



GOVERNMENT OF ASSAM
OFFICE OF THE ADDITIONAL CHIEF ENGINEER (PHE)
KARBI ANGLONG AUTONOMOUS COUNCIL::DIPHU

No. Addl. CPHE/DIP/WS-233/2022-23/ 309

Dated: - 23/03/2023

To,

The DIPRO
Diphu, Karbi Anglong

Sub: - ***Publishing of Advertisement for Contractual positions in PHED under Jal Jeevan Mission in KAAC Zone.***

Ref: - No. JJMA-01/HRD/2020/14056 Dt. 16.11.2022

Sir,

With reference to the subject cited above, I have the honour to enclosed herewith the materials for advertisement for various contractual positions in the Public Health Engineering Department, KAAC Zone under Jal Jeevan Mission, Assam to be published in local leading newspaper in Assamese/ English/ Karbi Dailies one each only in single publication. Please take note that one each only and payment will not be entertained for more than three dailies of one language each within an amount of maximum Rs. 5000.00 (Rupees Five thousand) only each.

This is for favour of your kind information and necessary action.

Yours Faithfully,

Additional Chief Engineer (PHE)
Karbi Anglong Autonomous Council, Diphu

Memo. No. Addl. CPHE/DIP/WS-233/2022-23/ 310-15

Dated: - 23/03/2023

Copy to: -

1. The Mission Director in reference to his letter No. as stated under reference. He is requested to kindly have the advertised published in the url of Jal Jeevan Mission.
2. The Chairman, DWSC cum Principal Secretary, KAAC for favour of his kind information.
3. The Secretary, PHED, KAAC for favour of kind information.
4. The Deputy Secretary, IT Department, KAAC, Diphu for favour of kind information. He is requested to kindly have the advertised published in the website of Karbi Anglong Autonomous Council.
5. The Executive Engineer (PHE), Howraghat/ Ulukunchi Division for information.
6. P.A. to the Hon'ble C.E.M., KAAC, Diphu for kind appraisal of the Hon'ble C.E.M.
7. P.A. to the Hon'ble E.M. PHED, KAAC, Diphu for kind appraisal of the Hon'ble E.M.

Additional Chief Engineer (PHE)
Karbi Anglong Autonomous Council, Diphu

The office of the Additional Chief Engineer (PHE), KAAC Zone, invites application for walk in interview to fill up the following position

Sl. No.	Name of Post	No. of Vacancy	Place of Vacancy	Remuneration	Required Qualification & age	Experience	Date & Time of walk in interview	Venue
1	District Cordinator (FM)	1 (One)	Office of the Executive Engineer (PHE), Howraghat Division	Rs. 32,000.00 (Inclusive of all incentives & perks)	1. Two (2) years full time M. Com. in Accountancy / Finance or MBA (Finance) from a recognised University / Institution. 2. Age minimum 21 Years maximum 40 years as on 01/01/2023	At least Two years experience in relevent field.	05-04-2023 at 10.00 AM	Office of the Additional Chief Engineer (PHE), KAAC Zone, Rongmirjeng Near AGCC Colony, Diphu, Karbi Anglong.
		1 (One)	Office of the Executive Engineer (PHE), Ulukunchi Division					
2	District Cordinator - IMIS	1 (One)	Office of the Executive Engineer (PHE), Howraghat Division	Rs. 32,000.00 (Inclusive of all incentives & perks)	1. B.E./B. Tech in computer science / Engineering or MCA, M.Sc.(IT), DOEACC-B level from a recognized university / institution. 2. Age minimum 21 Years maximum 40 years as on 01/01/2023	At least Two years experience in relevent field.		

For further details and Terms of reference, please visit the website of Jal Jeevan Mission, Assam (url:<https://jjmassam.in/index.php/main/pg/Recruitment>) and Website of Karbi Anglong Autonomous Council, Diphu (url:<https://karbianglong.co.in/notification>)


Additional Chief Engineer (PHE)
KAAC Zone, Diphu, Karbi Anglong

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TERMS OF REFERENCE (ToR)
DISTRICT COORDINATOR-FM
JAL JEEVAN MISSION ASSAM

A. Essential Qualification

1. Two (2) years full time M. Com in accountancy / finance or MBA (Finance) from recognized University / Institution
2. Age should be minimum 21 years of Age and maximum not exceeding 40 years of age
3. Minimum 2 years' experience in financial management activities with proficient level of PFMS activities

B. Desirable Qualification/Skills

1. Relevant knowledge in areas of community driven rural/urban development projects (water supply, Roads, Buildings, sanitation and other relevant areas)
2. Computer Knowledge in MS Office/ OS and Internet
3. Willing to work in complex, multi stakeholder and fast moving environment
4. Willing to work under pressure, respecting strict deadlines and multi-tasking
5. Knowledge of Assamese, English, Hindi & other Language(s).
6. Good social, analytical, communication, inter-personal and planning skills
7. Self motivated and possessing ability to work independently as well in teams
8. Willing to travel extensively within the district/ the state

C. Job Description

1. Maintenance of Manual cash Book (year wise), Ledger & tally record on daily basis of DWSM
2. Maintenance of all payment voucher in chronological order scheme wise of JJM & SBM(G)
3. Assist in preparation of monthly action plan of DWSM/DWSC to be approved by the Chairman, DWSM/DWSC
4. Maintenance of accounts of JJM & SBM(G) program in district as per Standard Accounting procedure.
5. Preparation of Bank Reconciliation Statement of JJM & SBM(G)
6. Preparation of monthly accounts of DWSM/ DWSC and compilation of Accounts
7. Verification of Bills and vouchers and process for approval of payment
8. Ensure internal and annual audit of DWSM/DWSC.
9. Ensure timely submission of Tax compliances
10. Uploading of DWSM/DWSC Financial data in IMIS portal at regular interval
11. Responsible for Financial approvals/ recommendations against all matter related to the JJM and SBM(G)
12. Overall monitoring and supervision of accounts of DWSM/DWSC and ensure that they are up to date
13. Prepare necessary instructions for addressing the significant audit observations, if any, in a timely manner and communicate to DWSM/DWSC with approval of the Mission Director, JJM and SBM(G)

14. Any other tasks assigned by the Chairperson/ Member Secretary or his authorized officer.

D. Duration of the Contract

The Contract period of the District Coordinator-FM is initially for a period of 11 months. Further extension will be based on the performance appraisal of the concerned person and project requirement

E. Remuneration

The proposed remuneration will be Rs. 32,000.00 /- (Rupees Thirty-Two thousand) per month (Inclusive of all incentives & perks)

F. Vacancies

(Vacancies are enclosed in Annexure -I)

*(The concerned district should publish the advertisement as per their vacancies as mentioned above)

Engagement will be purely on temporary basis and no way will be made permanent.

Interested candidate any appear for the interview along with all original documents.

No TA/DA will be admissible to the candidate for appearing for the interview.


Shri Kailash Karthik N, IAS)
Mission Director
Jal Jeevan Mission, Assam

Terms of References (ToR)

District Coordinator-IMIS

Jal Jeevan Mission, Assam

A) Essential Qualification:

1. B.E/B.Tech in Computer Science /Engineering or **MCA, M.Sc. (IT), DOEACC-B level** from a recognized university/Institution.
2. At Least 2 years' experience in Relevant Field.
3. Minimum 21 years and maximum 40 years as on 01-01-2022

B) Desirable Qualifications/Skills:

- 1.Relevant knowledge in areas of community driven rural/urban development projects (Water supply, Roads, Buildings, Sanitation and other relevant areas)
- 2.Willing to work in complex, multi stakeholder and fast-moving environment.
- 3.Willing to work under pressure, respecting strict deadlines and multi-tasking.
- 4.Original resident of Karbi Anglong Autonomous Council areas.
- 5.Knowledge of Assamese, English, Hindi & Local Language (preferably Karbi)
- 6.Good social, analytical, communication, inter-personal and planning skills.
- 7.Self-motivated and possessing ability to work independently as well as in teams.
- 8.Willing to travel extensively within the district/ the state.

C) Job Description:

1. Ensure data Updation and online reporting for all the ongoing activities under JJM & SBM G.
2. Undertake independent monitoring of the implementation of and evaluation of both JJM & **SBMG.**
3. Analyses physical and financial progress and prepare status report for DWSC/DWSM or any other review meetings.
4. Updation of PWS and FHTC coverage data of the Division/District.
5. Organizing and uploading coverage of school/ Anganwadi / institutions with tap connection.
6. Up to date status of tap connection in village with piped water supply of the Division/District.
7. Prepare report on Quarterly/Half yearly/ annual target of coverage and commensurate expenditure.
8. Make graphical representation and Updation and showcase progress of District/Division like village wise percentage of FHTC coverage, Habitation wise FHTC connection, Status of FHTC tagged with beneficiaries, analysis of tap connection etc.
9. Liaison with Finance branch for Updation fund utilization in **IMIS** under the guidance of Member Secretary, DWSC.
10. Should be in constant touch with the State unit of JJM and SBM (G) for smooth implementation of programme.
11. Any other activities as and when assigned by the EE (PHE) cum DMD or by the reporting officer or by the SMMU.

E) Remuneration:

The proposed remuneration will be **Rs.32,000.00 (Rupees Thirty-Two Thousand)** only per month (Inclusive of all incentives & perks).

F) Vacancies:

(Vacancies are enclosed in Annexure-A)

Engagement will be purely on temporary basis and no way will be made Permanent.

Interested candidate may appear for the interview along with all original documents

No TA/DA will be admissible to the candidate for appearing the interview



Addl Chief Engineer (PHE)
KAAC Zone, Diphu