

जाहिरात
वसुंधरा पाणलोट विकास यंत्रणा
पहिला मजला, मध्यवर्ती प्रशासकीय इमारत, पुणे - १

जाहिरात २०१३/२ दि.१६.८.२०१३

वसुंधरा पाणलोट विकास यंत्रणा, महाराष्ट्र शासनाच्या जलसंधारण विभागा अंतर्गत स्वायत्त संस्था असून एकात्मिक पाणलोट व्यवस्थापन कार्यक्रमात खालील कंत्राटी पदांसाठी अर्ज मागवित आहे.

- १) माहिती व्यवस्थापन समन्वयक - राज्य स्तर १ पद, (खुला प्रवर्ग)
- २) नियोजन व सैनियंत्रण अधिकारी- राज्य स्तर १ पद (अ.जा.१)
- ३) नियोजन व सैनियंत्रण अधिकारी - विभागीय स्तर २ पदे, (अ.जा.१, अ.ज.१)
- ४) समाज संघटन तज्ञ - ४ पदे आणि (विभाग स्तर ३/ अ.जा.१,अ.ज.१,खुला १ आणि राज्य स्तर १ अ.जा.)
- ५) डेटाबेस ऑपरेटर व ऑनॅलिस्ट - ५ पदे (विभाग स्तर २/अ.ज.१, इमाव१,आणि राज्यस्तर अ.जा.१ ,खुला २)

कंत्राटी पदांची सविस्तर माहिती, आवश्यक आर्हता व अनुभव, निवड प्रक्रिया, अर्जाचा नमुना, प्रमुख कार्ये आणि मानधन या बाबत सविस्तर माहिती कृषी विभागाच्या संकेतस्थळावर www.mahaagri.gov.in उपलब्ध आहे. त्यावर "Recruitment in IWMP- AUG 2013/2" ही लिंक पहावी.

मुख्य कार्यकारी अधिकारी
वसुंधरा पाणलोट विकास यंत्रणा, पुणे तथा
आयुक्त (कृषी) महाराष्ट्र राज्य, पुणे

RECRUITMENT IN IWMP- August 2013

**Vasundhara Watershed Development Agency (VWDA),
First Floor, Central Building, Pune-1
Phone No: 020-26130053**

No. VWDA/Advt- 2 /2013 /1127

Date: 16 AUG 2013

VWDA, an autonomous body under Department of Water Conservation, Government of Maharashtra invites applications for the following **contractual posts in Integrated Watershed Management Programme (IWMP)**.

State level posts (Contractual)	No of posts	Agriculture Division level posts (Contractual)	No of posts
1. M I S Coordinator (Open)	1	1. Planning & Monitoring Officer (SC1, ST1)	2
2. Community Mobilisation Expert (S.C.)	1	2. Community Mobilisation Expert (SC 1, ST 1,Open-1)	3
3. Database Operator & Analyst (SC 1,Open-2)	3	3. Database Operator & Analyst (ST 1,OBC-1)	2
4.Planning and Monitoring Officer (SC)	1		

Details of the post locations, required qualifications & experience, recruitment process, application form, broad functions and remuneration are available on this link.

Applications should be addressed to: The Chief Executive Officer, Vasundhara Watershed Development Agency 'VWDA', First Floor, Central Building, Pune – 1. Last date of submitting applications for all posts is 31st August 2013 till 5:00 pm. Applications have to be submitted by post or by hand to the above mentioned address. Incomplete applications, applications received after the last date or Application received by email will not be considered. Only shortlisted candidates will be called for interview.

All posts are for one year and may be extended based on annual renewal. All posts are non-transferable, however, if VWDA requires the services of a specific personnel in any of the locations, he / she may be transferred by orders of Chief Executive Officer, VWDA. As the posts are contractual, claim for any type of permanency or service extension for any of the Government Department or Government undertaking will not be entertained.

Decision of Chief Executive Officer, VWDA and Commissioner, Agriculture will be final.

**Chief Executive Officer
VWDA, Pune and
Commissioner Agriculture,
M.S.Pune**

Following details are available on this webpage:

1. Vacancy position in Agriculture Divisions of Maharashtra.
2. Required qualifications and experience
3. Recruitment process
4. Application form
5. Broad functions
6. Remuneration

DETAILS OF RECRUITMENT IN IWMP- August 2013

1. Locations of the posts: Posts will be located as follows-

- A) **State level posts:** State level posts will be located in **Department of Water Conservation, Mantralaya, Mumbai** and **Vasundhara Watershed Development Agency 'VWDA', Central Administrative Building, Pune**

S. No	Name of the post	Location of State level posts	
		Mantralaya, Mumbai	VWDA, Pune
1	M I S Coordinator	0	1
2	Community Mobilisation Expert	1	-
3	Database Operator & Analyst	1	2
4	Planning and Monitoring Officer	0	1

- B) **Agriculture Division level posts:** Agriculture Division level posts will be located in **Office of Joint Director, Agriculture Department at Pune, Nashik, Aurangabad, Latur, Nagpur**

S. No	Name of the post	Location
5	Planning & Monitoring Officer	Pune, Nagpur
6	Community Mobilisation Expert	Pune, Aurangabad, Latur,
7	Database Operator & Analyst	Nashik, Latur,

2. Required qualifications and experience

A) **State level posts:**

1. Name of Post	M I S Coordinator
Qualification	Graduate Degree in Computer Science (Higher Qualification will be preferred)
Minimum experience	At least 5 years of relevant experience in programming .NET/JAVA, Database Management System with sepcialisation in .NET/JAVA, Windows/ Linux, Project Management, implementation and monitoring as well as technical consultancy.

2. Name of Post	Community Mobilisation Expert at State level
Qualification	Post graduate degree in Social Work / Sociology OR Post Graduate Diploma in Rural Management
Minimum experience	Minimum 5 years in project management, preferably in watershed or rural development projects

3. Name of Post	Database Operator & Analyst at State level
Qualification	Post graduate degree Computer Science, Computer Applications OR Engineering Graduate in Computers / Computer Sciences
Minimum experience	Minimum 3 years in database management, preferably in watershed or rural development projects

4. Name of Post	Planning & Monitoring Officer at State level
Qualification	
Minimum experience	Post graduate degree in Business Administration/ Agriculture/ Agriculture Economics/ Statistics/ Economics OR Graduate in Agriculture Engineering Minimum 5 years in project management, preferably in watershed or rural development projects

B) Agriculture Division level posts:

4. Name of Post	Planning & Monitoring Officer at Agriculture Division level
Qualification	Post graduate degree in Business Administration/ Agriculture/ Agriculture Economics/ Statistics/ Economics OR Graduate in Agriculture Engineering OR Graduate in Business Administration/ Agriculture
Minimum experience	Minimum 3 years in project management, preferably in watershed or rural development projects

5. Name of Post	Community Mobilisation Expert at Agriculture Division level
Qualification	Post graduate degree in Social Work / Sociology OR Post Graduate diploma in Rural Management
Minimum experience	Minimum 3 years in project management, preferably in watershed or rural development projects

6. Name of Post	Database Operator & Analyst at Agriculture Division level
Qualification	Graduate in Computer Science/ Computer Applications
Minimum experience	Minimum 1 years in database management, preferably in watershed or rural development projects

- All candidates should have;
 - 1) Good oral and written communication skills
 - 2) Good knowledge of English and Marathi languages
 - 3) Good computer operation skills
- Candidates should be below age of 45 years.

3. Recruitment process for post State level and Agriculture Division level posts

Recruitment process will be through '**shortlisting and interview**' method. Details are given ahead.

- 3.1 **Advertisement:** Advertisement for recruitment and call of applications is given in one Marathi newspaper.
- 3.2 **Shortlisting:** Primary desk scrutiny of applications received will be done to check the required qualifications, experience and application format. Applications not fulfilling qualification, experience criteria and not in the prescribed application format will be rejected and not considered for shortlisting.

A matrix will be prepared based on qualification, experience period, experience type, age, This will carry 50 marks. A list of qualifying candidates will be prepared and displayed on website of Agriculture Department.

- 3.3 List of shortlisted candidates:** List of shortlisted candidates for the State level and Agriculture Division level posts will be displayed separately.

Period required for shortlisting will depend on number of applications received for different posts. Therefore, date for displaying the list of shortlisted candidates will be given on 15th day after last date of submitting applications on website of Agriculture Department. Please note this is not the date for display of list, it is only to declare the date when list will be displayed on website.

The list of shortlisted candidates will be declared on the mentioned date. Candidates should not call any of the office for the dates. This list will be displayed on website of Agriculture and Water Conservation Department.

Interviews for different posts will be conducted separately. Date and venue of interviews will also be displayed with list of shortlisted candidates for the post specified.

Candidates will be sent call letters by post and or by email. It is the responsibility of the applicants to check the website for list of shortlisted candidates and the date and venue of interview. However, candidates failing to reach for the interview due to any reason will not be the responsibility of VWDA, Pune.

- 3.4 Document verification:** Shortlisted candidates will have to appear for interview. Candidates will have to bring all the documents in originals for verification. Verification will be done before the interview. If any of candidate is unable to produce original documents or if the document copies attached with application are not the same as the originals, such candidates will be dis-qualified and not allowed for the interview.

- 3.5 Interview:** Interview will be conducted by a panel of administrators and experts approved by CEO, VWDA. Interviews will carry 50 marks. Assessment of approach, verbal competence, subject knowledge, attitude, etc. will be done during interview. Candidates will have to appear for the interview at their own cost.

List will be prepared on basis of marks obtained

Final list of selected candidates and wait-listed candidates separately for different posts at State and Agriculture Division level will be displayed on the website of Agriculture Department.

- 3.6 Offer letters:** Offer letters will be sent to the selected candidates. They will have to report with letter. Candidates failing to report within days given in offer letter will lose their claim and such posts will be offered to wait listed candidates. They in turn will also have to report within days given in offer letter. Further decision will be taken by CEO, VWDA & Commissioner, Agriculture.

4. Application form

Application forms for State level posts and Agriculture Division level posts are attached separately in word format. Candidates should strictly submit their applications in the

prescribed format. Applications not submitted in prescribed format will not be considered and rejected in desk assessment.

Posts are non-transferable and qualifying candidates will be offered vacant locations. However, if VWDA requires the services of any specific personnel in any of the locations, he / she may be transferred by orders of Chief Executive Officer, VWDA.

5. Broad functions

5.1 Broad functions of MIS Coordinator

The post of **MIS Coordinator** is part of VWDA team at State level. Broad functions are;

1. Database Management support to district and project offices in the State
2. Liaison with NIC Support Unit at Central level and complete all tasks required for updation, modification, etc. of Management Information System (MIS)
3. Analyse and prepare professional reports to facilitate decision making in VWDA office
4. Responsible for website development and website management
5. Develop different types of computer programmes and applications necessary for planning, implementation, monitoring, etc. in IWMP
6. Conduct regular trainings and handholding to State and District team members like System Analyst, Database Operators & Analyst and Data Entry Operators, etc.
7. Support the GIS and Monitoring cells of VWDA to undertake functions of the cells and also to undertake different studies

5.2 Broad functions of Planning & Monitoring Officer, Community Mobilisation Expert and Database Operator & Analyst at State & Agriculture Division level:

The posts at the specific level are part of a Monitoring Team at that specific level. They have to work as a team. Broad functions of the Monitoring team will be;

1. Ensuring regular and timely operationalization of MIS
2. Coordinating i) Annual & Quarterly Action Plans, ii) DPR preparation and iii) DPR validation through DROs
3. Co-ordinating and ensuring monthly action plans of each WDT members
4. Coordinating Community Monitoring of Annual Action Plans
5. Conducting quarterly monitoring meetings at WCDC level
6. Conducting regular monitoring visits to PIA and projects on sample basis
7. Coordinating independent monitoring visits to PIA and projects
8. Submitting reports to Admin Officer and Sr Advisor (Monitoring)
9. Scrutinising PPRs at division level
10. Documentation of good practices, success stories, significant change, etc.

6. Remuneration:

Consolidated remuneration for the posts and levels in Rupees per month will be as follows;

Name of the Post	Consolidated monthly remuneration (Rupees)
A) State level posts	
1. M I S Coordinator	Rs. 30,000
2. Community Mobilisation Expert	Rs. 40,000
3. Database Operator & Analyst	Rs. 25,000
4.Planning and Monitoring Officer	Rs. 40,000
B) Agriculture Division level posts	
4. Planning & Monitoring Officer	Rs. 30,000
5. Community Mobilisation Expert	Rs. 30,000
6. Database Operator & Analyst	Rs. 20,000

Allowances, increments, etc will be as per the project rules. Increments will be strictly performance based.

**Chief Executive Officer
VWDA, Pune &
Commissioner Agriculture
M. S. Pune**

<p>For Office Use Only</p> <p>Post Code: _____</p> <p>Application No. _____</p> <p>Date received: _____</p>

<p>Recent photograph</p>

Vasundhara Watershed Development Agency “VWDA”, Pune
Application Form for the post of M I S Coordinator at State level

in the month of Aug 2013

(A) Personal Details

Date of Application	
Name (in BLOCK CAPITALS)	
Date of Birth (dd/mm/yyyy) Age as on 31- 7 -2013	
Address for Communication	
Contact Information: Mobile No and email ID compulsory	Landline : Mobile : valid Email ID :
If selected, Notice period:	

(B) Educational Qualification:

Level	University	Name of Course	Year of Passing	Class Obtained	Major Subjects
Post Graduation					
Graduation					
Diploma					
Specialized Training					
Other Education including trainings & workshops					

(C) Competency:

Please list your areas of highest competency, special skills or other items that may contribute to your abilities in performing the mentioned position. (e.g.: Project management, Leadership & Teamwork, Studies & Publications, Special skills, etc. These should be qualitative as well as quantitative, that means examples should be quantified as far as possible.)

(D) Experience

Total years of experience (ON 31.7.2013)	
Major sector (like watershed development, water & sanitation, finance, software development, etc.)	

Experience in detail: (Mention most recent first- give details of all jobs separately)

From – To	
Department / Organisation/ Agency/ Institution	
Position & Location	
Duties	
Major achievements	

From – To	
Department / Organisation/ Agency/ Institution	
Position & Location	
Duties	
Major achievements	

(E) Key career credentials relevant to the Post Applied: (e.g.: Project Management & Coordination, Monitoring & Evaluation, Database management, Data analysis, etc.)

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(F) References with contact details: (Please give two references)

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(G) Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place:

Signature

<p>For Office Use Only</p> <p>Post Code: _____</p> <p>Application No. _____</p> <p>Date received: _____</p>

<p>Recent photograph</p>

Vasundhara Watershed Development Agency “VWDA”, Pune

Application Form for the post of _____
 _____ at State level in the month of Aug 2013

(A) Personal Details

Date of Application	
Name (in BLOCK CAPITALS)	
Date of Birth (dd/mm/yyyy) Age as on 31-07-2013	
Address for Communication	
Contact Information:	Landline : Mobile : valid Email ID :
Caste and Category	
If selected, Notice period:	
Date of Application	
Name (in BLOCK CAPITALS)	
Date of Birth (dd/mm/yyyy) Age as on 31.07.2013	

Address for Communication	
Contact Information:	Landline : Mobile : Valid e mail ID Email :
If selected, Notice period:	

(B) Educational Qualification:

Level	University	Name of Course	Year of Passing	Class Obtained	Major Subjects
Post Graduation					
Graduation					
Diploma					
Specialized Training					
Other Education including trainings & workshops					

(C) Competency:

<p>Please list your areas of highest competency, special skills or other items that may contribute to your abilities in performing the mentioned position. (e.g.: Project management, Leadership & Teamwork, Studies & Publications, Special skills, etc. These should be qualitative as well as quantitative, that means examples should be quantified as far as possible.)</p>

(D) Experience

Total years of experience (ON 31.7.2013)	
Major sector (like watershed development, water & sanitation, finance, software development, etc.)	

Experience in detail: (Mention most recent first- give details of all jobs separately)

From – To	
Department / Organisation/ Agency/ Institution	
Position & Location	
Duties	
Major achievements	

(E) Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place:

Signature

For Office Use Only
Post Code: _____
Application No. _____
Date received: _____

Recent photograph

Vasundhara Watershed Development Agency “VWDA”, Pune

Application for the post of _____

_____ at Agriculture **Division level** in the month of Aug 2013

(A) Personal Details

Date of Application	
Name (in BLOCK CAPITALS)	
Date of Birth (dd/mm/yyyy) Age as on 31-07-2013	
Address for Communication	
Contact Information:	Landline : Mobile : valid Email ID :
Caste and Category	
If selected, Notice period:	
Date of Application	
Name (in BLOCK CAPITALS)	
Date of Birth (dd/mm/yyyy) Age as on 31-07-2013	

Address for Communication	
Contact Information:	Landline : Mobile : Valid Email ID :
If selected, Notice period:	

(B) Educational Qualification:

Level	University	Name of Course	Year of Passing	Class Obtained	Major Subjects
Post Graduation					
Graduation					
Diploma					
Specialized Training					
Other Education including trainings & workshops					

(C) Competency:

<p>Please list your areas of highest competency, special skills or other items that may contribute to your abilities in performing the mentioned position. (e.g.: Project management, Leadership & Teamwork, Studies & Publications, Special skills, etc. These should be qualitative as well as quantitative, that means examples should be quantified as far as possible.)</p>

(D) Experience

Total years of experience (ON 31.7.2013)	
Major sector (like watershed development, water & sanitation, finance, software development, etc.)	

Experience in detail: (Mention most recent first- give details of all jobs separately)

From – To	
Department / Organisation/ Agency/ Institution	
Position & Location	
Duties	
Major achievements	

(E) Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place:

Signature

