

TEZPUR UNIVERSITY, NAPAAM - 784 028, ASSAM
Notification dated 26 November 2020

**Recruitment of 33 (Thirty-Three) District Programme Managers to be engaged
under Jal Jeevan Mission (JJM), Assam**

1.0 Background of the Assignment

Ministry of Jal Shakti was formed in June 2019 with two Departments: Department of Water Resources, River Development and Ganga Rejuvenation and Department of Drinking Water and Sanitation (DDWS). Jal Jeevan Mission (JJM) has been launched by Minister of Jal Shakti, Government of India. JJM the flagship scheme of the Government seeks not only to provide functional household tap connections for all but also to promote the holistic management of local water resources. Under JJM water conservation, reuse measures are made mandatory to the scheme design. As per DDWS as on 31st March 2019, only 18.33 percent of rural households in the country, have Piped Water Supply (PWS). It has been planned to provide around 14.60 crore rural households with functional household tap connection (FHTC) through Jal Jeevan Mission (JJM) by 2024. In Assam, 34 percent of habitations are fully covered with piped water supply and only around 2.3 percent of total households have individual household pipe water supply connection. The goal is that every home gets drinking water in adequate quantity i.e. 55 liters per capita per day (lpcd) on a regular and long-term basis.

Various schemes and sub-missions under erstwhile NRDWP viz. Rural water Supply and Sanitation Project for low income states (RWSSP-LIS), National Water Quality sub-Mission (NWQSM), Japanese Encephalitis- Acute Encephalitis Syndrome (JE-AES), Swajal, Water Quality Monitoring and Surveillance (WQM&S) and all support activities under NRDWP has been subsumed into JJM. The JJM emphasizes on community participation and making it as a movement - a Jan Andolon. As per JJM guideline at grassroots level local communities especially women are to be encouraged to participate and take ownership of Water resource management, Water supply and grey water management and its reuse. The Implementation support Agencies (ISA) like NGO, SHGs, CBOs, Voluntary

Organization, Trusts, and Foundations will play critical role as partner of Government in Mobilizing and engaging the communities to plan, design, implement, manage, operate and maintain in village water supply infrastructure.

To achieve the objective of providing improved and sustainable drinking water services in rural communities through JJM, it is important to focus on water distribution networks, water quality management, source sustainability, sustainable service delivery (including operation and maintenance), building professional capacity and strengthening decentralized governance.

In this, regards, to implement the Jal Jeevan Mission at the district level, there is an urgent need for a proactive District Programme Manager (DPM) for the mission to lead and co- ordinate with the team for smooth implementation of the said mission.

2.0 Objective of the Assignment

The primary objective for this position is to lead and co-ordinate with the district team for effective implementation of Jal Jeevan Mission (JJM), Assam at the district level.

3.0 Number of Positions

33 - 1 (one) position in each district i.e. 33 districts

4.0 Job Description

The scope of work for the District Programme Manager (DPM) are as follows:

- 1) The District Programme Manager (DPM) will coordinate between the technical team and the support activity team for effective implementation of the Mission at the district level.
- 2) The District Programme Manager (DPM) will have to play a critical role in building a 'Team' of those associated with project co- ordination under the guidance of District Mission Director cum EE (PHE).
- 3) Ensure timely preparation of the village Action Plans and District Action Plans.

- 4) Ensure proper flow of information from all stakeholder including the ISAs, district level laboratories, Third Party Inspection agencies and also the contractors.
- 5) Ensure that all projects data/information are gathered timely.
- 6) Responsibilities include the coordination and presentation of projects information on time and within scope.
- 7) Ensure effective communication to all stakeholders at the district and GP level through IEC
- 8) Ensure effective community mobilization by the implementing Support Agencies
- 9) Ensure timely inspection of the ongoing projects by the Third-Party Inspection agencies
- 10) Ensure that the contractors are mobilized for on-time completion of works
- 11) Ensure coordination with the GPs for identification of land for PWSS.
- 12) Ensure coordination with other line departments for all necessary permissions for implementing the PWSS
- 13) Ensure that the completed PWSSs are handed over to the GP for O&M in a coordinated manner with fixing of tariffs and proper hand holding of GP staffs
- 14) Monitor the project and attend workshop/Seminar/Meeting on behalf of District Mission Director cum EE (PHE).
- 15) Prepare reports for project management regarding status of project under the guidance of District Mission Director EE (PHE).
- 16) He or she will coordinate with other departments to ensure all aspects of each project are compatible and fulfil mission's needs.
- 17) Coordinate internal resources and third parties/vendors for the flawless execution of projects
- 18) Track and prepare the project performance report, specifically to analyse for the successful completion of short and long-term goals under the supervision of District Mission Director cum EE (PHE).
- 19) Create and maintain comprehensive project documentation
- 20) Prepare status reports for project management
- 21) Ensure that all projects data are timely updated in IMIS

- 22) Ensure regular water quality monitoring at the field level
- 23) Perform other related duties as assigned
- 24) Submit monthly physical and Financial progress report to the state

5.0 Other Essential

- Willingness to travel extensively in rural areas and in remote villages of the district.
- Ability to interact easily with the Rural Communities.
- Adequate Computer skills and proficiency in English and any local language.
- Should respect the rural poor or uneducated people of the State.
- Willingness to accept a mission mode environment of works.

6.0 Eligibility

Education: Minimum educational qualification is B.E/B.TECH (in any stream) with MBA/PGDM/PGDBM (in any specialization) from recognized University or Institute.

Experience: Minimum 5 years' experience in Development sector especially in rural/urban infrastructure management/community driven projects etc.

Age: Minimum age is 30 years and Maximum age is 45 years as on 01-11-2020

Computer Skills: Should be Proficient in using IT tools including MS- office package (MS-Word/Excel/PowerPoint)

7.0 Duty Station:

The Selected District Programme Managers (DPM) will be stationed at the DMMU Jal Jeevan Mission, Assam of the respective districts.

8.0 Remuneration

The proposed remuneration for the District Programme Managers (DPM) will be **Rs. 50,000.00 (Rupees Fifty thousand only)** per Month (inclusive of all incentives & perks).

9.0 Reporting

The District Programme Managers (DPM) will report to the District Mission Director JJM cum Executive Engineer (PHE) at the district level and to the Mission Director, JJM , Assam at the state level.

10.0 Terms of Contract

1. He/she will remain in service of the contractual post as District programme Managers (DPM) for a period of 11 months from the date of joining subject to the terms and conditions contained herewith.
2. He/she has to join within 15 days from the date of issue of the offer letter failing which the offer will stand cancelled automatically.
3. He/ She will perform duties as per the job specified by the Appointing authority/Controlling officer. He/she will remain duty bound and maintain official norms.
4. During the period of contract, while function as District programme Managers (DPM) he/she (contractual appointee) will be entitled to a fixed Compensation package of **Rs 50,000/- (Fifty Thousand only)** per month.
5. His/her service (s) will stand automatically terminated at the expiry of the contract period, without any necessity on the part of the office to serve any notice or notice- pay to the contractual employee and without any liability on the part of the office to pay any retrenchment or other compensation or any other amounts to him/ her.
6. Any action either directly or indirectly on the part of contractual employees for the change of posting will be treated as disqualification for the post and the Appointing authority/Controlling officer will have the right to terminate his/her engagement without any notice for such action.

7. He/she will be entitled to a leave on a pro-rata basis of 1.5 days per month. Period of leave to be taken should be agreed with the Controlling officer. Leave not availed during the month shall lapse after the month is over. Any unauthorized absence may affect deduction in their compensation package at a suitable rate.
8. Sick Leave: In case of illness, he/she is obliged to inform the Mission Director, JJM, Assam immediately. If the illness lasts for more than 3 days, a medical certificate must be produced. No more than six sickness days will be recognized during a calendar year, further days would be considered to be part of the annual leave from the 1st day onward, if entitlements exist, or as unpaid leave if no such entitlement exists.
9. Travel and subsistence: Where for the purpose of the programme the party may be required to travel outside H.Q, all related travel and subsistence costs will be repaid to him/her on actual cost basis on presentation of official bills and receipts, subject to the travel rules of the organization.
10. It is explicitly made clear that appointment is purely on a contractual basis and he/she would not be entitled to any claim, interest or further benefits in terms of regularization or consideration of further appointments/engagement to the said post or any other post in the department.

11.0 Methodology for Selection

Due to current situation with reference to the Pandemic COVID 19, a contact-less recruitment process purely based on academic performance from class X to Post Graduation, quality/relevance of work experience, performance in online Personal Interaction (PI) will be followed. The weightage of marks for shortlisting of candidates will be as:

Class X : 10%

HS : 20%

Graduation (BE/B Tech): 30%

Post-Graduation (MBA/PGDM): 30%

10% weightage (5% each) to candidates done their BE/B Tech and MBA/PGDM from Government Institutions.

Shortlisted candidates with relevant work experience will be required to appear for Personal Interview through online mode. Applicants not uploading any of the documents including relevant work certificates shall not be eligible for shortlisting. They should produce original documents whenever required. Those, who are in employment, should submit No Objection Certificate (NOC) at the time of Personal Interview, if shortlisted. Applicants those who can join the position within 15 days from the issue of appointment letter should only apply.

11.0 Application Requirement:

- a) An application with all details needs to be filled online in by clicking <https://forms.gle/YAdSHabwEGYnDsMW6>
- b) Copies of Academic transcripts (HSLC onwards) and work experience documents must be uploaded.
- c) A write up on the details of relevant work experience need to be uploaded

12.0 Application submission deadline:

Interested applicants should submit the online application along with all above mentioned documents as attachment latest by **09 December 2020 (5 pm)**. For any further details, mails may be sent to jaljeevantu@gmail.com

CANDIDATES WILL BE COMMUNICATED THROUGH E MAIL ONLY.

Canvassing in any manner for place of posting or transfer will result in cancellation of the Offer to engage in the Mission.

sd/- Registrar
Tezpur University