

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 or Retired from Public Sector:

Name And Number Of Posts	Gross Monthly Emoluments (Fixed)	Qualifications/Experience	Maximum Age Limit as on 01/08/2022
<p>Technical Manager (Agriculture) (One Post)</p>	<p>Rs 50,000/-</p>	<p>The officers who:</p> <ul style="list-style-type: none"> a) retired from the Government in the rank of Agriculture Development Officer or above, b) having B.Sc. degree in agriculture from a recognized University/ Institute, c) having working knowledge of Punjabi; and <p>In case of deputation: From amongst the officers having minimum three-year experience in the rank of</p> <ul style="list-style-type: none"> a) Agriculture Development Officer or above, or b) Horticulture Development Officer or above, or c) Assistant Soil Conservation Officer or above. <p>Note: An officer taken on deputation will be entitled to draw admissible pay and allowances at such rates and subject to such conditions as applicable to him as per his terms of deputation finalised by the parent department.</p>	<p>65Years</p>
<p>Private Secretary (Three posts)</p>	<p>Rs 45,000/-</p>	<ul style="list-style-type: none"> a) To be filled from amongst Public Sector employees, serving or retired, who have worked as Private Secretary for one year or Personal Assistant for three years. b) The candidates will be tested for their skills in taking dictation in shorthand, typing and working on computers. 	<p>65 Years</p>

Administrative Officer (One)	Rs 50,000/-	<p>(i) Serving/Retired Officer who has worked as Superintendent Grade-I or on an equivalent post in administrative capacity for 2 years; and</p> <p>(ii) Has working knowledge of Punjabi language.</p> <p>Note: A post shall be considered equivalent to the post of Superintendent Grade-1 if it covers administrative work of a similar nature and is in the same or higher grade pay.</p>	65Years
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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 01.08.2022 Applications received after 5.00 pm 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 not less than 21 years of age as on 01.08.2022
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 for updates regarding the selection process. All communication to the applicants will be made at the email address given in the application form.

Indicative Duties

1. Technical Manager (Agriculture): -

- 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 other stakeholders 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. Private Secretary

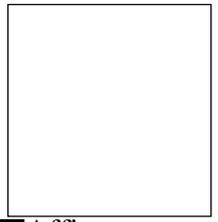
He will assist the senior decision makers in the Authority to manage all aspects of their office. He will provide executive assistance for all types of communication, oral as well as written in digital format, for which purpose he will be independently responsible for preparing, drafting, editing, circulation and presenting deliverables such as documents, spreadsheets, presentations, emails, reports, etc. He must be excellent in computer typing and proficient in working in a digitized office environment. He will independently follow up assigned tasks. He will be required to draft letters and take dictation and type in English and Punjabi. He may also be required to take notes of hearings conducted by the officer and orders passed therein.

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/Grade 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	Pay Scale Band Pay + Grade Pay	Name of Organization	Experience In years & months (Approx.)	Time Period From/To

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.