

Detailed Instructions

Advt. No. April,2022

WATER & SANITATION SUPPORT ORGANIZATION

Office of Public Health Engineering Department, Govt. of Haryana,

Bays No. 13-18, Sector-4, Panchkula.

Engagement of District IEC & Equity Consultants and Block Resource Coordinators(BRCs)

Website- phedharyana.gov.in

Item(s)	Timeline
Date of publication	26/04/2022
Opening date for submission of online applications	27/04/2022
Closing date for submission of online application	18/05/2022
Closing date for deposit of fee	22/05/2022

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1.1 Invitation of Applications

Online applications are invited from 27/04/2022 to 18/05/2022 (11:59 PM) for Contractual posts i.e. District IEC & Equity Consultants and Block Resource Coordinators(BRCs) initially for one year and further renewal will be based on performance.

1.2 Procedure/Instructions/Guidelines for Online Filling of Application Form

Following are the general and special instructions for the applicant with respect to the Online filling of the application form

- a. Apply online well in advance without waiting for last date of submission of Online application form.
- b. Please read the instructions and procedures carefully before you start filling the Online Application Form and check all the particulars filled up in application form

after getting the print out to ensure the correctness of information and upload all documents before finally submitting the application.

- c. The candidate should fill all details while filling the online Application Form. After applying online, Registration No. and Password will be generated. Take print out of the registration no. and password screen for future reference of your application status and for Reprinting of you online filled application form and e-Challan form.
- d. After successful submission of application, candidates can again take final printout of application form and e-challan.
- e. The hardcopy of application form along with all documents must be brought at the time when called upon to do so by Water & Sanitation Support Organization (WSSO) Haryana.
- f. No request for change of any particular on the application form shall be entertained by the Water & Sanitation Support Organization (WSSO). Haryana after the closing date of online submission of application form.
- g. No off-line application form or copy of downloaded application form will be accepted by the Water & Sanitation Support Organization (WSSO), Haryana.
- h. Candidates who do not fulfill the qualifications / eligibility conditions on cut off date, their application shall not be uploaded by the online application system. All the Certificates / Documents relating to educational qualification / eligibility conditions will be determined with regard to last date fixed to apply Online applications also called as closing date as given in the advertisement.

The Water & Sanitation Support Organization (WSSO), Haryana does not scrutinize the documents at the time of submission of online application and the same are scrutinized later only at the time of physical checking.

Important Note:

1. Candidates are advised to fill their application form carefully such as Name, Father's / Mother's name, Date of Birth and Category. Qualification, marks obtained, passing year, photo, Signature, details & fee etc. No request for change of any particular on the online application form shall be entertained by the Water & Sanitation Support Organization (WSSO), Haryana after submission of application form.
2. After final submission of application form, no change will be allowed Candidate will be responsible for any mistake in the data of application form and fees paid by him / her.
3. In case candidate feels that he / she filled up the form erroneously, he / she should fill up a fresh Online application form along with fresh requisite fee before closing date and download the admit card there against only.

1.3 Special Instructions for filling application form

1. The Online application can be filled up using URL address phedhryana.gov.in.
2. The decision of the Water & Sanitation Support Organization (WSSO), Haryana in all matters relating to acceptance or rejection of an application, eligibility / suitability of the candidates, mode and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
3. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application.
4. If on verification at any stage starting from submitting application form till appointment and any time even after appointment, it is found that any candidate does not fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect, his / her candidature will be cancelled and he / she will also be liable to be criminally prosecuted. This is irrespective of whether the candidate was benefitted by furnishing the false or incorrect information in his / her application.
5. A candidate whether he belongs to General or reserved category viz. SC, BCA & BCB can submit only one online application form under one particular category of post advertised.
6. Water & Sanitation Support Organization (WSSO), Haryana reserves the right to call any candidate personally along with printed copy of the application form with uploaded documents, original certificates and photocopy of self-attested certificates along with Photo, Identity Proof i.e. Identity Card / Driving License / Passport / Voter Card / Pan Card / Aadhaar Card etc.

2.1 Details of Posts & Qualifications

Break-up of the posts:-

Name of Post	Total No. of Posts	General Gen	ESP	SC	BCA	BCB	EWS
District IEC & Equity Consultant	3	1	0	2	0	0	0
Block Resource Coordinator	18	7	1	3	3	2	2

Consolidated Monthly Emoluments :-

District IEC & Equity Consultant : Rs. 25,000/- per month

Block Resource Coordinator (BRC) : Rs. 15,000/- per month

Age:- The applicant shall be between 21to 60 years of age as on last date of receipt of application for all categories.

Essential Qualification:-

For District IEC & Equity Consultant:-

1. Graduate or Post Graduate Degree in Mass Communication
2. Hindi / Sanskrit as one the subject in Matriculation or Higher Class

For Block Resource Coordinator (BRC)

1. Graduate degree in Mass Communication/Rural Studies/ Bachelor of Arts in Social Sciences with one of the subjects given in Note below:-

Note:- Bachelor of Arts in Social Sciences should be with one of the following subjects:- Anthropology, Geography, Communication, Cultural Studies, Economics, Education, History, Political Science, Sociology, Linguistics, Philosophy, Psychology, Social Psychology, Social Work, Development Studies.

2. Hindi / Sanskrit as one the subject in Matriculation or Higher Class.

Work Experience:-

For District IEC & Equity Consultant:-

1. 5 Years experience with NGO / Govt. Department after acquisition of requisite qualification

For Block Resource Coordinator (BRC):-

1. At least two years experience of working in Govt. / Non-Governmental Organization preferably working in Piped Water Supply Schemes (PWSS), Village Water & Sanitation Committee (VWSC) / Water Quality Management Activities and Sanitation etc.

2.2 Details of Fees:-

Sr. No.	Name of Post	General	SC / BCA / BCB
1	District IEC & Equity Consultant	500/-	250/-
2	Block Resource Coordinator (BRC)	500/-	250/-

1. Fee once deposited against an application form is neither transferable, non refundable / adjustable.

2. The fee should be deposited through only e-Challan in any branch of State Bank of India.

3. Water & Sanitation Support Organization (WSSO), Haryana will not be responsible for unsuccessful payment / Transaction Status Failure / Transaction status Pending.

2.3 Criteria for Selection, Examination & Syllabus:

The scheme of marks in respect of selection to the posts of District IEC & Equity Consultant and Block Resource Coordinator shall comprise of total 100 marks, as detailed below:-

Sr. No.	Subject	Marks
A.	Written Exam	100

A. **Written Exam:-** There will be one objective type test of two hours duration for each category of post consisting of 100 objective type questions with multiple choice answers as per the details given below:-

For the post of District IEC & Equity Consultant:-

1	Behaviour Change Communication (BCC) and Participatory Rural Appraisal (PRA)	25 marks
2	Advance Computer Knowledge i.e. MS Word, Excel, Power Point, Online Reporting etc.	25 marks
3	Social Sciences	25 marks
4	General Hindi & English	25 marks
	TOTAL	100 marks

For the post of Block Resource Coordinator (BRC):-

1	Water Conservation (General Awareness)	20 marks
2	Basic Computer Knowledge	20 marks
3	Social Science	20 marks
4	General English	20 marks
5	General Hindi	20 marks
	TOTAL	100 marks

The question booklet will carry questions in both languages i.e. English & Hindi. There will be negative marking; 0.25 marks will be deducted for every wrong answer. Selection will be on merit basis.

If a candidate obtains equal marks, then criteria for selection will be followed as below.

- a) The older in age will be preferred.

2.4 Examination Schedule:-

The date, time and place of examination will be as per admit card. However, Water & Sanitation Support Organization (WSSO), Haryana reserves the right to reschedule / change the above schedule on administrative grounds or otherwise. Applicants are advised to regularly visit the web site as no separate individual intimation shall be sent.

2.5 Regulatory Framework:

1. Widow certificate issued by Tehsildar
2. SC / BCA / BCB certificate issued by Tehsildar.
3. Experience Certificate issued by concerned Appointing Authority.
4. Self-declaration in prescribed format: Reference- Annexure-1

Note:-

1. Qualifications and other term and conditions of eligibility will be determined with regard to the last date fixed for receipt of Online applications also termed as closing date.
2. No Individual information at any stage shall be sent and hence all candidates should regularly visit the Website.
3. Claim of reservation etc., if any, shall be admissible to those candidates only who upload the requisite valid original certificate along with their application in support of their claim and of Haryana domicile.
4. The benefit of reservation will be given only to those SC / BCA / BCB candidates who are domicile of Haryana State.
5. The SC / BCA / BCB candidates are required to submit SC / BCA / BCB certificate, duly issued by the competent authority, when called upon to do so by Water & Sanitation Support Organization.
6. The reserve category candidates belonging to other States will complete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.
7. If on verification at any stage, it is found that any candidate does not fulfill any of the eligibility conditions or it is found that the information furnished is false or incorrect, his / her candidature will be cancelled and he / she will also be liable to be criminally prosecuted. This is irrespective of whether the candidate was benefitted in his / her application from that particular eligibility condition or not.
8. Candidates having Degree / Diploma / Certificates from Board / Institution / University which are not recognized by Haryana Government will not be eligible.

9. In case of any guidance / information / clarification regarding the Online filling of the application form and advertisement the candidate can send email at wssohry20@gmail.com

2.6 Documents to be uploaded with Application Form (MANDATORY)

1. Scanned Photo of the candidate (jpeg format not exceeding 100kb)
2. Scanned signature of the Candidate (jpeg format not exceeding 100kb)

2.7 Action against candidates found guilty of misconduct:

1. Candidates are warned that they should not furnish any particulars that are false, tempered / fabricated or should not suppress any material information while filling up the application form.
2. At the time of written examination / scrutiny, if a candidate is (or has been) found guilty of:
 - a) Using unfair means during the examination or
 - b) Impersonating or procuring impersonation by any person or
 - c) Misbehaving in the examination hall or taking away the answer sheet from the examination hall or
 - d) Resorting to any irregular or improper means in connection with his / her candidature for selection or
 - e) Obtaining support for his / her candidature by any unfair means, not complying with instructions issued from time to time, such a candidate may, in addition to rendering himself / herself liable to criminal prosecution, be liable to be disqualified from the examination / security for which he / she is a candidate.

Note: Water & Sanitation Support Organization reserves the rights to supervise the complete recruitment process from Online application to selection by way of using Biometric process and CCTV Cameras / Videography etc.

2.8 Likely causes of rejection of application:

1. Application is incomplete and not Online.
2. Full fee, if not deposited in the manner prescribed.
3. Applicant does not possess the requisite academic qualification on cutoff date.
4. Variation in data of Online application form and in original documents if detected at any stage.
5. Lack of essential qualification as prescribed in advertisement.

USE OF MOBILE PHONE AND OTHER ELECTRONICS DEVICES IN THE EXAMINATION HALL ARE STRICTLY PROHIBITED.

Place: Panchkula
Date:27/04/2022

Sd/-
Director, WSSO
Panchkula