

**MOST IMMEDIATE**

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

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8<sup>th</sup> floor, Paryavaran Bhawan, CGO Complex,  
Lodhi Road, New Delhi – 110 003.

Dated: 18<sup>th</sup> January, 2012

To

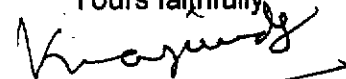
1. All Ministries/Departments for circulation among the undertakings/autonomous bodies under their charge.
2. All State Secretaries incharge of PHE Departments.(28 Nos)
3. Central Ground Water Board
4. All IITs (15 Nos)
5. Central Pollution Control Board
6. NBCC
7. SCOPE
8. WAPCOS
9. CPWD
10. KEY RESOURCE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

**Subject: Engagement of Consultants in National Resource Centre (NRC) of the Ministry of Drinking Water and Sanitation.**

Sir.

I am enclosing a copy of the Circular dated 18<sup>th</sup> January , 2012 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.K.Majumdar)

Deputy Secretary to the Govt. of India  
Tele: 24364115

Copv 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

8<sup>th</sup> Floor, Paryavaran Bhawan,  
CGO Complex, Lodhi Road, New Delhi,

Dated the 18<sup>th</sup> January, 2012

**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  Or  B.Tech in Env. Engg./ PHE/ Civil Engg. or similar degree in equivalent discipline	Ph.D (Env. Engg)	10 years in water supply  20 years in water supply
2	Consultant (Database)	Consultant	M.Sc. (Statistics)	MCA	3 years experience in Data Warehousing

**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 :**

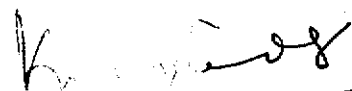
Candidates selected will be appointed on contract basis for an initial period of one year. This term can be extended upto maximum 5 years depending on the performance of the candidate/need of the department..

4. **Fee** :- The consolidated fee shall range between Rs 40,000 to Rs. 70,000/- for Consultant (PHE) and Consultant (Database) 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 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.)  
MINISTRY OF DRINKING WATER & SANITATION  
8<sup>TH</sup> FLOOR, PARYAVARAN BHAWAN  
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. R. Vinjumar)  
Deputy Secretary to the Govt. of India  
Tel: 234364115

**Terms of Reference for Engagement of Consultant 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 MDWS 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 Ministry.

**2. Schedule for Completion of tasks**

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

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

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

**4. Deliverables:**

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

## **II. Consultant (Database)**

### **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 Ministry of Drinking Water and Sanitation;
- Visiting States for review and technical guidance and providing reports;
- Any other task entrusted by the Ministry.

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

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

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

- The Consultant (Database) 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 MDWS.

**Application format for appointment as Consultant  
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: \_\_\_\_\_