

Staffing under Water &  
Sanitation Staff Organization  
And  
Block Level Resource Centre ,  
regarding

Government of Gujarat  
Panchayat, Rural Housing and Rural Development Department  
Sachivalay, Gandhinagar  
Resolution No: TSC-EST-102012-SFS-5-KH-2  
Date : 6/02/2012

- Read : 1. Panchayat, Rural Housing and Rural Development Department,  
Resolution No. TSC-10-2004-SFS-2-KH-2, Dt. 21-04-2004.  
2. Letter W-11042/72/2009-Water dated 24<sup>th</sup> August, 2010 of Dept of Drinking  
Water and Sanitation, Ministry of Rural Development, Government of India.  
3. Approved agenda of 10<sup>th</sup> Meeting of the Governing Body of Water and  
Sanitation Management Organization (WASMO) held on April 4<sup>th</sup>, 2011.

**Preamble:**

Under the National Rural Drinking Water Program (NRDWP) , Government of India has provided for setting up of Water and Sanitation Support Organization at the State and District level under State Water and Sanitation Mission (SWSM). The Department of Drinking Water and Sanitation, Government of India has recently approved provision of setting up "*Block Resource Centers-BRC*" with funding support from Government of India vide letter mentioned at Read :2 above.

This institutional arrangement at the block level has been made in the context of the requirements of *NRDWP Framework for Implementation and Total Sanitation Campaign*. Under the framework, a holistic view has to be taken for rural drinking water, local water resource management, hygiene and sanitation, linkages and convergence with different programmes. Activities have to be carried out and support and handholding has to be provided to the Gram Panchayats, Village Water & Sanitation Committees and local committees to take a greater role in planning, implementation and management of drinking water and sanitation programmes. Similarly, Total Sanitation Campaign aims at ensuring total sanitation coverage by motivating village communities and Village Panchayats including leading the campaign and making the village open -defecation free.

In Gujarat, Water and Sanitation Management Organization (WASMO) has been identified as "State Water and Sanitation Mission". State Communication and Capacity Development Unit (CCDU) for Total Sanitation Campaign proposed a draft of the Staffing pattern at State / District / Block within the limits as prescribed by the letter of Government of India Read at :2 was submitted for consideration and approval in the 10<sup>th</sup> meeting of the Governing Body of Water and Sanitation Management Organization.

The committee after detailed discussion unanimously approved and adopted the following setup along with the consolidated emoluments of the contractual staff with educational qualifications and related experience as proposed by Director CCDU – TSC for Sanitation and Rural Water Supply.

**Resolution:**

After careful consideration State Government has decided to replace the set up of CCDU at State and District Level in Para- 5 and 6 respectively in the Government Resolution referred to at Read : 1 above with the Institutional arrangement at State, District and Block Level for implementation, monitoring and evaluation of the Total Sanitation Programme as under:

**(A) Institutional arrangement at State Level (State CCDU)**

Sr. No.	Name of Post	Qualification	Experience & Age Limit	Monthly fixed pay
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1	State Co- coordinator	PG in Rural Management/Rural Development/Social Work / Rural Study or MBA with knowledge of computer OR Regular / Retired Govt. Officer having experience of project relating to Rural Development. OR Retired IAS/IFS or GAS officer	Minimum 10 years Experience. Relaxation can be given to the officer who has done exceptionally good work in the past. Maximum age limit 50 years. This condition will not be applicable to regular or retired officers.	Maximum up to Rs.50,000/-  Pay/Remuneration as per the State Govt. rules for regular or retired officer.
2	Communication and Documentation Expert (Consultant)	Graduate/PG in Communication/Journalism/ Public Affairs and knowledge of computer essential. OR Regular / Retired Govt. Officer having experience relating to Rural Development.	Minimum 5 years experience Maximum 40 years. This condition will not be applicable to regular or retired officers.	Maximum upto Rs.30,000/- Pay/Remuneration as per State Govt. rules for regular or retired officers.
3	Sanitation and Hygiene Consultant	MSW/PG in Rural Management/Rural Development/Rural Study. Knowledge of Computer essential. OR Regular / Retired Govt. Officer having experience relating to Rural Development.	Minimum 5 years experience Maximum 40 years.  This condition will not be applicable to regular or retired officers.	Maximum upto Rs.30,000/-  Pay/Remuneration as per State Govt. rules for regular or retired officers.
4	Capacity Building Consultant	MSW/MRM/MRS/MBA Knowledge of Computer essential. OR Regular / Retired Govt. Officer having experience relating to Rural Development.	Minimum 5 years experience Maximum 40 years. This condition will not be applicable to regular or retired officers.	Maximum upto Rs.30,000/-  Pay/Remuneration as per State Govt. rules for regular or retired officers.
5	Human Resource (HR) Consultant	First Class Post Graduate of any faculty OR MSW OR MBA. Preference to Master in HR or Master with HR subject. Knowledge of Computer essential. OR Regular / Retired Govt. Officer having experience relating to Rural	Minimum 5 years experience Maximum 40 years.  This condition will not be applicable to regular or retired officers.	Maximum up to Rs.30,000/-  Pay/Remuneration as per State Govt. rules for regular or retired officers.

		Development.		
6	Stenographer	Any Graduate of recognized University. Minimum speed of 100 wpm in English stenography & 40 wpm in English typing (G.C.C. Pass) and 80 wpm in Gujarati stenography & 25 wpm in Gujarati typing (G.C.C. Pass). Computer knowledge essential. OR Regular/Retired Govt. employee.	Minimum 5 years experience. Maximum 40 years.  This condition will not be applicable to regular or retired employees.	Maximum upto Rs.15,000/-  Pay/Remuneration as per State Govt. rules for regular or retired employee.
7	Financial Consultant	Post Graduate in Commerce Accounting/Finance/ Business Administration/ Inter CA or First Class Commerce Graduate. OR Regular / Retired Govt. employees.	Minimum 5 years experience. Maximum 40 years. This condition will not be applicable to regular or retired employee.	Maximum up to Rs.30,000/-  Pay/Remuneration as per State Govt. rules for regular or retired employee.
8	Computer Operator (Data Entry Operator)	BCA / Graduate with computer subject (knowing Gujarati/English typing) OR Regular / Retired Govt. employee.	Minimum 5 years experience. Maximum 40 years.  This condition will not be applicable to regular or retired employee.	Maximum up to Rs.15,000/-  Pay/Remuneration as per State Govt. rules for regular or retired employee.
9	Attendant	10 <sup>th</sup> Standard pass (10+2) OR Regular / Retired Govt. employee.	Minimum 5 years experience. Maximum 40 years. This condition will not be applicable to regular or retired employee.	Maximum up to Rs.5,000/- Pay/Remuneration as per State Govt. rules for regular or retired employee.

*Note: Annual increment up to 15% for positions mentioned at (A) Sr. 1 to 9 above will be given subject to satisfactory performance.*

**B. Institutional arrangement at District Level (District CCDU)**

Sr. No.	Name of Post	Educational Qualifications	Experience	Monthly Fixed Remuneration (Rs.)
1	District Co-coordinator	(1) First Class PG of any faculty of recognized university OR MSW OR first class BRS. Knowledge of Computer essential. (2)	Having minimum 5 years of experience in Government of Gujarat /Semi-Govt./ Renowned institute.  Having minimum 5 years	Rs.22,000/-  Rs.27,000/-

		(2) First Class MBA/PG Diploma in Rural Management / Rural Development or its equivalent. Knowledge of Computer essential.	experience in Govt./Semi-Govt./Renowned institute.	
2	Engineer / Supervisor	Diploma (Civil). Knowledge of Computer essential.	Having minimum 5 of years experience in Government of Gujarat /Semi-Govt./ Renowned institute.	Rs.15,000/-
3	Account Assistant	B. Com (More than 50% marks) Knowledge of Computer essential	Having minimum 5 years of experience in Govt. Government of Gujarat / Semi-Government / Renowned institute.	Rs.12,000/-
4	Assistant (Clerk)	Graduate of any faculty. Knowledge of Computer essential.	Having minimum 5 years of experience in Government of Gujarat/Semi-Government / Renowned institute.	Rs. 10,000/-
5	Data Entry Operator	Graduate of any faculty. with a minimum speed of 30 wpm in English typing and 25 wpm in Gujarati typing and CCC	Having minimum 5 years of experience in Government of Gujarat /Semi-Government/ Renowned institute.	Rs.10,000/-
6	Peon	10 <sup>th</sup> Std. pass (10+2)	Having minimum 5 years of experience in. Government of Gujarat /Semi- Government / Renowned institute.	Rs.5000/-

*Note: Annual increment up to 15% for positions mentioned at B Sr. 1 to 6 above will be given subject to satisfactory performance.*

**(C) Institutional arrangement at Block Level (BRC)**

Sr. No.	Name of Post	Number of Post	Fixed Remuneration (Rs.)	Minimum Educational Qualification & Experience
1	Block Coordinator	225 (one post per block)	Monthly fixed remuneration Rs.7,000/-	Graduate in Mass Communication /Social Sciences /Rural Studies. Experienced person will be preferred.
2	Cluster Coordinator	513 (As per 2001 Census population norms prescribed by Gol	Monthly fixed remuneration Rs.5000/-	Graduate in Mass Communication / Social Sciences /Rural Studies. Experienced person will be preferred.

*Note: Annual increment up to 15% for positions mentioned at (C) Sr. 1 to 2 above will be given subject to satisfactory performance*

**Recruitment of Staff:**

The staff at State Level will be selected by the Committee consisting of the following members in a transparent and objective manner:

1. Project Director CCDU – Chairperson
2. CEO WASMO – Member

3. Additional Secretary / Joint Secretary / Deputy Secretary (Rural Development), Member
4. Representative from Rajiv Gandhi National Drinking Water Mission, Department of Drinking Water Supply and Sanitation, Government of India, Member
5. Technical expert from renowned institution, Member


The staff at District & Block Levels will be selected by the Committee consisting of the following members in a transparent and objective manner:

1. District Development Officer, Chairperson
2. Director, District Rural Development Agency, Member
3. District Engineer, District WASMO UNIT, Member
4. Representative from State CCDU, Gandhinagar, Member

**Expenditure:**

The expenditure may be borne from 5 % funds under administrative head under TSC District project or 5 % funds provided for support activities under NRDWP allocation by Government of India.

By order and in the name of the Governor of Gujarat,

  
Deputy Secretary to Government  
Panchayat, Rural Housing &  
Rural Development Department

Copy to :

1. Principal Secretary to Hon. Chief Minister, Sachivalay, Gandhinagar
2. Personal Secretary to Hon. Ministers (All), Sachivalay, Gandhinagar
3. Personal Secretary to Hon. Ministers of State (All), Sachivalay, Gandhinagar
4. Personal Secretary to Hon. Parliamentary Secretary (All), Sachivalay, Gandhinagar
5. Personal Secretary to Chief Secretary, Sachivalay, Gandhinagar
6. Additional Chief Secretary, Panchayat, Rural Housing & Rural Development Department, Sachivalay, Gandhinagar
7. All Additional Chief Secretaries/Principal Secretaries /Secretaries , Sachivalay, Gandhinagar
8. Commissioner and Principal Secretary, Rural Development, Dr. Jivraj Mehta Bhavan, Gandhinagar
9. Development Commissioner, Dr. Jivraj Mehta Bhavan, Gandhinagar
10. Director, District Rural Development Agency (All Districts) through CRD
11. District Development Officer (All Districts) through CRD
12. CEO, WASMO, Jal Sewa Bhavan, Sector 10-A, Gandhinagar
13. Select File.