

**RECRUITMENT IN IWMP**  
**Vasundhara Watershed Development Agency (VWDA),**  
**First Floor, Central Building, Pune-1**  
**Phone No: 020-26130053, 26050020.**

No. VWDA/Advt-8/Aug 2016/ 1983

Date: 25 AUG 2016

VWDA, an autonomous body under Department of Water Conservation, Govt of Maharashtra invites applications for the following **contractual posts in Neeranchal National Watershed Project at Pune Office under Vasundhara Watershed Development Agency.**

Sr No	Name Of the Post	No of posts	State	Monthly Consolidate Salary
1	Nodal Officer (Neeranchal)	1	VWDA Pune Office	50000
2	Procurement Specialist Consultant	1	VWDA Pune Office	50000

Details of the post, required essential criteria, recruitment process, application form, broad functions and remuneration are available on this link. [www.mahaiwmp.gov.in](http://www.mahaiwmp.gov.in)

**Applications should be addressed to: The Chief Executive Officer, Vasundhara Watershed Development Agency 'VWDA', First Floor, Central Building, Pune 01.**

**Date of submission of application : 8 September2016 Till 17 Hrs**

**Age Limit: On Dt 31.8.2016 minimum 40 Years and not more then 62 Years**

Post's is for 12 months of Contract only. VWDA reserves the right to reject any application or modify the process without giving any reason to applicants. Decision of Chief Executive Officer, VWDA and Commissioner, Agriculture Maharashtra State will be final.

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

## DETAILS OF RECRUITMENT IN Neeranchal National Watershed Project

### 1. Locations of the posts:

all posts are located in **Vasundhara Watershed Development Agency Pune office**

Sr No	Name Of the Post	No of posts	State	Monthly Consolidate Salary
1	Nodal Officer (Neeranchal)	1	VWDA Pune Office	50000
7	Procurement Specialist Consultant	1	VWDA Pune Office	50000

### 2. Essential Criteria:

Name of Post	Nodal Officer for Neeranchal Project (1 Post)
Qualification	<b>Post Graduate in Agriculture /Agri. Engg./ MBA in recognised University</b>
Minimum experience	<ul style="list-style-type: none"><li>• 10 years related experience of which at least 2 years experience of Nodal Officer/Project Management Consultant</li><li>• Providing support for setting up program management systems including fiduciary assurance mechanisms and procurement management for externally aided projects of a similar nature including World Bank assisted project.</li><li>• Experience in conducting studies in the project area in terms of years of experience, Assignments handled.</li><li>• Relevance of past assignments to the present post.</li><li>• The applicant should have requisite experience on biodiversity survey as Investigator / Team Leader, proven skill of scientific analysis of data and writing of reports independently and capacity to collect, collate, compile biodiversity information from primary and secondary sources. The applicant should have zeal and flair to work with village community.</li><li>• The incumbent should possess strong writing and communication skill. He / she should have the ability in designing and implementing extension and outreach programmes independently.</li></ul>
Broad Functions	<ul style="list-style-type: none"><li>• Nodal Officer for State Project Implementation Unit of Neeranchal National Watershed Project support Govt. of India's ongoing Integrated Watershed Management Programme (IWMP) in the State .</li></ul>

	<ul style="list-style-type: none"> <li>• Strategic recruitment of professionals at leadership and operational levels.</li> <li>• To provide comprehensive support to Neeranchal Project in the areas of human resources management, office administration support including local/national travel &amp; hotel management, organizing workshop/seminars/training programmes, and any other project implementation support activities. Formulation of HR Policy.</li> <li>• Set up of Organizational structure including supervision and reporting arrangements;</li> <li>• Capacity building of staff, experts and contractual project personnel for improving their project management capacity;</li> <li>• Compensation and salary structure;</li> <li>• Experts'/contractual personnel's performance appraisal system;</li> <li>• Incentives, both monetary and non-monetary to experts/contractual personnel ;</li> <li>• Contracting procedure for engaging experts / contract-personnel including contract termination;</li> <li>• Attendance and leave regulation for experts / contract personnel.</li> <li>• He / she will be responsible for collecting data, information, collating and compiling of the same and prepare report for publication.</li> </ul>
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Name of Post	Procurement Specialist Consultant (1 Post)
Qualification	A degree in a relevant discipline (i.e. Engineering, Law, Procurement, Finance, Business or Commerce) and relevant training in procurement work.
Experience	Minimum experience of 7 years on project in Government/ Bank / Corporate Sector of which minimum two years should be related to the working on World Bank /other internationally funded development project involving a similar job.
Broad Functions	The contract involves undertaking and Monitoring procurement of goods, works, non-technical services and consultants ensuring optimum competition, economy and efficiency and priority of items as per World Bank procurement procedures under the supervision of Chief Executive Officer, Project Implementation Unit – PIU (State – SLNA) as per guidance from National Level PIU at Neeranchal-DoLR. Specific tasks of the Procurement Expert-at State Level are ,Procurement Planning and Management , Procurement of Goods & Works and Consulting Services, (AMC), Clearances of World Bank etc.

### 3. SELECTION CRITERIA FOR EXPERTS

The successful Expert will be chosen based on the following criteria.

#### Selection criteria

Sl. No.	Evaluation Criteria	Maximum marks
<b>Part A</b>	<b>Evaluation Criteria for Short- listing of Applications</b>	
<b>a)</b>	<b>Qualification</b>	<b>10</b>
i)	Additional Academic Qualification beyond the minimum required	05
ii)	Any Additional Professional Qualification beyond the minimum required	05
<b>b)</b>	<b>Experience (relevant expertise justifying adequacy for the assignment)</b>	<b>20</b>
i)	Year-wise tasks completed in last three years of similar nature	10
ii)	Experience of working with Government of India and various State Governments and /or working with World Bank / International Funding Agencies	10
<b>Part-B</b>	<b>Interview - Assessment of Capability of candidate for the assignment through Interview</b>	<b>20</b>
	<b>Total</b>	<b>50</b>

3.1 **List of shortlisted candidates:** List of shortlisted candidates for the State level posts will be displayed separately on the website [www.mahaiwmp.gov.in](http://www.mahaiwmp.gov.in). Period required for short listing will depend on number of applications received for different posts. Candidates should not call office for the dates.

Interviews for different posts will be conducted separately. Date and venue of interviews will be communicated to candidates for the post specified.

Call letters will be sent Candidates by post or by email. It is the responsibility of the applicants to check the website and their email 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.

3.2 **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.

- 3.3 **Interview:** Interview will be conducted by a panel of administrators and experts approved by CEO, VWDA. Interviews will carry 20 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 Total marks obtained

Final list of selected candidates at State and Agriculture Division level will be displayed on the website.

- 3.4 **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.

All applications should be sent by post/courier to VWDA within specified time-limit of this advertisement. The position applied for should be clearly stated in the subject line. **Only shortlisted candidates will be contacted.**

#### **4. Application form**

Application form is 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. Last date to submit application is

Posts are non-transferable. 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

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

**Vasundhara Watershed Development Agency “VWDA”,  
Vasundhara Watershed Development Agency “VWDA”, Pune**

**Curriculum Vitae (CV)**

<b>NAME OF THE POST APPLIED</b>	:		Photo
<b>1. GENERAL PARTICULARS</b>			
<b>NAME in Full</b>	:	<b>Name</b>	<b>Father's name</b>
			<b>Surname</b>
<i>Gender</i>	:		
<b>Date of Birth</b>	:		
<b>2. ADDRESS</b>	:		
Applicants Complete Address for Correspondence along with Pincode			
<b>Contact Phone</b>	:		
<b>Mobile and Whatsapp no.</b>	:		
<b>valid E-mail</b>	:		
<b>3. PROFESSION</b>	:		
<b>4. YEARS OF EXPERIENCE</b> (Provide certificates)	:	<b>Total:</b>	_____ Years ____ Months
		<b>Relevant to Post:</b>	_____ Years ____ Months

**5. EDUCATIONAL QUALIFICATIONS :**

*{Provide essential information as per the desired Qualification for the post applied for}*

*[Indicate college/university and other specialized education of applicant, giving names of institutions, degrees obtained, and month & year of passing]*

Sl No	Degree/ Course Completed	Month & Year of Passing	University/ Board/ Institute	Marks / Grades obtained

**6. OTHER TRAININGS:** {Indicate significant trainings relevant to the post applied for}

(i)

(ii)

(iii)

(iv)

(v)

**7. Membership of Professional Associations: (If any)**

(i)

(ii)

(iii)

**8. Employment Record** *[Starting with present position, list in reverse order every employment held by applicant since first job, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]*:

Repeat the format below for each job.

<b>From [Month/Year]:</b> _____ <b>To [Month/Year]:</b> _____	
<b>Employer</b>	: _____
<b>Position held</b>	: _____
<b>Duties performed</b>	<p>{ Describe in brief the works handled / duties performed that Best Illustrate the Capability to handle the proposed tasks as per Job Description for the said post }</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>

**9. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned** justifying adequacy for the Assignment *[Starting with latest relevant assignment / project work handled, list in reverse order every assignment handled by applicant since first assignment, giving details for each relevant assignment that best illustrates the capability to handle the tasks (see format here below): name of assignment, period of assignment, client organization, positions held, Main project features, activities performed.]*:

Repeat the format below for each assignment /project works.

First provide details regarding experience on World Bank Projects and then for projects funded by other international / national agencies.

<b>Name of the assignment</b>	: <b>From [Month/Year]:</b> _____ <b>To [Month/Year]:</b> _____
<b>Period of the assignment</b>	: _____
<b>Client</b>	: <i>(Give name of Organization for which assignment conducted and address)</i>
<b>Location of the assignment</b>	: <i>(Project Area covered)</i>
<b>Position held</b>	: _____
<b>Main Project Features</b>	: _____



<b>Activities performed</b>	{Describe in brief the activities performed that Best Illustrate the Capability to handle the proposed tasks as per Job Description for the said post} <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
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**10. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_

*[Signature of Applicant]*

*Day/Month/Year*

Name of the Applicant: \_\_\_\_\_