### **2. Schedule for Completion of tasks**

- On a regular basis as per requirement of Department of Drinking Water and sanitation;

### **3. The supports or inputs to be provided by Department of Drinking Water and sanitation**

- The Consultant will report to the Director, Drinking Water Supply/Director, Sanitation;

### **4. Deliverables:**

- Providing inputs to Department and to states regarding use of technology and scaling it up;
- Visiting States, analyzing reports of Review Missions and reporting to DDWS;
- Reports on key activities being carried out by the states;
- Any other as per requirement of DDWS.

### **III. Consultant in Capacity Building (Social) and Institutional Development**

#### **1. Outline of the Tasks to be carried out:**

- Identifying capacity gaps;
- Guiding the design of training modules and capacity building plans for the States utilizing a network of institutions/organization for engineers, Block Resource Centres (BRC), District Water and Sanitation Mission (DWSM) for PRI and VWSC members and grassroots level workers like masons, pump operators, etc. to improve their effectiveness in
  - a) Implementing the sector programs in a decentralized and participatory manner with full involvement of Panchayats and local communities;
  - b) Incorporating sustainability measures in planning and implementation of water supply schemes & sanitation systems;
  - c) Planning for water security;
  - d) Planning for proper disposal of solid and liquid waste etc.
  - e) Periodically modifying training modules based on the feedback and changing requirements;
  - f) Providing advice in preparation of media plans, awareness generation campaigns, media material and messages;
  - g) Assist and advice in working out system and design of distance learning and online course for engineers;
  - h) Visiting States for review and technical guidance and providing reports;
  - i) Any other task entrusted by the Department.

#### **2. Schedule for Completion of tasks**

- On a regular basis as per requirement of Department of Drinking Water and Sanitation;

#### **3. The supports or inputs to be provided by Department of Drinking Water and sanitation**

- The Consultant will report to the Director, Drinking Water Supply/Director, Sanitation and Director, Water Quality in respect of their subjects.

#### **4. Deliverables:**

- Reports on identified gaps;
- Draft designs of training modules;
- Guide States in preparation of training modules and capacity building plans;
- Submitting modified training modules based on feedback and changing requirements;
- Any other as per requirement of DDWS.

## **IV. Consultant in Monitoring, Evaluation & Statistics**

### **1. Outline of the Tasks to be carried out:**

- Assisting DDWS in improving monitoring, evaluation and statistical reporting, IMIS regarding Drinking Water and Sanitation programmes;
- Visiting States for review and technical guidance and providing reports;
- Analyzing key activities being carried out by the states based on secondary data including IMIS, state documents, national and state level surveys, Annual reports and reports submitted to DDWS;
- Any other task entrusted by the Department.

### **2. Schedule for Completion of tasks**

- On a regular basis as per requirement of Department of Drinking Water and Sanitation;

### **3. The supports or inputs to be provided by Department of Drinking Water and sanitation**

- The Consultant will report to the Director, Drinking Water Supply/Director, Sanitation and Director, Water Quality in respect of their subjects.

### **4. Deliverables:**

- Prepare draft training modules for States in consolidating and utilizing the IMIS;
- Providing inputs to DDWS in improving IMIS, monitoring and evaluation;
- Analyzing reports of Review Missions and reporting to DDWS;
- Reports on key activities being carried out by the states;
- Guidance notes on periodically assessing the performance of the sector;
- Any other as per requirement of DDWS.



## **✓. Young Consultant as Database Analyst**

### **1. Outline of the Tasks to be carried out:**

- Identifying data gaps in IMIS with respect to the rural water supply domain;
- Improvement in quality of data received through IMIS;
- Trend/Time series analysis of data;
- Enabling usage of various E-Governance tools by Department of Drinking Water and Sanitation;
- Visiting States for review and technical guidance and providing reports;
- Any other task entrusted by the Department.

### **2. Schedule for Completion of tasks**

- On a regular basis as per requirement of Department of Drinking Water and Sanitation;

### **3. The supports or inputs to be provided by Department of Drinking Water and sanitation**

- The Young Consultant will report to the Director, Drinking Water Supply/Director, Sanitation and Director, Water Quality in respect of their subjects.

### **4. Deliverables:**

- Guidance note for refining the data base structure in order to accommodate the data gaps and improvement of data quality;
- Analytical reports for ensuring improved planning;
- Guidance note for development of a GIS for data analysis;
- Notes for usage of various E-Governance tools;
- Any other as per requirement of DDWS.

**Application format for appointment as Senior Consultant/Consultant/Young Professional  
In National Resource Centre (NRC) of the Department of Drinking Water and Sanitation**  
(Tick mark the job applied for)

1. Name: \_\_\_\_\_

2. Father's Name: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_

4. Domicile: \_\_\_\_\_

5. Nationality: \_\_\_\_\_

6. Mailing address (with Tel./Mob. No. and E-mail address) \_\_\_\_\_

7. Permanent address: \_\_\_\_\_

8. Educational Qualification:

S.No.	Course	Subject	University/Institute	Year of Passing	Division/Class

9. Work Experience:

S.No.	Organisation/ Institute	Period		Nature of work	Remarks
		From	To		

10. Whether SC/ST/OBC : \_\_\_\_\_

11. Reference

(i)

(ii)

(Signature)

Date: \_\_\_\_\_