



OFFICE OF THE MANAGING DIRECTOR
GUWAHATI METROPOLITAN DRINKING WATER AND SEWERAGE BOARD
3rd Floor, Saikia Commercial Complex, Christian Basti, G.S. Road, Guwahati-781005

No. GJB/Regulation/29/2015/275

Date: 12-12-2018

Recruitment of various contractual positions under Guwahati Metropolitan Drinking Water and Sewerage Board

Applications from eligible candidates are invited to fill up various vacant positions under Guwahati Metropolitan Drinking Water and Sewerage Board, along with all relevant self-attested testimonials so as to reach this office latest by **5th January, 2019**. For all positions the initial contact period will be for 11 months which will be further extended based on the performance of the incumbent. The upper age limit is restricted to 45 years as on 01-01-2018. In service personnel need to apply through proper channel. This advertisement along with the application form (**Annexure-A**) are uploaded in our official website www.gmdwsb.assam.gov.in in the **Recruitment & Career** section. No applications after the submission deadline will be entertained.

Post Code	Name of the Position	Qualification and Experience	Remuneration (Max)	Number of Position
WATER SUPPLY DEPARTMENT				
001	Electronics and Instrumentation Engineer	<ul style="list-style-type: none"> Bachelor Degree in Electrical/Electronics/Instrumentation engineering from recognised institute 10 years experience in managing electrical/instrumentation/electronics component of water supply projects in India Experience of managing SCADA system Must be computer literate and should have knowledge of MS-office, internet, etc. 	75,000/-	1
002	Operation Engineer	<ul style="list-style-type: none"> Bachelor Degree in Civil/Environmental/Mechanical Engineering from recognised institute 10 years experience in managing operation & maintenance of water supply projects Experience in establishing & managing DMAs, NRW reduction is desirable Must be computer literate and should have knowledge of MS-office, internet, etc. 	75,000/-	1
003	Mechanical Engineer	<ul style="list-style-type: none"> Bachelor Degree in Mechanical Engineering from recognised institute 5 years of experience in managing mechanical components of water supply projects Experience of working in water treatment plants of water supply projects is desirable Must be computer literate and should have knowledge of MS-office, internet, etc. 	65,000/-	1
004	Chemical Engineer	<ul style="list-style-type: none"> Bachelor degree in Engineering/master degree in chemistry from recognised institute 3 years of experience in chemical components in managing water treatment plants in water supply projects Experience of laboratory assessment of water quality is desirable Must be computer literate and should have knowledge of MS-office, internet, etc. 	50,000/-	1
005	Process Engineer	<ul style="list-style-type: none"> Bachelor Degree in Civil/Environmental/Mechanical Engineering from recognised institute 5 years experience in water supply projects in managing water treatment plant, distribution etc Must be computer literate and should have knowledge of MS-office, internet, etc. 	65,000/-	1
006	Asst Operations Engineer	<ul style="list-style-type: none"> Bachelor Degree in Civil/Environmental/Mechanical Engineering from recognised institute 3 years experience in managing operation & maintenance of water supply projects Experience in establishing & managing DMAs, NRW reduction is desirable Must be computer literate and should have knowledge of MS-office, internet, etc. 	50,000/-	1
007	Asst Electro Mechanical Engineer	<ul style="list-style-type: none"> Bachelor Degree in Electrical /Instrumentation/Mechanical engineering from recognised institute 3 years of experience in managing electro mechanical equipments of a water treatment plant, water supply systems etc Must be computer literate and should have knowledge of MS-office, internet, etc. 	50,000/-	1
008	Distribution Maintenance Engineer	<ul style="list-style-type: none"> Diploma in Civil/Environmental/Mechanical Engineering from recognised institute 3 years of experience in managing Operation and maintenance of water supply networks, establishing and management of DMAs, NRW reduction etc Must be computer literate and should have knowledge of MS-office, internet, etc. 	30,000/-	4
009	SCADA Operator	<ul style="list-style-type: none"> Diploma in Engineering from recognised institute 3 years of Experience of managing SCADA in water supply projects Must be computer literate and should have knowledge of MS-office, internet, etc. 	30,000/-	1
INFORMATION TECHNOLOGY DEPARTMENT				
0010	MIS Engineer	<ul style="list-style-type: none"> Bachelor Degree in Computer Science, IT or MCA from recognised institute 3 years of experience in MIS reporting, designing MIS, database management, etc 	50,000/-	1
0011	IT Engineer	<ul style="list-style-type: none"> Bachelor Degree in Computer Science, IT or MCA from recognised institute 3 years experience in IT, hardware, software designing, management of billing collection software 	50,000/-	1
ADMINISTRATION DEPARTMENT				
0012	Sr. Administrative Officer	<ul style="list-style-type: none"> Post Graduate Degree in Business Administration/MBA/public administration etc from recognised institute 10 years of experience in overall office management Human Resource Management, office administration, public procurement etc Must be computer literate and should have knowledge of MS-office, internet, etc. 	75,000/-	1
0013	HR Officer	<ul style="list-style-type: none"> Post Graduate Degree in Business Administration/MBA in Human Resource Management from recognised institute 3 years experience in Human Resource Management, recruitment, training etc Experience of Government projects will be added advantage Must be computer literate and should have knowledge of MS-office, internet, etc. 	40,000/-	1
0014	UDA	<ul style="list-style-type: none"> Graduate in any stream from recognised institute Minimum 5 years relevant post qualification experience in office administration/ file management/ office correspondence with Government projects Must be computer literate and should have knowledge of MS-office, internet, etc. 	30,000/-	1
0015	LDA	<ul style="list-style-type: none"> Graduate in any stream from recognised institute Minimum 3 years relevant post qualification experience in office administration/ file management/ office correspondence with Government projects Must be computer literate and should have knowledge of MS-office, internet, etc. 	20,000/-	2
0016	Data Entry Operator	<ul style="list-style-type: none"> Graduate in any stream with Diploma in Computer Application from recognised institute Minimum 3 years relevant post qualification experience in Data Entry in MIS application, MS-Excel, Reporting, etc. Must be computer literate and should have knowledge of MS-office, internet, etc. 	20,000/-	1
FINANCE & COMMERCE DEPARTMENT				
0017	Finance Manager	<ul style="list-style-type: none"> MCOM/MBA(Finance)/CA/ICWA or equivalent Minimum 5 year of relevant working experience in budgeting, Accounting, financial management for large scale programmes/projects etc Experience of working in Government programmes preferred. Accounting, Income Tax, GST and other Taxation matters. Must be computer literate, knowledge of tally software will be an added advantage 	65,000/-	1
0018	Accountant	<ul style="list-style-type: none"> Master Degree in commerce Minimum 2 years of relevant post qualification experience in budgeting, financial management, accounts and audit Experience of working with Tally software. Sound knowledge of Government Accounting, Income Tax, GST and other Taxation matters. Must be computer literate and should have knowledge MS-Office, Internet, e-mail etc. 	40,000/-	1
0019	Cashier	<ul style="list-style-type: none"> Bachelor degree in commerce Minimum 3 years of relevant post qualification experience in budgeting, financial management, accounts and audit Experience of working with Tally software. Sound knowledge of Government Accounting, Income Tax, GST and other Taxation matters. Must be computer literate and should have knowledge MS-Office, Internet, e-mail etc. 	25,000/-	1
0020	Collection Clerk	<ul style="list-style-type: none"> Graduate in any stream from recognised institute Minimum 3 years of relevant experience in bill collection, prepare demand collection balance statement etc Must be computer literate and should have knowledge of MS-office, internet, etc. 	20,000/-	2
				25

Salary is not a bar for deserving candidates. The remuneration for the above mentioned posts will be subject to negotiations, performance, skill and delivery. Only shortlisted candidates will be called for interview/written test. The candidates are requested to attend the interview/written test at their own cost. No TA/DA will be provided to the candidates for appearing in the interview/written test.

Note: For all positions candidates have to submit detailed CV demonstrating their experience as per the requirement of the position along with Annexure A & other testimonials

Sd/-
Managing Director
 Guwahati Metropolitan Drinking Water & Sewerage Board

Application Form

Please read instructions carefully before filling the application.

PLEASE FILL UP THE APPLICATION IN CAPITAL LETTER IN OWN HANDWRITING.
(Except Signature in CAPITAL LETTER)

(ALL APPLICATIONS MUST BE SUBMITTED IN A4 SIZE 80 GSM PAPER)

PASTE (Do not Pin or Staple here). Paste recent pass port size colour photograph of size 3.5 cm X 3.5 cm. The Colour photograph should not be more than 3 months old.

Please put your signature across the photograph.

NAME OF POST APPLIED FOR:

POST CODE:

1. NAME OF CANDIDATE:

FIRST NAME:

MIDDLE NAME:

SURNAME:

2. FATHER'S NAME:

3. MOTHER'S NAME:

4) GENDER: MALE FEMALE

5) DATE OF BIRTH (DD/MM/YYYY)

6) AGE (as on 01-01-2018) Years Months Days

7) PERMANENT ADDRESS:

P.O:

City:

District:

State:

Pincode:

8) ADDRESS FOR CORRESPONDENCE:

P.O:

City:

District:

State:

Pincode:

13) TRAINING AND OTHER COURSES ATTENDED:

SL	NAME OF THE TRAINING/OTHER COURSES ATTENDED	NAME OF THE INSTITUTE	DURATION		
			FROM	TO	TOTAL

14) WRITE A BRIEF NOTE DESCRIBING AS WHY WOULD YOU LIKE TO BE ASSOCIATED WITH US:

15) LANGUAGES KNOWN: (PLEASE TICK ✓)

SL	LANGUAGE	READ	WRITE	SPEAK

16) NAME AND ADDRESS OF TWO PERSONS FROM WHOM WE MAY SEEK REFERENCE ABOUT YOU.

(The Two persons must not be related to you and must have interacted with you in a Professional and / or academic capacity for more than 2 years)

SL	NAME OF THE PERSON & DESIGNATION (IF ANY)	ADDRESS	PHONE NO	E-MAIL ID

Declaration:

I hereby declare that all the statements made by me in the application form and information sheet are true and complete to the best of my knowledge and belief and nothing has been concealed or suppressed. I also understand that in case, any of my statements is found untrue during any stage of recruitment and thereafter, I shall be disqualified from the post applied for and I shall be liable for any penal action as deem fit.

Date:
Place:

Signature of the Candidate