

Term of Reference (TOR)

Educational Qualifications	Essential:- <ul style="list-style-type: none">• A degree in Master of Business Administration (MBA) with specialization in Human Resources (HR), with atleast 55% marks from a recognized University/Institute having basic understanding on supporting training/learning's.• Matriculation examination with Punjabi as one of the compulsory or elective subject or any other equivalent examination in Punjabi language, which may be specified by the Govt. from time to time
Experience Requirements	Essential:- <ul style="list-style-type: none">• The candidate should have atleast 10 years experience of working in large organization i.e. Government/Public Sector/Reputed Private Sector/Multinational Corporations.• Experience of handling Training and Development of staff, with experience of designing TNA report writing training modules and undertaking evaluation of training imparted to staff.• The candidate should have extensive experience of handling issues related to Human Resources (HR).
Key Deliverables	<ul style="list-style-type: none">• To perform the role of Head of Training.• To monitor training costs and to ensure that the department's budget objectives are met and guidelines are complied with.• To collect training proposal's from WB/ATI/SIRD and other institutes/agencies/trainers.• To undertake training need assessment and to prepare annual training calendar.• To prepare/review the training module (reading material/power-point presentation/ graphical presentation) and to validate their authenticity/correctness.• To make plans, give recommendations to enhance social benefits.• To design and undertake Human Resource development activities.

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Other Deliverables	<ul style="list-style-type: none"> • To develop HR Planning strategies by working with line managers keeping in view their immediate and long term requirements of staff. • To facilitate recruitment of staff by preparing detailed job descriptions/ Job Advertisement, including deciding the best and most effective mode of advertisement. • To undertake short listing of applicants using different techniques including psychometric testing for further assessment by interview. • To interview shortlisted candidates. • To advise on pay and other such issues, including promotion and benefits and to administer payroll and to maintain staff records. • To interpret and advise on employment legislation to develop and implement policies on a variety of workplace issues, e.g . disciplinary procedures, absence management, working conditions, performance management and equal opportunities. To analyse training needs in conjunction with the line managers, planning and delivering training, including staff inductions for better quality & improved water supply and so that ODF status is achieved. • To monitor HR activities of the project, to ensure Team Building, development of Soft Skills etc. • To guide and advise the social and HR policies.
Review of Work/Reporting Authority	Head of Department, Water Supply and Sanitation, Punjab
Age Requirements	Minimum Age: 35 years Maximum Age: 62 years
Remuneration/ Entitlements	Salary :1.05 to 1.10 lakhs per month (Fixed) Negotiable based on qualifications and Experience

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Vacancy Notice

Office of Head, Department of Water Supply and Sanitation Punjab

Water works complex, Phase-2, SAS Nagar

Phone No. 0172-2270101, 4330343

Recruitment Notice Reference No. Admin/DWSS/2026/1

Applications are invited for the following post

Sr. No.	Name of Post	Number of Vacancies	Monthly consolidated Remuneration (in Rs.)
1.	Training Manager (On purely Contract Basis)	01	Rs.1,05,000/- to Rs. 1,10,000/- per month (fixed). Negotiable based on qualification & experience

Last date & time: 30.01.2026 upto 05.00 pm

For details log onto: <https://dwss.punjab.gov.in/>

- Note:**
- (1) Any corrigendum (s) to this recruitment notice shall be published on above website.
 - (2) Applications received through any mode other than online application will be considered.

Head, DWSS

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