

GOVERNMENT OF BIHAR

PUBLIC HEALTH ENGINEERING DEPARTMENT

Notice no – PHED(QMC)-02/2018-19

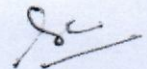
Expression of Interest to hire Quality Assurance Specialist and MIS specialist

Public Health Engineering Department is the statutory authority for designing, planning, monitoring, operating and undertaking maintenance of Water Supply Schemes irrespective of the source of funds for the same. To keep the pace of contemporary requirements, PHED felt the need to set up a Quality Monitoring Cell to bring about innovative reforms and the best practices in enhancing the efficiency of the department. Quality Monitoring Cell is primarily being made operational to take care of all the projects being taken up under the Department.

Expression of Interest is invited from qualified Civil Engineering and Computer Science/IT Graduates from an institute of repute to provide the services of Quality Assurance Specialist (1 post) and MIS Specialist (1 Nos.) to be deployed at HQ level. Minimum eligibility requirements are:

Name of the position	Professional Experience	Desired Qualification
Quality Assurance Specialist	Minimum 10 years of professional experience for B.Tech or 8 years for M.Tech as supervision consultant / key personnel in water supply project. Comprising supervision and quality Assurance, out of which 5years should be in the area of rural water supply schemes.	Atleast 5 years in a reputed Water Supply supervision consultancy firm as Quality Assurance Engineer. He shall inspect the Contractor field laboratories to ensure that they are adequately equipped & capable of performing all the specific testing requirements of the contract. He shall look into the quality aspect of the construction/maintenance works. He shall review & suggest modifications to all Quality & Material related aspects in the Maintenance Manual/ Programme.
MIS specialist	Minimum 5 years of experience with B.Tech or 3years experience for M.Tech in IT sector.	Graduate in Computer Science/IT Engineering or equivalent.

Monthly consolidated remuneration of Rs 80,000.00 per month for Quality assurance specialist and Rs 60,000 for MIS specialist is payable. Tenure of assignment shall be initially for 24 months



which shall be renewed based on the performance & mutual consent. Interested Candidates are requested to submit their CV to the office Engineer-in-Chief ,Public Health Engineering Department, Government of Bihar, Vishwasaraiya Bhawan Campus , Bailey Road, Patna - 800015. Tel : 0612 - 2546368, not later than 08.02.2019 till 3 PM

Shortlisted candidates will be called for an interview by the panel designated by PHED. The date of interview shall be intimated separately. No travelling allowance shall be paid for the same. PHED reserves right to reject or accept any proposal without assigning any reasons thereof.

Sanishra
15.1.19

Engineer-in-Chief cum Spl Secretary
PHED, Bihar

Quality Monitoring Cell (QMC)
Public Health Engineering Department
Vishveshwaraiya Bhawan Complex,
Bailey Road, Patna-15

Term of Reference for Quality Assurance Specialist

1. POSITION: Quality Assurance Specialist (01)

2. PURPOSE OF ASSIGNMENT

Provide technical support to Quality Management Cell (QMC) for quality management and monitoring of state sponsored different schemes of PHED.

3. PROGRAMME AREAS

Programmatic implementation, coordination and support supervision under Quality Management Cell (QMC).

4. BASIC OBJECTIVE TO WHICH THE CONSULTANCY IS RELATED

To provide Coordination and Implementation Assistance and Related Resource Mobilization for quality assurance.

5. DUTY STATION

At QMC headquarter, Patna, of Public Health Engineering Department (PHED).

6. DURATION

2 years-(Further extension shall be given on satisfactory performance)

The employment may be terminated through one month notice from either side or one month's

salary (gross) in lieu of notice period.

7. SUPERVISOR

Superintending Engineer, QMC PHED.

8. Desired Professional Experiences

Graduate in Civil/Environmental Engineering with minimum 10 years of experience (or M.Tech 8 Years of experience) as supervision consultant / key personnel in water supply project. Comprising supervision and quality Assurance, out of which 5 years should be in the area of rural water supply schemes.

9. Specific Expertise

At least 5 years' experience in a reputed Water Supply supervision consultancy firm as Quality Assurance Engineer. He/she should be well versed with the testing process of Water Supply projects.

[Handwritten Signature]

10. HONORARIUM AND OTHER ENTITLEMENTS

Rs. 80,000/-PM all inclusive.

11. MAJOR TASK TO BE ACCOMPLISHED

He / She is expected to perform the following task-

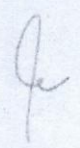
- Supervise the testing processes of water supply projects.
- Inspect contractor field laboratories to ensure that they are adequately equipped and capable of performing all the specified tests
- To look into the quality assurance aspect of the construction/maintenance works.
- Monitor the material quality test.
- Analyse statistical test report data and report generation
- Investigate reason of decline in water quality and suggest remedies for it
- Liasion with different stake holders to ensure adequate arrangements for inspection
- Review and suggest modifications to all Quality and Material related aspect in the maintenance Manual/Programme.
- Develop required monitoring methodology at head quarter level.
- Monthly reporting and review meetings
- Supervision to ensure Quality control (QC), Quality Assurance (QA), Quality System(QS) & Quality Surveillance.
- Supervise the action taken report for further compliance.

11. Monthly Deliverables:

Monthly report indicating the activities undertaken, tasks accomplished and results achieved based on monthly plan. The following minimum deliverables are expected:

- a. Monthly and Periodic report generation for QMC
- b. Study of different reports generated and suggest for ATR (Action Taken Report)
- c. Report on monthly test done related to Material and quality control.
- d. Report on the testing infrastructure available and functioning

12. Age : Not More than 62 years



Bihar State Water and Sanitation Mission
Vishveshwaraiya Bhawan Complex, Bailey Road, Patna-15

Term of Reference for MIS Specialist

1. POSITION: MIS Specialist (01)

2. PURPOSE OF ASSIGNMENT

MIS specialist shall be hired to monitor projects sanctioned under the programme and progress in terms of physical, financial and against overall monitoring parameters.

3. PROGRAMME AREAS

Programmatic implementation, coordination and support supervision under Quality Management Cell (QMC) related to MIS and IT.

4. BASIC OBJECTIVE TO WHICH THE CONSULTANCY IS RELATED

To provide Coordination and Implementation Assistance and Related Resource Mobilization as per project need.

5. DUTY STATION

At QMC headquarter, Patna, of Public Health Engineering Department (PHED).

6. DURATION


2 years-(Further extension will be given on satisfactory performance)

The employment may be terminated through one month notice from either side or one month's + salary (gross) in lieu of notice period.

7. SUPERVISOR Desired Qualification and Experiences

Superintending Engineer, PHED.

8. Desired Qualification and Experiences

- B. Tech / M.Tech in Computer Engineering/ Information Technology or equivalent.
Minimum 5 years of experience in IT sector with B. Tech and 3 Years' experience with M.Tech.
- Should have proven experience in design and development of application module, application hosting, system and data integration and review of existing IT Systems.
 - Experience in establishing frameworks/ systems for MIS/ monitoring and evaluating projects or programmers, preferably in the rural space;
 - Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential material;
 - Strong time management, multitasking and communication skills in English and Hindi.
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(41)

- Should have knowledge of Excel, Access and other relevant data analytics skill.

9. HONORARIUM AND OTHER ENTITLEMENTS

Rs. 60,000/-PM all inclusive

10. MAJOR TASK TO BE ACCOMPLISHED

- To function as the nodal officer for managing the MIS of QMC.
 - Coordination for web based online monitoring system (State Quality Management System (DQMS)) development.
 - Coordination for updation of online MIS.
 - Support in implementing quality protocol in Quality Monitoring Cell (QMC).
 - Responsible to oversee the upkeep of the Hardware and Software as well as the training requirements of the personal dealing with the program.
 - Ensure availability of proper adequate IT infrastructure at district level for MIS updation.
 - Ensure that the central server is functional 24X7. It includes server management, maintenance, data backup etc.
 - Overseeing the proper management of the IT infra at PIU level with functioning, maintenance and connectivity etc.
 - Supervision of data entry and data entry operator.
 - Monthly, Quarterly or as needed report generation.
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11. Monthly Deliverables:

Monthly report indicating the activities undertaken, tasks accomplished and results achieved based on monthly plan. The following minimum deliverables are expected:

- a. Monthly Report generation
 - b. Monthly status on district level programme implementation and communication activities
 - c. Ensuring enhanced MIS implemented within districts
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12. Age :Not More than 45 years

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Selection Process and Criteria

Eligibility criteria for contractual engagement

- Applicant must be the Indian citizen
- Age limit – must be less than 45 years on the date of 01.01.2019 for MIS Specialist and 62 years for Quality Assurance Specialist.
Age relaxation would be applicable as per the norm of Government of Bihar for the SC/ST and Ex-armed forces of Indian Government. Age relaxation for the others would be as below:

S.N.	CATEGORY	RELAXATION LIMIT
1	BC/EBC	2 (TWO)YEARS
2	Women	3 (THREE) YEARS
3	SC/ST	5 (FIVE) YEARS
4	EX-ARMED FORCE PERSONNEL	5 (FIVE YEARS)

For Retired personnel of Govt. of Bihar the 65 years would be the upper age limit :

- Other relevant qualification would as mentioned above in the table.

1. Preparation of Merit List

- a. The selection would be made as per the merit list prepared through selection process as defined below:

The selection procedure would be applicable as prescribed by taking consideration on the desirable qualification & experience and the competency assessment through personal interview with following weightage:

SL. No.	POINT SYSTEM	WEIGHTAGE
1.	QUALIFICATION	60
2.	EXPERIENCE	20
3	PERSONAL INTERVIEW	20
	TOTAL MARKS	100

Point specification education qualification and experience for above posts:

Sl. No.	Position (No. of post)	Point Specification				
		MIN. EDU. QUALIFICATION	% MARKS/ POINTS	%MARKS /POINTS	%MARKS/ POINTS	% MARKS /POINTS
1.	MIS SPECIALIST	% MARKS	>80%	<80%, >70%	<70%, >60%	<60%
		POST GRADUATE (AS PER TOR)	30	25	20	15
		GRADUTION	15	12	9	6
		INTERMEDIATE	15	12	9	6
		Points specification for additional experience: I. Experience minimum 5-7 years in managing application development/ MIS/M&E/ Data analysis (in case of MCA/B.Tech or equivalent in Computer science/IT)/ Minimum Experience 3-5 years in managing MIS and Data analysis (in case of M. Tech in Computer Application)- 10 points II. Experience more than above- 10 points				
2	Quality Assurance Specialist	% MARKS	>80%	<80%, >70%	<70%, >60%	<60%
		POST GRADUATE (AS PER TOR)	30	25	20	15
		GRADUTION	15	12	9	6
		INTERMEDIATE	15	12	9	6
		Points specification for additional experience: I. Experience minimum 10 years as supervision and quality assurance consultant in water supply (in case of B.Tech or equivalent in Civil Engineering)/ Minimum Experience 8 years in supervision & quality assurance under water supply (in case of M. Tech in Civil Engineering)-10 points II. Experience more than above- 10 points				

A personal interview would be conducted for the shortlisted candidate decided by the selection committee under the chair of Engineer in Chief. The merit list would be valid for next 3 Years.

2. Selection Process : The final merit list will be notified and the highest marks gainer will be called for joining.

- a) Contract: Finally selected applicant will undergo in contract for the period of two year, subject to performance review by QMC. Fresh contractual engagement and/or extension of the present contract would be considered after review of your performance during the period of contract and the status of the project.
- b) This appointment is terminable by giving one month's notice in writing or payment of one month's remuneration in lieu thereof. Consultant may also terminate this contract by giving one month's notice in writing or payment of one month's remuneration thereof.
- c) Employed consultant will not be entitled to any other benefits like dearness Allowance, CPF, House Rent, Group Insurance, pension benefits, CCA etc.
- d) The payable honorarium to consultant is the subject of tax deduction as per the IT laws.
- e) The post may involve extensive travel within the state and whenever so necessitated elsewhere for the project activities. T.A & D.A will be admissible as per the admissibility decided by the department.
- f) The employment of the consultant may be terminated if there is 7 days continuous absence without prior permission of Engineer in Chief Cum Special Secretary. It will not be treated as claim for entitlement of government service. (This employment is purely on contractual basis.)
- g) Consultant once engaged in project shall not be allowed to take up any part time/ full time employment or assignments elsewhere or do any business during the period.
- h) The appointee will be entitled to recover any loss or damages which may be caused due to your action, inaction or omission / discharge of responsibilities as Consultant.

3. Terms and Condition

- 1. Professional fees will be paid on monthly basis in lump sum inclusive of all allowances. Outstation travel and related expenses will be settled on reimbursable basis. Outstation TA/DA entitlement shall be according to the admissibility adjudged by the QMC.
- 2. Any dispute arising out during the service period the decision of Engineer in Chief cum Spl Secretary will be binding and final to the assignee.

Sumishra
14.1.19

Engineer in chief cum Spl Secretary