No. VWDA/Advt-1/2012 Date: 27.08.2012

ADVERTISEMENT

Vasundhara Watershed Development Agency (VWDA),
First Floor, Central Administrative Building, Pune-1

VWDA, an autonomous body under Department of Water Conservation, Govt of Maharashtra invites applications for the following **contractual posts in Integrated Watershed Management Programme (IWMP)**.
1) Technical Expert (Information Technology) - 1 post, 2) Planning & Monitoring Officer - 10 posts, 3) Community Mobilisation Expert - 10 posts and 4) Database Operator & Analyst - 11 posts

Details of the post locations, required qualifications & experience, recruitment process, application form, broad functions and remuneration are available on website of Agriculture Department, Govt of Maharashtra www.mahaagri.gov.in. Follow the link for "Recruitment in IWMP-August 2012" on the website.

Joint CEO (Admin)
VWDA, Pune

क्र-वपाविवं/जाहि-१/२०१२ दिनांक : २७.०८.२०१२

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

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

१) तांत्रीक तज्ञ (माहिती तंत्रज्ञान) – १ पद, २) नियोजन व सनियंत्रण अधिकारी – १० पदे, ३) समाज संघटन तज्ञ – १० पदे आणि ४) डेटाबेस ऑपरेटर व ॲनॅलिस्ट – ११ पदे

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-August 2012" ही लिंक पहावी.

सह मुख्य कार्यकारी अधिकारी (प्रशासन)
वसुंधरा पाणलोट विकास यंत्रणा, पुणे

RECRUITMENT IN IWMP- August 2012

Vasundhara Watershed Development Agency (VWDA),
First Floor, Central Administrative Building, Pune-1
Phone No: 020-26050020

No. VWDA/Advt-1/2012 Date: 27.08.2012

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

State level posts	No of posts	Agriculture Division level posts	No of posts
1. Technical Expert (Information Technology -IT)	1	5. Planning & Monitoring Officer	8
2. Planning & Monitoring Officer	2	6. Community Mobilisation Expert	8
3. Community Mobilisation Expert	2	7. Database Operator & Analyst	8
4. Database Operator & Analyst	3		

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 Administrative Building, Pune – 1. Last date of submitting applications for all posts is 10/09/2012 till 3:00 pm. Applications have to be submitted by post or by hand to the above mentioned address. Incomplete applications or applications received after the last date 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 tranferred 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.

Joint CEO (Admin)
VWDA, Pune

Following details are available on this webpage:
1. Locations of the posts
2. Required qualifications and experience
3. Recruitment process
4. Application form

5. Broad functions
6. Remuneration

DETAILS OF RECRUITMENT IN IWMP-August 2012

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	Technical Expert (IT)	-	1
2	Planning & Monitoring Officer	1	1
3	Community Mobilisation Expert	1	1
4	Database Operator & Analyst	1	2

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

S No	Name of the post	Thane	Pune	Nas-hik	Kolha-pur	Auran-gabad	Latur	Amra-vati	Nag-pur
5	Planning & Monitoring Officer	1	1	1	1	1	1	1	1
6	Community Mobilisation Expert	1	1	1	1	1	1	1	1
7	Database Operator & Analyst	1	1	1	1	1	1	1	1

2. Required qualifications and experience

A) State level posts:

1. Name of Post	**Technical Expert (Information Technology –IT)**
Qualification	M tech (Computer)/ MCA/ B Tech (Computer Science)
Minimum experience	At least 10 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	**Planning & Monitoring Officer at State level**
Qualification	Post graduate degree in Business Administration/ Agriculture/ Agriculture Economics/ Statistics/ Economics **OR** Graduate in Agriculture Engineering
Minimum experience	Minimum 5 years in project management, preferably in watershed or rural development projects

3. 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

4. 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

B) Agriculture Division level posts:

5. 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

6. 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

7. 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.
- Deserving women candidates will be given preference.
- Chief Executive Officer, VWDA and Commissioner Agriculture may take a decision to relax educational qualification regarding highly experienced candidates.

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 and one English 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, and skills- language & computer efficiency. 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 10th 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 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 and preference for location given by the candidate.

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 within 48 hours of the interview.

3.6 **Offer letters:** Offer letters will be sent to the selected candidates. They will have to report within 15 days. Candidates failing to report within 15 days will lose their claim and such posts will be offered to wait listed candidates. They in turn will also have to report within 15 days. 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 in the order of marks obtained will be offered locations based on preference. Candidates will not claim for any kind of transfer. 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 Information Technology (IT) Expert

The post of Information Technology (IT) Expert 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 Jt CEO (Admin) 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. Technical Expert (Information Technology IT)	Rs. 50,000
2. Planning & Monitoring Officer	Rs. 40,000
3. Community Mobilisation Expert	Rs. 40,000
4. Database Operator & Analyst	Rs. 25,000
B) Agriculture Division level posts	
5. Planning & Monitoring Officer	Rs. 30,000
6. Community Mobilisation Expert	Rs. 30,000
7. 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 &
Commissioner, Agriculture
VWDA, Pune

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

Recent photograph

Vasundhara Watershed Development Agency "VWDA", Pune

Application Form for the post of **Information Technology (IT) Expert** at State level in the month of August 2012

(A) Personal Details

Date of Application	
Name (in BLOCK CAPITALS)	
Date of Birth (dd/mm/yyyy) Age as on 01-06-2012	
Address for Communication	
Contact Information:	Landline : Mobile : Email :
If selected, Notice period:	

(B) Educational Qualification:

Level	University	Name of Course	Year of Passing	Class Obtained	Major Subjects
Post Graduation					
Graduation					
Diploma					
SpecializedTraining					
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	
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.)

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

(G) 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 Form for the post of_____

_____ at State level in the month of August 2012

(A) Personal Details

Date of Application	
Name (in BLOCK CAPITALS)	
Date of Birth (dd/mm/yyyy) Age as on 01-06-2012	
Address for Communication	
Contact Information:	Landline : Mobile : Email :
Preference by location: (Give 0, 1 or 2 against the location)	Mumbai ( ) Pune ( )
If selected, Notice period:	

(B) Educational Qualification:

Level	University	Name of Course	Year of Passing	Class Obtained	Major Subjects
Post Graduation					
Graduation					
Diploma					
SpecializedTraining					
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.)

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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.)

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

(G) 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 August 2012

(A) Personal Details

Date of Application	
Name (in BLOCK CAPITALS)	
Date of Birth (dd/mm/yyyy) Age as on 01-06-2012	
Address for Communication	
Contact Information:	Landline : Mobile : Email :
Preference by location: (Give 0, 1 or 2 against the location. 0 means no preference, 1 means first preference, 2 means second preference and so on)	Thane ( ) Pune ( ) Nashik ( ) Kolhapur ( ) Aurangabad ( ) Latur ( ) Amravati ( ) Nagpur ( )
If selected, Notice period:	

(B) Educational Qualification:

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

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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.)

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

(G) Declaration:

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

Place: Signature