

Vacancy Notice
Office of Head, Department of Water Supply and
Sanitation Punjab
Water works complex, Phase-2, SAS Nagar
Phone No. 0172-2270101

Recruitment Notice Reference No. Admin/DWSS/2024/1

Online Applications are invited for the following post on contract
basis in the

Department of Water Supply and Sanitation Punjab

(Read General Instructions carefully before applying)

Sr. No.	Name of Post	Number of Vacancies	Monthly consolidated Remuneration (in Rs.)
1	MIS Specialist SBM (G)	01	Rs. 50,000/- per month

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

Last date of application: 22.01.2024 upto 05.00 PM

Note:	(1) Any corrigendum (s) to this recruitment notice shall be published on above website.
	(2) Applications received through any mode other than online application will not be considered.

Head DWSS

Terms of Reference: MIS Specialist - SBM (G)

Department of Water Supply and Sanitation, Punjab

1.	Objective/Purpose	<p>Under the Swachh Bharat Mission (Gramin), Government of India has emphasised that the highest priority be accorded to rural sanitation to promote cleanliness, hygiene and on sustainability of Open Defecation Free (ODF) status, and implementing Solid & Liquid Waste management in the villages for improvement in the quality of life of the rural population and achieving ODF Plus status.</p> <p>Department of Water Supply and Sanitation Punjab is implementing the aforesaid project. The services of MIS Specialist are required for Swachh Bharat Mission (Gramin) project. The project is scheduled for 5 years from 2020-21 to 2024-25, and its implementation is going on in all 23 districts of the State of Punjab.</p>
2.	Educational Qualifications	<p>Essential: -</p> <p>Regular BE/B.Tech/ MCA in Computer Science/ IT/ Electronics from recognized University/ Institution with at least 60% marks from a recognised University/Institute.</p> <p>Desirable: -</p> <p>a) Ability to read, write and understand Punjabi (language) / Working knowledge of Punjabi</p> <p>b) Excellent oral and written communication skills</p> <p>c) Positive, constructive attitude towards work.</p>
3.	Experience Requirements	<p>Essential: -</p> <p>a) Minimum 4 years in software development and database management, data mining, data analysis preferably in rural sector development projects.</p> <p>b) Experience of working with programming language like PHP, Dot Net or JAVA.</p> <p>c) Experience of working with Word Press, Laravel,</p>

		<p>CodeIgniter, Zend, Yii PHP Frameworks</p> <p>d) Experience of working with angular technologies.</p> <p>e) Experience of working with REST API/SOAP API.</p> <p>f) Experience of working with database like SQL Server/MySQL/ Postgres.</p> <p>g) Experience of delivering successful systems / working in project(s) assisted by any international/ national organization / Government using MIS.</p> <p>h) Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.</p>
4.	Key Deliverables	<p>a) Preparation of robust database of the sanitation activities conducted at State and District level.</p> <p>b) Administration of Management Information System of DWSS (Sanitation Sector), as well state SBM (G) MIS.</p> <p>c) Development of periodic Action/ Work Plans for MIS Entry/Update in different modules under IMIS of SBM(G) and their mapping with DWSS MIS.</p> <p>d) Identification & flagging of gaps in MIS and developing effective solutions.</p> <p>e) To assist Director Sanitation in monitoring and evaluation of various SBM (G) programmatic components through Management Information System.</p> <p>f) Work closely with State as well as national team implementing SBM (G) in capturing the requisite data such as details of IHHLs, CSCs, SLWM, GOBARdhan, IEC, Admin etc required.</p> <p>g) Overall responsibility ensuring updation of MIS data on SBM (G) IMIS www.sbm.gov.in (as per SBM (G) guidelines), www.sbmpunjab.com and other MIS time to time.</p> <p>h) Consolidating & furnishing MIS reports/ SBM</p>

		<p>Implementation Status as desired by Mission Director on timely basis.</p> <ul style="list-style-type: none"> i) Encourage use of IT to produce training materials and manuals, increasingly impart an understanding and use of e-learning among staff, stay abreast of latest developments in the IT Sector and transfer emerging technologies as relevant to Sanitation Sector. j) To identify gaps and assist in developing solutions for improving existing MIS application. k) Facilitate meetings, workshops for planning, designing / development, implementation, maintaining the Sanitation MIS and assist the DWSS IT wing for its integration with the DWSS MIS. l) Design reports and/or data extracts for use by individual and/or other department users for the purpose of providing information customized to meet specific needs. m) Ensuring that the security of the project's data is protected through procurement and installation of MIS related security software. n) Produce daily, weekly, monthly, quarterly, annual reports as required from MIS. o) Provide training and building capacity of the State & District level DEO/ IT staff to enable them to operate and manage MIS. p) Assist Director Sanitation in providing technical support for GOI and DWSS Punjab mobile applications. q) Liaise with web hosting agency for all MIS related issues such as weekly & monthly backups, security etc r) Liaise with IT team of Department of Drinking Water & Sanitation, Govt. of India, Department of Governance reforms, technology partners and other
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		<p>stakeholders.</p> <p>s) Responsible for arranging all IT infrastructure in the State Sanitation cell.</p> <p>t) Perform visits to the field to assess the effectiveness of MIS and related services.</p> <p>u) Any other duties and responsibilities that may be assigned as part of official requirements by Mission Director SBM (G).</p>
6.	Review of Work/Reporting Authority	Director Sanitation, Office of Mission Director, Swachh Bharat Mission (Gramin), Department of Water Supply and Sanitation, Punjab
7.	Remuneration/ Entitlements	<p>Rs 50000/- per month (including communication allowance).</p> <p>Travel reimbursement as per the TA rules of the Government of Punjab.</p>
8.	Tenure of contractual assignment	12 months

**General instructions for the Candidates applying for one position of
MIS Specialist SBM (G) in
Department of Water Supply and Sanitation, Punjab**

1. The Department of Water Supply & Sanitation (DWSS) invites application online prescribed format from eligible candidates for the position of MIS Specialist SBM (G).
2. For wider publicity and to invoke maximum participation, the department may use various online channels but it is clarified that applications received via online module of DWSS will only be considered and those received directly from these websites will not be considered.
3. The applicants need to apply online via the following link
https://dwss.punjab.gov.in/show_recruitment
4. Incomplete applications or applications submitted on any other format or means other than the prescribed format is liable to be rejected.
5. Application received after due date will not be considered, in anycase.
6. The engagement will initially be for a period of one year from the date of joining which may be extended on the basis of performance of the individual.
7. Any addendum/ corrigendum will be published on the department website only and no separate communication will be made to individual applicants.
8. The requisite experience for the post will be counted from the date of acquiring the prescribed minimum essential qualification for that post (post qualification experience).
9. If at any time during scrutiny of the Application Form/documents submitted by the candidate or otherwise, if any document, statement or any other information submitted by the candidate is found to be wrong or incorrect as per the selection/eligibility criteria, the Department reserves the right to cancel the selection of the candidate.
10. For any further clarifications, the candidate may be contact at 0172-2270101. Any enquiry/ clarification or any other correspondence except applications, received at email ID:**adodwss1@gmail.com** will not be entertained.

**General instructions for the Candidates applying for one position of
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Department of Water Supply and Sanitation, Punjab**

1. No TA/DA will be given for attending the interview/ written Test.
2. Competent authority reserves the right to modify the number of posts advertised and modify or withdraw the recruitment notice without assigning any reason. The decision of the Competent Authority will be absolute and final in this regard.
3. Competent authority reserves the right to defer, cancel or postpone the selection process at any time without assigning any reasons.
