

Office of Head, Department of Water Supply and Sanitation Punjab

Water works complex, Phase-2, SAS Nagar

Phone No. 0172-2270101, 4330352

Recruitment Notice Reference No. Admin/DWSS/2022/.....

Applications are invited for the following post

Sr. No.	Name of Post	Number of Vacancies	Monthly consolidated Emoluments (in Rs.)
1	Administrative Officer [On contract basis under World Bank Project]	01	Rs. 40000/- per month

Last date & time: 01.07.2022 upto 5.00 PM

For further details regarding qualification, experience and job description, visit recruitment section of <https://dwss.punjab.gov.in>

Note: 1. Any corrigendum (s) to this recruitment notice shall be published on above website

Head DWSS

Terms of Reference Administrative Officer

1	Qualification, Eligibility and experience	<ul style="list-style-type: none"> a) Graduate from a recognized University. b) Punjabi upto Matric standard. c) Computer literate with working knowledge of MS Office, Email, Web surfing & e office etc. d) Retired Superintendent Grade-1 from Govt. service only.
2	Job Description	<ul style="list-style-type: none"> a) Assist the Head DWSS and Deputy Director (Admn.) in day to day Administration and logistics. b) To assist the Deputy Director (Admn.) in establishing matters of Contractual/outsourced employees. c) Maintain service record of Contractual/outsourced employees. d) Custodians of all records, equipment's and assets of the HoD Office. e) Arrangement of meetings at HoD Office level. f) Organizing World Bank Mission's tours, Departmental meetings and their local travel. g) Maintenance of Govt. Vehicles of HoD Office. h) All issues pertaining to Office building including electricity, telephone, and broadband, its Watch and Ward and sitting arrangement of HoD Office. i) All other duties relevant to the post and to be assigned by the HOD/ DD (Admin).
3	Emoluments	40,000/- per month Consolidated Salary with Rs.500/- per month Mobile Allowance.
4	Age limit	Maximum 62 years (as on 01.01.2022)

**APPLICATION FOR THE POST OF
ADMINISTRATIVE OFFICER**

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Partic ulars						
1.	Name of Candidate					
2.	Father's Name					
3.	Date of Birth					
4.	Residence Address					
5.	Land Line/Mobile No.					
6	(i) Educational Qualifications					
	Examination passed	Passing year	Board/University	Marks Obtained	Total Marks	%age
	(ii) Work Experience					
	From date	To date	Designation of post	Office Department		

	(iii) Any departmental Exams passed during service.	
	(iv) Training undergone, if any, during service.	
7.	Date of Retirement (Attach copy of retirement orders/PPO)	
8.	Age as on 01.01.2022	
9.	a) Department from which Retired b) Post held at the time of Retirement	
10.	Proficiency in Punjabi / English	
11.	Proficiency in Computer work	

(Dated : _____)

Signature of Officer