

**ADVERTISEMENT FOR HIRING OF STAFF FOR THE PROJECT OFFICES OF HIMACHAL  
PRADESH HORTICULTURE DEVELOPMENT PROJECT**

HP-HDP/PCU-41/HR-MPA/2018-Vol-II

Dated: 04/06/2018

Himachal Pradesh Horticulture Development Society (HP-HDS) intends to hire the services of *Assistant Engineer (Irrigation)- 7, Assistant Engineer (Civil)-3, Junior Engineer (Civil/Irrigation) -25, Draughtsman (CAD Operator)-12, Surveyor-15 and Facilitators (Block Level)-37, Management Assistant (Procurement) -2, Management Assistant (Accounts) -2* for the implementation of World Bank funded “**Himachal Pradesh Horticulture Development Project**”(HPHDP).

All the above positions are purely on temporary basis, initially for a period of 11 months. Selected contractual appointee can be placed anywhere in Himachal Pradesh and will have no claim to continue after 11 Months and subsequently will not have any claim against Govt. of HP. Details are given on the website [www.hds.hp.gov.in](http://www.hds.hp.gov.in)

Potential candidates having the requisite qualification and experience may apply as per the prescribed CV formats given on the above mentioned website in a sealed envelope clearly marking as “**Application for** ..... (Name of the position applied for)” so as to reach the address given below on or before **20<sup>th</sup> June 2018**. Only the short-listed candidates will be called for an Interview/test. Canvassing in any form will lead to disqualification and rejection of candidature. Project Director HPHDP reserves the right to accept or reject any candidate without assigning any reason.

**Project Director  
Himachal Pradesh Horticulture Development Society  
Dyerton Bizhub, Talland Bypass, Shimla-171001  
Telephone:0177-2674465**

# HIMACHAL PRADESH HORTICULTURE DEVELOPMENT SOCIETY

Dyerton Bizhub, Talland Bypass, Shimla-171001

Telephone: 0091-177- 2674935, 2674936 (Telefax)

E-mail: [hdp-pd-hp@gov.in](mailto:hdp-pd-hp@gov.in)

Website: [hds.hp.gov.in](http://hds.hp.gov.in)

No.HP-HDP/PCU-41/HR-MPA/2018

Dated: 04-06-2018

## HIRING OF STAFF FOR THE PROJECT OFFICES OF HIMACHAL PRADESH HORTICULTURE DEVELOPMENT PROJECT

The Himachal Pradesh Horticulture Development Society, an implementing entity of the World Bank Funded Horticulture Development Project, intends to apply a portion of the proceeds of this credit to eligible payments under the contract for which this advertisement for hiring of support staff is being issued. A brief detail of the positions is given hereunder:

Sr.No.	Position	Approx. Number	Qualifications&Experience etc.	Consolidated Remuneration
1	Assistant Engineer (Irrigation)	7	Bachelor of Civil /Agriculture Engineering or Equivalent Degree from AICTE recognized university/Institute with 3 years' experience or Diploma in Civil Engineeringwith 5 years of experience. or ME/ M. Tech in Civil Engineering with 2 years of relevant experience Preference will be given to the candidates with experience in designing /execution of different types of irrigation systems in H.P. <b>Roles and responsibilities</b> are mentioned <b>Sr. No-1</b> of Annex – A	50000
2	Assistant Engineer (Civil)	3	Bachelor of Civil Engineering or Equivalent Degree from AICTE recognized university/Institute with 3 years' experience or Diploma in Civil Engineering with 5 years of experience or ME/ M. Tech in Civil Engineering with 2 years of relevant experience. Preference will be given the candidates having experience in handling construction of Agriculture Markets and related field. <b>Roles and responsibilities</b> are mentioned <b>Sr. No-2</b> of Annex – A	50000
3	Junior Engineer (Civil/irrigation)	27	1. Diploma in civil engineering /Agriculture Engineering from AICTE approved institutions with one-year experience. <b>Roles and responsibilities</b> are mentioned <b>Sr. No-3</b> of Annex – A	25000
			2. B. Tech/B. E/AMIE (Civil/Agriculture Engineering) with 1-year experience. <b>Roles and responsibilities</b> are mentioned <b>Sr. No-3</b> of Annex – A	30000

4	Draughtsman cum CAD Operator	13	1. Diploma in Draughtsman ship from a AICTE approved institution with experience of minimum 3 years in the relevant field .	22000
			2. B-Arch degree with 1-year experience in relevant field.	30000
			Preference will be given to the candidates having experience of Auto-CAD. <b>Roles and responsibilities</b> are mentioned <b>Sr. No-4</b> of Annex – A	
5	Surveyor	15	Diploma in surveying from recognized Institute with at least 2 years of professional experience in geographical survey with proficiency in using survey equipment's like Total station etc or Equivalent qualification and skill sets. <b>Roles and responsibilities</b> are mentioned <b>Sr. No-5</b> of Annex – A	20000
6	Facilitator (Block Level)	37	1. Graduation in Agriculture/Horticulture/forestry from a recognized University. 2. Bachelor's degree or post graduate diploma /degree in social works/development, development management, rural development, rural management and extension. Preference will be given to the candidates with: - i) At least 2 years' experience of working in extension, training and community mobilization in Agriculture, horticulture, irrigation & watershed and joint forest management projects. ii) Experience in H.P, Uttarakhand, J.K and Himalayan region . iii) Experience in externally aided projects.  3. Suitably qualified women candidates are encouraged to apply. <b>Roles and responsibilities</b> are mentioned <b>Sr. No-6</b> of Annex – A	30000
7	Management Assistant (Procurement)	2	Graduate/ Post Graduate (from a Govt. recognized University) in any discipline with knowledge and understanding of procurement preferably under externally aided projects. Minimum 1-year experience in supporting procurement related activities in any reputed	16000

			organization / Externally aided projects or similar Govt. funded projects. <b>Roles and responsibilities</b> are mentioned <b>Sr. No-7</b> of Annex – A	
8	Management Assistant (Accounts)	7	B. Com/M. Com with 3 years of experience in Accounts profile with proficiency in maintenance of accounts in computerized software and preparation of statutory Books and returns. <b>Roles and responsibilities</b> are mentioned <b>Sr. No-8</b> of Annex – A	16000

Note:

- *Qualifications and experience can be relaxed in case of retired and exceptionally deserving candidates and it will not be a deterrent for in the selection of deserving candidates.*

The above positions are purely temporary project assignments on contract initially for a period of 11Months and the selected candidates can be placed anywhere in Himachal Pradesh. The selected contractual appointee will have no claim to continue after 11 months' period which could only be considered on the basis of exceptional performance for future period of 11 months under the project. Similarly, they will not have any claim against Govt. of HP. Detailed Job Descriptions for the positions are given in Annexure-A.

Potential candidates below 45 years (62 years in case of retired persons from Govt./PSU) (as on the ..... ) having the requisite qualification and experience may apply as per the prescribed CV formats given in Annexure-B (for Sr. No-1 to 2) or Annexure-C (for Sr.No.3 to 8) in a sealed envelope clearly marking as "Application for ..... (Name of the position applied for)" so as to reach the address given below on or before 4:00 PM.On 20<sup>th</sup> June 2018. Only the short-listed candidates will be called for an Interview/test. Canvassing in any form will lead to disqualification and rejection of candidature.

-S/d-

**Project Director**  
**Himachal Pradesh Horticulture Development Project**  
**Dyerton Bizhub ,Talland Bypass, Shimla-171001**

## ANNEXURE-A

### ROLES AND RESPONSIBILITIES OF THE STAFF TO BE HIRED

Sr.no	Position	Roles and Responsibilities
1	Assistant Engineer (Irrigation)	<p>The Irrigation Engineer will have the overall responsibility to guide and train the team under him to properly supervise the civil works at the sites. In addition, he will be responsible for:</p> <ol style="list-style-type: none"> <li>1. Designing irrigation Systems such as flow, lift, underground. This will entail survey, designing of sub-systems such as water harvesting structures, water lifting rain water capture and delivery through micro-irrigation.</li> <li>2. Work experience of handling problems of soil drainage, and water logging</li> <li>3. Observe comparatively simple and cost effective construction procedures</li> <li>4. Prepare work plan for all technical staff activities both in the office and on the sites</li> <li>5. Assist in record keeping and generating progress reports</li> <li>6. Assist in preparation of tender documents, and contracts</li> <li>7. Work closely with Water Management Specialist design engineer</li> <li>8. Identifying and proposing proper construction materials as per the required standards and site locations</li> <li>9. Perform any other project relevant activity assigned by the Project Director/superiors</li> </ol>
2	Assistant Engineer (Civil)	<p>The Civil Engineers will have the overall responsibility to oversee implementation and execution of civil infrastructure designed for each location for agriculture marketing Infrastructure i.e. new markets as well as the existing markets being upgraded or strengthens under the project. He will ensure quality of construction. In addition, he/she will:</p> <ol style="list-style-type: none"> <li>1. Provide advice and resolve creatively any emerging problems/deficiencies</li> <li>2. Oversee and mentor staff and liaise with a variety of stakeholders</li> <li>3. Monitor progress and compile reports of project sites.</li> <li>4. Comply with guidelines and regulations including permits, safety etc. and deliver technical files and other technical documentation as required</li> <li>5. To be custodian of the soft/hard copies of all designs/drawings and site plans at safe place</li> <li>6. Perform any other project relevant activity assigned by the Project Director/superiors.</li> </ol>
3	Junior Engineer (Civil/irrigation)	<ol style="list-style-type: none"> <li>1. Prepare preliminary estimates and drawings for the execution of the works.</li> <li>2. Directing the execution and technical guidance during the execution.</li> <li>3. Recording of Measurement Book and preparation of bills for payment/Verification of bills of contractors.</li> <li>4. Supervise construction of tanks/ponds, etc., ensure quality and timely completion of work,</li> <li>5. Maintenance of record and stores for the assigned works.</li> </ol>
4	Draughtsman(CAD Operator)	<ol style="list-style-type: none"> <li>1. Prepare drawings using computer assisted drafting systems (CAD) or by hand</li> <li>2. Draft plans and detailed drawings for water storage/ drip/sprinkler irrigation systems as per requirement.</li> <li>3. Prepare estimates and scrutinize the bills of the works executed under the Project.</li> <li>4. Maintenance of Records and drawings related to the assigned project works.</li> <li>5. Store soft copies of all designs/drawings and site plans at safe place</li> </ol>
5	Surveyor	<ol style="list-style-type: none"> <li>1. Direct or conduct surveys in order to establish legal boundaries for properties, based on legal deeds and titles</li> <li>2. Prepare and maintain sketches, maps, reports, and legal descriptions of surveys in order to describe, certify, for work performed.</li> <li>3. Calculate heights, depths, relative positions, property lines, and other characteristics of terrain.</li> <li>4. Prepare or supervise preparation of all data, charts, plots, maps, records, and documents related to surveys.</li> </ol>

6	Facilitator (Block Level)	Spreading programme awareness, identification of prospective beneficiaries, sensitizing them about the project objectives, guidelines, forms and formalities, form them into cluster groups, facilitate in project planning, documentation, connecting them with the project management unit at block/district level, facilitate project approval and project execution, organize field exposure visits, training programmes /technology transfer programmes
7	Management Assistant (Procurement)	<ol style="list-style-type: none"> <li>1. Assist in development of procurement plans, implementation schedules, and contract supervision plans including contract performance evaluation criteria;</li> <li>2. Assist Procurement Specialist of HPHDP throughout the procurement process;</li> <li>3. Review Requisition submitted by the stake holders of HPHDP for completeness and compliance with objective of HPHDP, World Bank procurement policies and procedures, guidelines and best practice;</li> <li>4. Provide administrative support to the PCU in procurement management and contract administration, disbursement and contract closure;</li> <li>5. Prepare draft Invitation for Bid/Bidding Document/ Requests for Expression of Interest (REOI)/Request for Proposal (RFP) document/Minutes of pre-bid meeting/Minutes of pre-proposal conference, taking into account applicable policies, procedures, guidelines/ best practice;</li> <li>6. Prepare draft Bid Evaluation Report/ Technical Evaluation Report/ Combined Technical and Financial Evaluation Report/ Contract document/ Minutes of Negotiation, taking into account applicable policies, procedures, guidelines/ best practice;</li> <li>7. Prepare Minutes of the Bid/Consultancy Proposal Acceptance Committee meeting of HPHDP, taking into account applicable policies, procedures, guidelines/ best practice;</li> <li>8. Assist in overall administration of the contracting process including contract requisition, payment processing, contract closure, and maintenance of all contract files;</li> <li>9. Assist in review invoices/requests for payment submitted for accuracy and process for payment, ensuring that all payment requests are processed on a timely basis;</li> <li>10. Maintain individual contract files including compilation of all procurement documentation. Maintain a computerized as well as physical filing system to include all contract documentation to support procurement process, contract administration documents, payment requests, contract closure and evaluation. Ensure that all contract files are up-to-date and contract related documentation is readily available upon request;</li> <li>11. Prepare procurement documentation to ensure the application of and compliance with World Bank's procurement policies and procedures applicable for HPHDP and best practice and assure the integrity of the procurement process;</li> <li>12. Provide reference and guidance to other Support staff of the HPHDP on World Bank procurement policies and procedures and best practice throughout the contract administration process;</li> <li>13. Assist in finding viable solutions to contract administration issues;</li> <li>14. Identify operational gaps in contract administration procedures and recommend improvements to existing processes, best practice, tools, and systems to achieve operational efficiency;</li> <li>15. Conduct initial routine review of procurement documentation to ensure quality of supporting documents and compliance with established</li> </ol>

		<p>standards;</p> <p>16. Assist during Post Procurement Audit by the World Bank/Consultants engaged for the task;</p> <p>17. Ensure that any issues and/or deviations from World Bank procurement policies and procedures are highlighted to the Procurement Specialist of HPHDP for necessary action/resolution;</p> <p>18. Assist in raising awareness within the HPHDP on contract administration issues, problems and lessons learned; Assist in development and implementation of any plan to correct identified non-compliance issues;</p>
8	Management Assistant (Accounts)	<p>1. Prepare Bills, claims, Pay Rolls and put up in time for payment and maintain proper record thereof.</p> <p>2. Regular writing/entry of Cash Book in Computerized form and get the daily cash Book print out signed from the Competent Authority.</p> <p>3. Maintain the books of accounts in the prescribed form on accounting software.</p> <p>4. Prepare returns, of deduction and deposits of TDS and service tax etc. or any other statutory dues and ensure timely deposit of all govt. dues.</p> <p>5. Prepare Accounts MIS Statements.</p> <p>6. Prepare monthly Bank Reconciliation Statements.</p> <p>7. To undertake field visits.</p> <p>8. Prepare details of funds released by the PCU to the PIUs and further released by them to the DIUs, BIUs or other agencies as the case may be.</p> <p>9. Monitoring that the fund released are properly utilized and utilization certificates are submitted in time as per prescribed format.</p> <p>10. Timely submission of reports to the concerned quarters i.e. PCU or World Bank or the State Govt. as the case may be.</p> <p>11. Maintain correspondence records and any other work assigned by Project Director, Financial Controller, Finance &amp; Accounts manager or Unit in charge.</p>

### **Common Competencies Required for All Positions.**

- Demonstration of strong conceptual, analytical skills with clarity of thought process and problem solving skills.
- Excellent organization Skills
- Accuracy with keen attention to detail
- Ability to work under tight time lines
- Self-motivated, high level of zeal and enthusiasm in all endeavors, unblemished integrity, ability to organize and prioritize own work to meet deadlines.
- Ability to work both independently and as well as in a team.
- Strong communication skills, with ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using the data and facts.
- Good command of English language and oral communication skills.

**ANNEXURE-B****FORMAT: APPLICATION CUM CURRICULUMVITAE(CV) (APPLICABLE FORSR.NO 1 & 2)**

	<b>NAME OF THE POST APPLIED:</b>		
1.	General particulars		
	Name in full	Name	Surname
	Father's name		
	Gender		
	Date of Birth		
	Age as on 31 <sup>st</sup> March 2015		
	Nationality		
	Marital Status		
2.	ADDRESS Applicant's Complete Address for correspondence along with Pin-code		
	Contact Phone No.		
	Mobile No.		
	E-mail		
3.	Profession		
4.	<i>Years of experience (Provide certificates)</i>	Total:	_____ Years _____ Months
		Relevant to Post	_____ Years _____ Months

**1. EDUCATIONAL QUALIFICATIONS:**

*{Provide essential information as per the desired Qualification for the position applied for}  
[Indicate college/university and other specialized education of applicant, giving names of institutions, degrees obtained, and month & year of passing]*

S.No	Degree/Course Completed	Month & Year of Passing	University/Board/Institute	Marks/Grades obtained



5. **Trainings:** {Indicatesignificanttrainingsrelevantto thepostappliedfor}

( i)

( ii)

6. **MembershipofProfessionalAssociations (Ifany):**

(i)

(ii)

7. **Languages**[Foreachlanguageindicateproficiency:good,fair,orpoorin speaking,reading,and writing]:

Language	Read	Write	Speak

8 **EmploymentRecord**[Startingwithpresentposition,listin reverseorderevery employmentheldbyapplicant sincefirstjob,givingforeacheemployment(seeformatherebelow):datesofemployment,nameofemploying organization,positionsheld.]:

Repeatthedescriptioninthe formatbelowforeachjob.

From[Month/Year]: _____ To[Month/Year]: _____		
<b>Employer</b>	:	
<b>Positionheld</b>	:	
<b>Duties performed</b>	:	{Describeinbrieftheworkshandled/dutiesperformedthat BestIllustratethe Capabilityto handletheproposedtasksasperJobDescriptionforthesaidpost}

9. References: Mention any two references with their complete address and contact numbers.

10. Do you have any corruption or criminal charges pending against you (if yes, furnish Details).

11. Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for violation of any law (if yes Furnish details).

12. Have you ever been discharged or forced to resign from any position (if yes, furnish details)

13. **Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_  
[Signature of Applicant]

(Day/Month/Year)

**Attach self-attested copies of certificates/testimonials**

**ANNEXURE-C**

**FORMAT: APPLICATION CUM CURRICULUM VITAE (CV) (APPLICABLE FOR SR.NO-3 TO 8)**

1. Full Name:
2. Nationality (attach a copy of evidence):
3. Complete Permanent Address (attach a copy of evidence):
4. Current Address:
5. Telephone/ Cell No.:
6. Email Address:
7. Date of Birth:
8. Current Designation (if any):
9. Current Employer's Full Address with contact email and phone number (if any):
10. Educational qualification (attach a copies of evidences):



Sr. No.	Examination	Year of Passing	Name of School	Name Board/University	Class/Percentage of marks obtained
1.	HSLC/Class-X				
2.	HSLC/Class-XII				
3.	Graduation in				
4.	Post-Graduation in				

**11. Training details relevant to the position applied (attach the copy of evidence):**

Sr. No.	Training Field	Period of Training
1.		
2.		
3.		

12. Total Experience (in years)
13. Language known:
14. Computer proficiency:
15. Employment Record (starting from the latest):

<b>From:</b>	<b>To</b>
<b>Employer:</b>	
<b>Position Held:</b>	
<b>Monthly Remuneration</b> (attach copy of latest salary certificate):	
<b>Summary of services provided:</b>	

Add boxes as required

16. Works/ Activities undertaken the best illustrates the experiences in similar position(s) applied for (clearly showing role played, duration of input, complexity of work undertaken, and core competencies)

<b>Name of assignment or project:</b>	
<b>Year:</b>	
<b>Employer:</b>	
<b>Main features of the project:</b>	

<b>Positions held:</b> <b>Activities performed:</b>	
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Add boxes as required

**Attach self-attested copies of certificates/testimonials.**