

## Detailed Advertisement

Punjab Water Regulation and Development Authority (**PWRDA**) constituted under the Punjab Water Resources (Management and Regulation) Act, 2020 (2 of 2020) with the objective of ensuring the judicious, equitable and sustainable utilization and management of water resources of the State, invites applications for the following posts to be filled on deputation from amongst persons serving in Public Sector or on contract from amongst persons working in the Private Sector or Retired from Public Sector:

<b>Number and Name of Posts</b>	<b>Gross Monthly Emoluments (Fixed)</b>	<b>Qualifications/Experience</b>	<b>Maximum Age Limit as on 04/05/2022</b>
(One Post) Technical Manager (Agriculture)	Rs70,000/-	Essential:  1) Graduate Degree in Agriculture from a recognized University/Institute, 2) Minimum Twelve years' experience as Extension Specialist in agriculture and allied field as on the closing date for application  Desirable:  3) A Post-graduate Degree in Agriculture, (Agronomy/Soil Sciences) from a recognized University/Institute"	65 Years
(One Post) Senior Manager IT	Rs 75,000/-	B.Tech /B.E with 5 years' minimum experience in the implementation, operation, maintenance, integration and upgradation of such relevant software projects and software systems. Desirable: 5 years' experience in the analysis, design and development of relevant software projects and software systems.	65 Years
Administrative Officer (One)	Rs 50,000/-	(i) Serving/Retired Officer who has worked as Superintendent Grade-I for 2 years; and (ii) Has working knowledge of Punjabi language.	65 Years

**Note:**

1. **‘Public Sector’** means Union Government or any State Government, Public institutions, organizations managed or owned Government, including statutory bodies, urban local bodies, Panchayati Raj institutions, public sector undertakings and autonomous bodies.

**Important Points**

1. Last date for submission of complete applications is 04.05.2022. Applications received after 5.00pm on the last date will not be entertained.
2. Applications must be sent by email to: [pwrda.recruitment@gmail.com](mailto:pwrda.recruitment@gmail.com).
3. The candidate must be at least 21 years of age as on 04.05.2022.
4. Appointments will be on a contract for a period of one year which may be renewed from year to year, based on performance at the sole discretion of the PWRDA. The employee will have no right to renewal of the contract.
5. The appointment will be governed by the terms of the contract and the Service Regulations as framed/amended by the PWRDA from time to time. Employees on deputation will be governed by the terms of their deputation.
6. PWRDA may short list the candidates on the basis of the information given in the application and call the short-listed candidates for written test or/and interview. No candidate will have any vested right of being called for written test/interview.
7. Selected candidate will have no claim for regular employment against the post on which he is recruited.
8. PWRDA reserves the right to terminate the employment at its absolute discretion without assigning any reasons, after giving a notice of two months, or pay in lieu thereof. However, PWRDA shall also have the right to terminate the contract without notice for any misconduct, negligence, or unsatisfactory performance.
9. The application must be signed and scanned properly. All documents attached with the application must be scanned clearly and self-attested.
10. Applications must be filled in the given format. All columns must be filled.
11. If a person is applying for more than one post then separate applications must be given for each post. But documents need to be attached only with the first application.
12. The self-declaration is mandatory.
13. The candidate must mention whether he is opting for a contractual appointment or wants to join on deputation. Only a serving person can opt for deputation. His application must be routed through his parent department.
14. Application must be complete and correct. Incomplete applications will be liable to be summarily rejected.
15. PWRDA will have the right to can color post pone the selection process for any post at its sole discretion without assigning any reasons.
16. Applicants must keep visiting the PWRDA website [www.pwrda.org](http://www.pwrda.org) for updates regarding the selection process. All communication to the applicants will be made at the email address given in the application form.

## **1. Technical Manager (Agriculture) Indicative Duties: -**

- a. To assist in designing and implementing strategies for irrigation water conservation in agriculture.
- b. To oversee the execution and monitoring of water conservation schemes in the agriculture sector.
- c. To train the trainers for water conservation in the agriculture sector.
- d. To communicate with farmers and others take holders to motivate and educate them for saving water in the agriculture sector.
- e. To perform any other work which may be assigned from time to time.

## **2. Senior Manager (IT)**

### **Desirable Experience/Skills etc:**

- a. English language proficiency.
- b. 3+years of professional experience as Team Leader/Manager in Software Development.
- c. Good Experience in deployment/handling application life cycle of projects on servers of atleast two end-to-end project implementations of Web enabled cloud based software.
- d. Should be well versed with IT Technologies such as Cloud technology, APIs/Web Services etc.
- e. Proficient understanding of code versioning tools, software testing, library, modern system of software project management.
- f. Good understanding of one or more popular front end languages (e.g.HTML, CSS, Java Script, React.js etc.)
- g. Proficient in communication especially monitoring and reporting, including preparing software system design documents, project management and progress reports, etc.

### **Job Description:**

The Authority requires the development of Web-enabled software systems for complete end-to-end digitization of its work including the following priorities:

- i. NOC/Permission to the applicant for extraction of Ground Water and related permissions.
- ii. Billing, accounting and metering.
- iii. Hearings and proceedings, complete digital office.
- iv. Monitoring of Water conservation schemes and grant of rebate etc.
- v. GIS and Data base management
- vi. Web Portal, mobile application for all functions and clients
- vii. Water Tariff fixation, monitoring.

Senior Manager (I.T.) will be primarily responsible for supervising the analysis, design, development and operation of the software systems, web applications. S/He should be able to workwith other developers and designers for development, operation and maintenance of full-stack web applications required by the Authority. Due to the collaborative nature of the work, s/he should possess strong communication and technical skills in order to efficiently and effectively articulate issues and deliver solutions for all the applications.

S/He shall, inter alia, be responsible for performing the following duties:

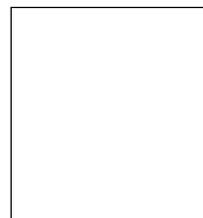
- a. Collaborate with a team of developers and designers.
- b. Communicate with the Stakeholders to meet their requirements.
- c. Coordinate internal resources and third parties/vendors for the efficient execution of multiple projects.
- d. Ensure that all projects are delivered on-time, with in scope and within budget.
- e. Convey effectively with all task progress, evaluations, suggestions, schedules along with technical and process issues Develop a detailed project plan to monitor and track progress.
- f. Solving complex digital performance problems and architectural challenges.
- g. EnsureIntegrationofuser-facingelementsdevelopedbyfront-enddevelopers
- h. Assigning tasks to the team members and take output from them as per requirement.
- i. Ensure project compliance and alignment with relevant standards, guidelines and recommended practices.

### **3. Administrative Officer**

He will be responsible for the Establishment functions of the Authority. He is expected to have the ability to understand the Rules, Regulations and procedures relating to establishment matters and office functioning. He will initiate notes and correspondence relating to various administrative matters. He will also be responsible for follow up of all HR matters and other cases that may be assigned to him. He will also ensure systematic maintenance of records. He may also be tasked to appear in the Courts on behalf of the Authority and to attend proceedings of the Authority. Receipt and processing of applications, representations or complaints may also be assigned to him. He may be assigned the conduct of enquiries or preparation of reports.

He will assist in preparing and finalizing the details of all aspects of human resource development and training, design and implementation of resource contracts, monitoring of outsourced work, performance management, performance appraisal, performance incentive mechanism design, remuneration, allowances, recruitment, discipline, attendance, leave, work responsibilities, office coordination, documentation, digital systems for office working, records, performance management etc.

**Application**  
**Format**



Affix a recent  
Passport Size  
Photograph

- A. i) Application for the post of \_\_\_\_\_  
ii) Whether seeking contractual appointment or Deputation (Specify): \_\_\_\_\_

B. Details of Personal particulars: -

1. Name of Applicant: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Date of Birth and Age: \_\_\_\_\_
4. Nationality: \_\_\_\_\_
5. Email ID: \_\_\_\_\_
6. Mobile: \_\_\_\_\_
7. Permanent Address: \_\_\_\_\_
8. Correspondence Address: \_\_\_\_\_
9. i) Whether working or retired: \_\_\_\_\_  
ii) If retired, indicated ate of retirement/post/organization: \_\_\_\_\_  
iii) If working, indicate name of post/Organization/period of service: \_\_\_\_\_  
iv) Last Pay/Gross Emoluments: \_\_\_\_\_

10. Qualifications:

S.no	Stream	Board/University	Marks Obtained	Year of Passing	Remarks, if any

11. Experience Details (last fifteen years):

S.no	Designation	Name of Organization	Experience In years & months (Approx.)	Time Period	Remarks, if any

C. Brief Note on how the candidate is suitable for the job (Not more than 150 words):

D. Declaration:

Declaration regarding criminal proceedings or vigilance/departmental inquiry initiated in the past or pending against the applicant. If the applicant has faced or is facing any criminal proceedings or vigilance/departmental inquiry, give details of the same.

E. Declaration that the information furnished in the application and copies of documents attached are true and that nothing material has been concealed.

**DATE:**

**(SIGNATURE AND FULL NAME)**

Enclosures: (Enclose scanned and copies self attested)

1. ID Proof
2. Proof of Service/Retirement
3. Certificates of educational qualifications
4. Proof of experience, if required.