

Terms of Reference (TOR)

S N	Name of Post	Nos. of post s	Qualifications & working Experience etc.	Roles and responsibility	Remuner ation
1	Asstt. Engineer	2	<p>Diploma in Civil Engineering with more than 20 years Experience as Junior Engineer in HPJSV/HPPWD and has served as Asstt. Engineer. He should have knowledge of planning, conceiving, surveying and preparation of DPRs. He should have knowledge of construction schemes such as, RCC structures, Masonry structure, pump house, recharge structure, piped distribution system, crate works etc. And other allied engineering works apart from complete knowledge of preparation of procurement plan, call of tenders, documentation of tenders, preparation of tender documents for approval with comparative statement, justification and award of works. He should have vast experience in execution of works as per specification at site work with checking of MAS, record entries made by JE in MB, passing of bills, keeping of all record and submission of information desired by various offices from time to time. He should have knowledge of how to take work from surveyors, D/man, JE, contractors and other and to have cooperation from other departments.</p>	<p>The Asstt. Engineer will have the overall responsibility to guide and train the team under him properly supervise the civil works at the sites. In addition, he will be responsible for:</p> <ol style="list-style-type: none"> 1. Work experience of handling problems of soil drainage, and water login. 2. Observe comparatively simple and cost effective construction procedures. 3. Prepare work plan for all technical staff activities, both in the office and on the sites 4. Assist in record keeping and generating progress reports 5. Assist in preparation of tender documents and contracts. 6. Work closely with DDH, SMS, HDO, SrIES, IES. 7. Identifying and proposing proper construction materials as per the required standards and site locations. 8. Perform any other project relevant activity assigned by the higher authority 	<p>Last pay drawn minus the pension as per the policy of state Govt. TDS will apply.</p>

2	Junior Engineer	4	<p>Diploma in Civil Engineering from AICTE approved institutions with 10 years experience as Junior Engineer in HPJSV/HPPWD. He should be have knowledge of preparation of DPRs construction of irrigation schemes such as rising/gravity main, pumping machinery, RCC structures. Piped distribution system, crate works etc and other allied engineering works as per specifications, maintenance of records material receipt and issued, record entries in MB, preparation of bills, submission of progress reports and other allied duties attached with job.</p> <p>OR</p> <p>ITI in surveyor course from recognized institution having more than 20 years experience as surveyor with experience of survey of flow, lift irrigation schemes, and has served as Junior Engineer in HPJSV/HPPWD. He should have knowledge of preparation of DPRs, construction of irrigation schemes such as RCC structure, piped distribution system, crate works etc and other allied engineering works as per specification, maintenance of records of material receipt and issued, record entices in MB, preparation of bills, submission of progress reports and other allied duties attached with job</p>	<ol style="list-style-type: none"> 1. Prepare preliminary estimates and drawings for the execution of the works. 2. Directing the execution and technical guidance during the execution. 3. Recording of Measurement Book and preparation of bills for payment/Verification of bills of contractors. 4. Supervise construction of tanks/ponds, etc., ensure quality and timely completion of work, Maintenance of record and stores for the assigned works. 	<p>Last pay drawn minus the pension as per the policy of state Govt. TDS will apply.</p>
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3	Senior Superintendent	5	<ol style="list-style-type: none"> 1. He/she should not have retired below the rank of superintendent in HPPWD or HPJSV. 2. Knowledge of accounts which includes checking of MAS, record entries made by junior engineer in MB, passing of bills with statutory deductions as GST, Income Tax, Labour Cess etc, writing of cash book, deposits of GST and other deductions in proper head, calling of tenders, its award, agreements, notice to contractors, maintenance of all records of financial transactions and its returns. 3. He/she should have fair knowledge of computer and On-Line working. 4. He/She should have at least Five years working experience in account Branch and not retired before January 2016. 	<p>The Senior Superintendent (Retd) will have complete responsibility: -</p> <ol style="list-style-type: none"> 1. Assisting WUA and technical team in calling of tenders, documentation, award of work, processing the tender's documents for STEP. 2. In assisting WUA and technical team in Scrutiny of contractors/suppliers bills as per agreements. 3. Assisting Writing of cash books of WUAs. 4. Assisting Deductions of GST, Income Tax, Labour Cess and other deductions from bills and depositing the same in proper head. 5. Assisting WUAs to maintain complete record of agreements, financial transactions and to submit returns from time to time. 6. Assisting WUA in writing notices to contractors for timely completion of works and granting extension in time to keep the agreement Live. 	Last pay drawn minus the pension as per the policy of state Govt. TDS will apply.
4	Head Draughtsman	2	<ol style="list-style-type: none"> 1. Draftsman course from recognised ITI 2. Minimum experience of 30 years with three years' experience as Head draftsman in State Irrigation Department. 3. He should be well conversant with preparation of irrigation DPRs, Keeping proper record of DPRs, 	<p>The main responsibilities of the head Draughtsman will include but not be limited to the following:</p> <ol style="list-style-type: none"> 1) Prepare drawings using computer assisted drafting systems (CAD) or by hand. 2) Guide AEs, JEs to prepare DPRs of lift and Flow irrigation schemes 3) Scrutinize the bills of the works executed under the 	Last pay drawn minus the pension as per the policy of state Govt. TDS will apply.

		<p>preparation of tender documents and its evaluations, preparation of monthly reports etc.</p>	<p>Project.</p> <ol style="list-style-type: none"> 4) Maintenance of Records and drawings related to the assigned project works. 5) Store soft copies of all DPRs at safe place. 6) Assist in preparation of tender documents, and contracts. 7) Checking of Irrigation DPRs, Analysis of rates, evaluations of Tenders. 8) Observe comparatively simple and cost effective construction procedures. 9) Prepare work plan for all technical staff activities both in the office and on the sites. 10) Assist in record keeping and generating progress reports. 11) Work closely with Irrigation Engineering Specialist and Sr. Irrigation Engineering Specialist 12) Field visit of works as per directions of IES and Sr. IES. 13) Perform any other duties and responsibilities as assigned by higher authority. 	
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