



ODISHA WATER & SANITATION MISSION

(Panchayati Raj & Drinking Water Deptt., Govt. Of Odisha)
Ground Floor, Jal O Parimal Bhawan, Unit-V, Bhubaneswar, Odisha-751001.
Ph : 0674-2392171, 2395202, Email: oswsm@rediffmail.com
Advertisement No. 1 / 2018

STATE LEVEL CONTRACTUAL ENGAGEMENTS FOR SWACHH BHARAT MISSION (GRAMIN)

OWSM invites application from eligible candidates for engagement of Consultants on Contractual basis for its Project Management Unit at Mission Directorate. Application form along with the detailed eligible, terms of reference for each position can be downloaded from www.odishapanchayati.gov.in. Last date received of applications by registered post / courier only is 12.06.2018 by 5 PM.

Position	Nos. of Post	Qualification & Eligibility	Monthly Remuneration	Age
State Consultant-Finance	1	CA/CWA/CFA or MBA (Finance) from recognised University/ Institution with Minimum 5 years of experience in relevant field.	Rs. 40,000/-	Age not more than 40 years as on 01.04.2018
State Consultant-Personnel Management	1	Master Degree in Business Administration with specialization in Human Resource Management / 2 years P.G. Diploma with specialization in Human Resource Management / PG Diploma in Personnel Management & Industrial Relation from recognized Institution / University with minimum 60% marks.	Rs. 40,000/-	Age not more than 40 years as on 01.04.2018

Each application should be sealed in an envelope and is to be addressed to the Mission Director, Odisha Water and Sanitation Mission, Ground Floor, Jal O Parimal Bhawan, Unit-V, Bhubaneswar, Odisha-751001.

Sd/-
Mission Director, OWSM

Swachh Bharat Mission (Gramin)

ODISHA WATER & SANITATION MISSION

(Panchayati Raj & Drinking Water Deptt. Government of Odisha)

Advertisement No. 01/ Date 2018

State Level Contractual Engagements For State Consultant – Finance & State Consultant – Human Resources

The Mission Director, Odisha Water & Sanitation Mission (OWSM) invites eligible professionals having requisite qualifications, experience and exposure for the above mentioned posts. The details of the post are as follows.

Details of the post

- **Post : State Consultant – Finance**
- **No (s) of post : 1 (One)**
- **Minimum Qualification : CA/CWA/CFA or MBA (Finance)**
- **Job Responsibilities**
 - I. Develop operational manual for management of funds at State, District and facility level
 - II. Manage Society funds for implementation of various schemes of the society
 - III. Overseeing fund disbursement
 - IV. Ensuring accounting manuals and maintenance of books of accounts
 - V. Preparation of Statement of Expenditure and collection of Utilization Certificates
 - VI. Ensuring management of audits and compliance of audit reports
 - VII. Timely disbursement of funds to Districts & collection of Utilisation Certificates
 - VIII. Budget analysis of State and Districts
 - IX. Undertake any other assignment as directed by Mission Director, OWSM
- **Consolidated Monthly Fees: Rs. 40,000/-**

01/5/18

- **Professional Experience**
 - I. Minimum 5 years of experience in relevant field.
 - II. Experience in relevant IT platforms is desirable.
 - III. Experience of government / related programs is desirable
- **Age:** Age not more than 40 years as on date of 01.04.2018

- **Post : State Consultant- Personnel Management**
- **No (s) of post :** 1 (One)
- **Minimum Qualification:** Master Degree in Business Administration with specialization in Human Resource Management / 2 years P.G. Diploma with specialization in Human Resource Management / PG Diploma in Personnel Management & Industrial Relation from recognized Institution / University with minimum 60% marks.

- **Job Responsibilities**
 - I. Prepare HR Policy and Manual of OWSM
 - II. Identify training needs and develop suitable training modules for SBM (G) & drinking water
 - III. Prepare Annual Capacity Building Plan for the State and guide the districts in preparing their plans
 - IV. Establishment matter of all district and state level Consultants
 - V. HR planning & mapping, recruitment & selection, performance management system, performance appraisal system, contract management & renewal, statutory provisions relating to HR, grievance handling & conflict management
 - VI. Undertake any other assignment as directed by Mission Director, OWSM

- **Consolidated Monthly Fees:** Rs. 40,000/-
- **Professional Experience :** At least 5 years of post qualification experience in Human Resource Management preferably in a Government aided organisation
- **Age:** Age not more than 40 years as on date as on 01.04.2018

25.5.18

General Information and Instructions

1. Interested and eligible candidates are required to apply in the prescribed format, available in the official website: PR & DW Department and submit certified copies of all certificates/testimonials. Incomplete application in any form will be rejected.
2. The above position is purely temporary and co-terminus with the scheme. Canvassing in any form will render the candidate disqualified for the position.
3. Details of vacancy, eligibility, ToR, age, application form etc. can be downloaded from the official website of PR&DW Deptt.
4. In case the marks obtained are in the form of CGPA, OGPA, GPA, CPI etc., a certificate for conversion as applicable to percentage of marks shall be submitted at the time of submission of application form. Certification towards AICTE/UGC recognition of Institutions/Universities shall also be submitted at the time of submission of application form, wherever applicable, without which the application shall not be considered and shall be rejected.
5. Over aged and under qualification in the prescribed educational qualification shall be rejected.
6. Candidates, who are already working in PR & DW Deptt. either on regular or on contractual basis, have to submit No Objection Certificate (NOC) from the employer (appointing authority) at the time of interview without which they will not be eligible for appearing interview. NOC issued by any other authority other than appointing authority will not be accepted. NOC must be specific for the post, She/He applying and must be issued subsequent to issue of the advertisement.
7. If any candidate is found to have suppressed any materials information or furnished false information/documents, his/her case shall not be considered for the post applied for and in case already engaged on the basis of the said information/ documents, his/her service shall be terminated from the Society forthwith. Candidates who have been disengaged earlier from the PR & DW Department on administrative ground such as disobedience/poor performance/misbehaviour/criminal activity etc. are not eligible.
8. No personal correspondence/queries will be entertained. All communication will be made through e-mail/ official website/ Notice Board.
9. The panel for above positions shall also remain valid for similar post/in other programmes under PR & DW Department ambit with same educational qualification and same remuneration as will be decided by the Society.
10. Number of vacancies/remuneration as mentioned under this advertisement may vary at the time of actual engagement.
11. The undersigned reserves the right to cancel any or all the application/positions at any stage of recruitment process without assigning any reason thereof

Handwritten signature and date:
15/5/18

APPLICATION FORM

Post Applied for		Paste your recent passport Size Photograph Here
Date of Application		

1. Personal Details

Name of the Candidate (Ms/ Miss/ Mrs/ Mr)	(First Name)	(Surname)
Address	<u>Permanent</u>	<u>Present</u>
Mobile:		
Telephone Residence		
Telephone Office		
E-mail address		
Date of Birth		
Category (ST/SC/General)		
Sex: (Male/ Female)		

2. Educational Qualification (10th Standard onwards)

Qualification	Board/University	Subjects	Year of Completion	*Division/ Grade

* Attach self-attested certificates

3. Other trainings / qualifications including relevant short training courses

Course	Duration	Institution	Details

4. Employment /Experience Record

Name and Address of the Employer	Designation	Date of entry in to the service	Date of leaving the service	Brief description of duties	Reason for leaving the service

5. Last pay received: Rs

Attach pay Slip/ certificate from employer

6. Computer Literacy

(Mention all software known/used)

(Mention all software known/used)

7. Language Proficiency (Please tick in the appropriate box)

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Odia									
Other (Please Specify.....)									

8.Reference: (Two persons to whom you have professionally reported)

Details	Reference 1	Reference 2
Name		
Designation		
Mobile No		
E mail.		

9.List of enclosures

Certificate	Submitted (Yes / No)	Page no.
10 th		
12 th		
Graduation		
Post Graduation		
M.B.A.		
Experience if any		

Declaration:

I do hereby declare that all statements made in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any further notice.

Undertaking

I do hereby undertake that no police/vigilance case has so far been levelled against me for what so ever reason by any Government/ semi-Government/ Public sector undertaking/ private institution anywhere in the country.

Date:

Signature of the Applicant

Place: