

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 post to be filled on deputation from amongst persons serving in Public Sector or on contract from amongst persons who Retired from Public Sector.

Name And Number of Posts	Gross Monthly Emoluments (Fixed)	Qualifications/Experience	Maximum Age on as on 12.02.2024
Administrative Officer (One Post)	Rs 50,000/-	i. Serving/Retired Officer who has worked as Superintendent Grade-1 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 **12.02.2024**. 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.
3. The candidate must not less than 21 years of age as on 12.02.2024.
4. Appointments will be on a contract/deputation for a period of one year. 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 PWRDA Employees Service Regulations as amended 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 one month, 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

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- with the application must be scanned clearly and self-attested.
10. Applications must be in the given format. All columns must be filled.
 11. The self-declaration is mandatory.
 12. 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.
 13. Application must be complete and correct. Incomplete applications are liable to be summarily rejected.
 14. PWRDA has the right to postpone the selection process for any post at its sole discretion without assigning any reasons.
 15. Applicants must keep visiting the PWRDA website www.pwrda.punjab.gov.in 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

Administrative Officer will be responsible for dealing with the Establishment related issues. 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.

ApplicationFormat

Affix a recent
passport size
photograph

- i) Application for the post of _____
ii) Whether seeking contractual appointment or Deputation (Specify): _____

A. 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, indicate date of retirement/post last held/ name of organization: _____
iii) If working, indicate name of post/Organization/period of service: _____
iv) Last Pay/Grade Pay/Gross Emoluments (attach proof also): _____

10. Qualifications:

S. no	Stream	Board/University	Marks Obtained	Year of Passing	Remarks,if any
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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
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B. Brief Note on how the candidate is suitable for the job (Not more than 150 words):

C. 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.

D. 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.