

**MOST IMMEDIATE**

No.A-12015/03/2011-Admn(Pt).  
**Government of India**  
**Ministry of Drinking Water & Sanitation**  
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6<sup>th</sup> floor, Block-11, CGO Complex,  
Lodhi Road, New Delhi – 110 003.

Dated : 14<sup>th</sup> October,2011

To

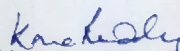
1. All Ministries/Departments for circulation among the undertakings/autonomous bodies under their charge.
2. All State Secretaries incharge of PHE Departments.(28 Nos)
3. Central Ground Water Board
4. All IITs (15 Nos)
5. Central Pollution Control Board
6. NBCC
7. SCOPE
8. WAPCOS
9. CPWD
10. KEY RESOURCE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

**Subject : Engagement of Consultant/Database Analyst-Young Professionals in Resource Centre (NRC) of the M/O Drinking Water and Sanitation.**

Sir.

I am enclosing a copy of the Circular dated 14<sup>th</sup> October , 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 **India Water Portal/Solution Exchange/Dev Net/Water Community Solex/ISP/Hindi Water Portal/IWF/SCaN** (soft copy of the letter attached).

**No. A-12015/03/2011/Admn. (Pt.)**  
Government of India  
Ministry of Drinking Water and Sanitation

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

Dated the 14<sup>th</sup> October, 2011

**CIRCULAR**

**Subject : Engagement of Consultant/Young Professional in National Resource Centre (NRC) of the Ministry Drinking Water and Sanitation**

The Ministry 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	Essential Qualification	Desirable Qualification	Experience
1	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
2	Database Analyst	Young Professional	B.Tech (Computer Science) / PGDCA / MCA/ M.Sc (Comp. Science) or similar degree in equivalent disciplines	PG in Computer Science Degree/PG in Statistics	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 Professional and between Rs.40,000/- to Rs. 70,000/- per month for Consultant depending on the qualification and work experience of the selected candidates.



5. **Local Conveyance** :- Consultant will be paid an additional amount of Rs.3,000/- per month and Young Professional will be paid Rs.1,500/- per month 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 20<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 Consultant/Young Professional in National Resource Centre (NRC) of the Ministry of Drinking Water and Sanitation**

**I. 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.



## **II. 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 Consultant/Young Professional In  
National Resource Centre (NRC) of the Ministry 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: \_\_\_\_\_