

**Directorate of Horticulture
Himachal Pradesh, Shimla-2**

PIU/HPNMS (HPHDP)
Directorate of Horticulture
Navbahar, Shimla (H.P.) 17100

02 DEC 2021

Despatch

No. 1/74/2021-PIU(Hort.) HPHDP-Recruitment-Vol-II

Dated: Shimla-2

**ADVERTISEMENT FOR HIRING OF STAFF UNDER HP HORTICULTURE
DEVELOPMENT PROJECT (HPHDP)**

Opening Date: 02.12.2021

Closing Date: 23.12.2021

The Project Implementation Unit (PIU) Horticulture and H.P. Nursery Management Society (NMS) an implementing entity of the Himachal Pradesh Horticulture Development Project (HPHDP) intends to hire the following staff (on co-terminus basis) as per detail given below:

Sr. No	Name of post	Nos. of Posts
1	Asstt. Finance Manager	1
2	Asstt. Engineer	6
3	Junior Engineer	17
4	Management Asstt. Procurement	2
5	Farm Manager	1

The period of engagement shall be initially for 11 months and can be extended depending upon the performance of individual. These position are purely temporary and co-terminus with the project period and the selected candidates can be placed anywhere in Himachal Pradesh. **Details are given on the website www.hds.hp.gov.in & <https://eudvan.hp.gov.in>**

Potential candidates having the requisite Qualification may apply as per the prescribed CV format given on the above mentioned website in a sealed envelope clearly marking as "Application for(Name of the position applied for)" alongwith self-attested testimonials copies of certificates so as to reach the below mentioned address i.e. **Directorate of Horticulture, Navbahar Shimla-171002 H.P on or before 05:00 PM on dated 23.12.2021 positively.** Only the shortlisted/Eligible candidates will be called for an Interview/Written Test.

Dr. R.K Pruthi
(Dr. R.K Pruthi, IAS)
Director of Horticulture
Himachal Pradesh, Shimla-2
Telephone: 0177-2842390
Email: horticul-hp@nic.in

Term of Reference (TOR)

S.N	Name of post	Nos. of Post	Essential Qualification & Experience etc.	Remuneration (pm)
1	Asstt. Finance Manager	1	1. Candidate should have possessed the degree of CA/ICWA with three years' experience will be preferred. If suitable candidate with the above qualification is not available, then candidate having regular MBA (Finance) degree with 7 years experience will be considered.	60,000- to 90,000
2	Asstt. Engineer	6	1. Bachelor of Civil Engineering or its equivalent degree from AICTE recognized institute/university with 3 years' Experience or ME /MTEC in civil Engineering with 2 years of relevant experience. 2. Preference will be given to the candidates with experience in designing/execution of Flow/Lift irrigation Schemes in Hilly Terrains and construction of Civil Structures works 3. Applicant should be permanent resident of Himachal.	50,000/-
3	Junior Engineer (Civil/Irrigation)	17	1. Diploma in Civil Engineering from AICTE recognized university/institute with five-year experience in designing/execution of different type of flow/Lift irrigation schemes in Hilly terrain and construction of civil structures. or B.Tech/B.E/AMIE Civil Engineering with Two-year experience in designing/execution of different type of flow/Lift irrigation schemes in Hilly terrain and construction of civil structures. 2. Applicant should be permanent resident of Himachal.	30,000/-
4	Management Asstt. Procurement	2	1. Graduate/post-graduate from 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 organization/externally aided projects or similar Govt. funded projects. 2. Applicant should be permanent resident of Himachal Pradesh.	16,000/-
5	Farm Manager	1	1. Should have passed M.Sc. in Horticulture (Fruit Science) from any recognized University established by Law in India and accredited by Indian Council of Agricultural	50,000/-

			<p>Research (ICAR)</p> <p>2. Preference shall be given to candidates having one or more years of working experience in Horticulture sector.</p> <p>3. Applicant should be permanent resident of Himachal Pradesh.</p>	
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Rolls & Responsibility

S. N	Name of Posts	Rolls & Responsibility
1	Asstt. Finance Manager	<ol style="list-style-type: none"> 1. To regulate and control the monthly expenditure related to PIU and NMS against the fixed target in Annual Action Plan. 2. Scrutiny of various bills related to both the operating units (PIU/HPNMS) and preparation of sanctions to get approval from the competent authority for the release of payments. 3. Checking and maintenance of cash Book and other relevant registers/ accounts ledger required to be prepared as per PIP and in pursuance to the guidelines of the World Bank. 4. To reconcile the monthly expenditure related to irrigation activities of WUA and to get the utilization certificates from the concerned DDH. 5. Preparation and reconciliation of bank accounts. 6. To facilitate the internal audit of the PIU/NMS and draft the reply of queries if any raised by the audit regarding working of the Accounts Branch. 7. Ensure the tax deductions applicable as per GST, Income Tax Act and labour law. 8. To guide and impart training on the financial matters to the subordinate staff alongwith field staff. 9. To facilitate the CA in the preparation of trial balance/receipt and payment account, income and expenditure and Balance Sheet and further reconciliation of expenditure with PCU. 10. To be fully conversant with the rules and regulation applicable in the state Govt. as well as World Bank. 11. To assist the Joint Controller (F&A) in the financial matters. 12. Also having proficient knowledge to regulate the procurement matters against which payment is to be made to the contractors. 13. Required to visit in the field to check and facilitate accounts personnel working at the DIU and BIU level. 14. To assist and facilitate the AG audit and to draft reply of the memo/quires raised by the audit. <p>Any other work assigned by the higher authority.</p>
2	Asstt. Engineer	<p>The Asstt. 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"> 1. Designing irrigation Systems such as flow, lift, water harvesting, Dams and buildings (Civil Structures). He/She should be well conversant with survey, designing and execution of works such as water harvesting

		<p>structures, Flow and Lift Irrigation, rainwater harvesting, and delivery through micro-irrigation, Civil Works,</p> <ol style="list-style-type: none"> 2. Work experience of handling problems of soil drainage, and water logging. 3. Observe comparatively simple and cost effective construction procedures 4. Prepare work plan for all technical staff activities both in the office and on the sites. 5. Assist in record keeping and generating progress reports. 6. Assist in preparation of tender documents, justifications of tenders and its evaluation as per HPPWD/HPIPH Schedule of Rates, and preparation of contracts documents, checking of record entries of works, 100% test check of all hidden items being executed and 50% of rest of items and other duties as may be assigned from time to time 7. Work closely with Irrigation Engineer Specialists and Senior Irrigation Engineer Specialist, XEN's . 8. Identifying and proposing proper construction materials as per the required standards and site locations. <p>Perform any other project relevant activity assigned by the higher authority</p>
3	Junior Engineer	<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 after 100% test check of works being executed and preparation of bills for payment/Verification of bills of contractors. 4. Supervise construction of works assigned to him/her in quality, specifications and timely completion.,. 5. Maintenance of record and stores for the assigned works. 6. Perform any other project relevant activity assigned by the higher authority.
4	Management Asstt. Procurement	<ol style="list-style-type: none"> 1. Assist in development of procurement plans, implementation schedules, and contract supervision plans including contract performance evaluation criteria. 2. Assist Procurement Specialist of HPHDP throughout the procurement process. 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. 4. Provide administrative support to the PCU in procurement management and contract administration, disbursement and contract closure. 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. 6. Prepare draft Bid Evaluation Report/ Technical Evaluation Report/ Combined Technical and Financial Evaluation Report/ Contract document/ Minutes of Negotiation, taking into account applicable

		<p>policies, procedures, guidelines/ best practice.</p> <ol style="list-style-type: none"> 7. Prepare Minutes of the Bid/Consultancy Proposal Acceptance Committee meeting of HPHDP, taking into account applicable policies, procedures, guidelines/ best practice. 8. Assist in overall administration of the contracting process including contract requisition, payment processing, contract closure, and maintenance of all contract files. 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. 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. 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. 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. 13. Assist in finding viable solutions to contract administration issues. 14. Identify operational gaps in contract administration procedures and recommend improvements to existing processes, best practice, tools, and systems to achieve operational efficiency. 15. Conduct initial routine review of procurement documentation to ensure quality of supporting documents and compliance with established standards. 16. Assist during Post Procurement Audit by the World Bank/Consultants engaged for the task. 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. 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>To perform any other duties as assigned by higher authority.</p>
5	Farm Manager	<p>Establishment and management of Bud Wood/Demo Orchard, Mother Stool and Nurseries of horticultural crops in the farms of the H P Nurseries Management Society. To facilitate in project planning, documentation, report making and in preparation and implementation of Annual Action of the</p>

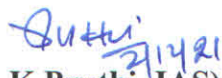
		farm/HPNMS. To facilitate in inventory management, record keeping and overall management of farm as per the Standard Operating Procedure of the farms/PCDOs. any other duties decided by higher authority.
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Important Instruction.

1. Age limit: Eligible candidates should be age less than 45 years..
2. Above-mentioned positions are purely on temporary basis on co-terminus basis up to the project period.
3. The candidate engaged for the above position shall not be absorbed in Government, PSU, or any other Government Organization under any circumstances.
4. Director of Horticulture reserve the right to increase/decrease the recruitment position and number of position.
5. Candidate selected for the above-mentioned positions will have to work under the overall administrative control of Director of Horticulture and the direct control of any other officer as directed/decided by the Director of Horticulture.
6. The candidate should enter his/her particulars i.e. Name, Father's Name, Mother's Name and Date of birth as per her/his metric certificate.
7. The candidates are advised to give their Mobile Number and email ID to avoid inconvenience. There will be no other means of contacting them except their email & Mobile Numbers.
8. The candidate shall fill up their complete and correct particulars in the form to avoid rejection of candidature.
9. The Director of Horticulture will not be responsible for any postal delay. No extra opportunity shall be provided to the applicants to produce appropriate certificates at later stage.
10. Any clarification/guidance/information regarding application form can be had on telephone 0177-2842390, 0177-2640642, 0177-2843975

Common Competencies Required for the Position.

- 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.


(Dr. R.K Pruthi, IAS)
Director of Horticulture
Himachal Pradesh, Shimla

Name of post Applied:

1. Full Name:
2. Father's Name:
3. Mother's Name:
4. Nationality (attach a copy of evidence):
5. Complete Permanent Address (attach a copy of evidence):
6. Current Address:
7. Telephone/ Cell No.:
8. Email Address:
9. Date of Birth:
10. Marital Status:
11. Certificate of Bonafide Himachali : Y/N (attach a copy of evidence)

Paste recent self-attested passport photo

SN	Examination	Specialization/stream	Year of Passing	Name of School/College	Name of Board/University	Class/Percentage of marks obtained
1.	HSLC/Class-X					
2.	HSLC/Class-XII					
3.	Graduation					
4.	Post-Graduation					
5.	Other/Degree qualification					

12. Language known:
13. Computer proficiency:
14. Experience:

Name of Organization/Institutions	
Position held:	
Years of experience (Provide certificates)	Duration:
Years... . Months

15. References: Mention any two references with their complete address and contact numbers.
 - A).
 - B).
16. Do you have any corruption or criminal charges pending against you in any court of law (if yes, furnish Details).
17. 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).
18. Have you ever been discharged or forced to resign from any position (if yes, furnish details)
19. Certification:

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

Date: _____

Signature of Applicant

Attach self-attested copies of certificates/testimonials