



# Meghalaya Health Systems Strengthening Project

## Government of Meghalaya



No:DHS/H-3/MHSSP/Hiring/2022-23 (XCIV)

Date:09.01.2024

### ADVERTISEMENT

Applications are urgently required for appointment on a contractual basis for the post of Junior Engineer under **Meghalaya Health Systems Strengthening Project (MHSSP), Meghalaya.**

Sl. no	Name of Post	No of Post	Remuneration	Essential Qualification and experience	Place of Posting
			(INR)		
1	Junior Engineer (JE)	1	Starting at 35,000/- may increase based on experience and qualification as per MHSSP norms	Graduate in Civil Engineering from a recognized institution. With at least 1 year of experience in preparing estimates, maintaining measurement books, billing, civil works related reporting. Experience in monitoring, inspection, and site management. Good command Applications related to civil engineering software. Should also be open to posting anywhere within the State.	South Garo Hills

Qualified and interested candidates can submit their applications electronically through **Google Form** (only on or before **5:00 pm of the 20<sup>th</sup> Jan 2024**, with soft copies of their bio-data, certificates, and job experience. The Terms of Reference for the above post can be downloaded from MHSSP website under Recruitment section. For any future information updates, candidates are to check our website.

### Terms and Conditions:

- All biodata and testimonials (incl. CV/Resume) are to be scanned and forwarded in a **single PDF file**.
- The minimum years of experience may be relaxed by the competent authority if the number of candidates meeting the requirement is less
- All applicants are required to fill out the Google form <http://tinyurl.com/JE-MHSSP>

Sd/-

Ramkumar S, IAS  
Project Director, MHSSP

The document is digitally approved. Hence signature is not needed.



**Meghalaya Health Systems Strengthening Project**  
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# TERMS OF REFERENCE (TOR) FOR THE POST OF JUNIOR ENGINEER UNDER THE MEGHALAYA HEALTH SYSTEMS STRENGTHENING PROJECT (MHSSP)

## Introduction to the Project

Meghalaya, a small state in the North East India, carved out of Assam in 1972, has a Legislative Assembly and three autonomous Hill Councils, covering all 11 districts. With a population of 3 million (2011), the state is on average poorer than rest of India, but more equitable, as only 12 percent of the population live below the national poverty line in comparison to 22 percent at the national level (2011-12). The state is predominantly rural (80 percent), with a hilly terrain, rapid urbanization and poor connectivity. With 86 percent of the population categorized as Scheduled Tribe, Meghalaya's main ethnic communities are the Khasis, the Garos and the Jaintias. The complexities in the governance structures provide unique challenges to social and health outcomes, that need local solutions.

The Government of Meghalaya is committed to improving the health status of its citizens.

Despite considerable challenges, the state has shown progress in various health indicators over the last decades. To further accelerate the progress, the Department of Health and Family Welfare (DoHFW), Government of Meghalaya with technical and financial support from the World Bank, is implementing 'Meghalaya Health Systems Strengthening Project' (MHSSP) in the state. The MHSSP intends to improve accountability, quality and utilization of health services in Meghalaya, especially among public facilities at the primary health center (PHC), community health center (CHC) and district hospital levels. In order to achieve its objectives, the MHSSP will over the next five years adopt a system approach to combine results-based financing and input-based financing with the aim of achieving enhanced performance management in the public sector.

The project activities are structured across 4 broad areas, while the first three address different parts of the project development objective (Accountability, Quality and Utilization), the fourth area is related to Contingent Emergency Response Component. The details are as under:

Area 1: Improve accountability and strengthen governance through Internal performance agreements: This will support the creation of an enabling environment for reforms at each level (state, district and sub-district), enhance performance of the DoHFW and its subsidiaries, and improve efficiency of the public health administration.

Area 2: Strengthen Systems to Sustain Quality of health service: This will focus on improving the quality of care through a comprehensive quality assurance for health service; augmenting systems related to human resource management, bio-medical waste management, procurement and supply chain, and project management capacity.

Area 3: Increase coverage and utilization of quality health services: This will mainly focus on increasing the coverage of the state health insurance program, pilot for strengthening primary care response through the Health and Wellness Centers, strengthening community interventions and engagement.

Area 4: Contingent Emergency Response Component: A mechanism for provision of immediate response to an Eligible Crisis or Emergency, as needed.

Job Title	Junior Engineer
No. of Positions	1 (one)
Duty Station	South Garo Hills with travel to construction sites for monitoring and evaluation.
Organization	Meghalaya Health Systems Strengthening Project (MHSSP) reporting to Health Engineering Manager
Nature of Job	Purely Contractual Basis
Duration	3 years subject to satisfactory performance appraisal on an annual basis
Salary	Starting Salary of INR 35,000 which may increase based on experience and qualification as per MHSSP norms

### Scope of Work:

The function of the Junior Engineer is to provide technical support to the Health Engineering Manager (HEM), MHSSP concerning construction activities under the various activities under the project or any other centrally sponsored Programs.

### Duties and Responsibilities:

1. Provides technical support to the health engineering manager in the areas of site monitoring, drinking water quality, sanitation, and biomedical waste management in the identified Health Centers under the project, including new construction, renovation, and extension.
2. Facilitates the review of the environmental implications of project activities and ensures that appropriate environmental mitigation measures are incorporated in the design and implementation.
3. To keep details of the Health Facility's building which belong to their jurisdiction and site.
4. To maintain a register with the work which was executed over the building premises or any other structure with relevant data, schematic as well as technical details of the asset, as-built drawings, nature of any work executed.
5. To inspect every work on a periodical basis. He/ She should maintain a register to keep records as per inspection and observation.
6. To watch whether any untoward matters including encroachment are going on the roads or building premises. If he/she observes it, he/she should take suitable steps towards it and informs the higher Authority.
7. To prepare all the preliminary & detailed estimates for original works, periodical maintenance, addition, and alteration as well as modernization as directed by his higher authorities, inclusive of Scheduled & Non-Scheduled items with proper analysis of rates, rough drawing, site plan by collecting engineering data and drawings and submit those estimates to his immediate superior authority for approval from the competent authority.
8. To supervise and see that all works under his charge are done according to the specification's drawings, standards lay down in the contract agreement tender schedule of works, and approved samples by an engineer in charge. He is expected to remain at the site throughout in order to see that the works are executed properly in accordance with the requirements, standards and approved samples. It is the duty of the Junior Engineer to bring it at once to the notice of immediate superior authority and also make a note in the site order book if any work is not done by a Contractor maintaining stipulated period, specifications, requirement, drawings, standards laid down and approved samples (if any) including quality of materials.
9. To carry out the test of materials like cement, steel, or any other material as directed by higher authorities and item of works as specified in contract agreement of works, maintain a register of testing of each and every item separately, and place to his immediate superior authority to make a note in the register.
10. To record measurements of work in Measurement Book (MB) executed as specified and he/she is to measure 100% of the work executed by the agencies, if not mentioned otherwise.
11. To prepare an abstract of measurements at the time of preparation of bills for payment and submit the Running Account or Final bill within the stipulated time.
12. To submit a progress report of works as may be required by his superiors and to bring to the notice of his immediate superiors, hindrances to the execution of work, if any.
13. To maintain site order book properly and record and note all instructions in the site order book.
14. To inform his immediate superiors regarding any requirement of execution of excess quantity/ supplementary item/ substitute supplementary item in a content well in advance and to prepare the financial implementation statement thereof.
15. To submit reports of all accidents, theft, and any other abnormal situation at once and lodge FIR to the Local Police Station if necessary. The nature and exact location of an accident with all details are to be recorded for identifying black spots.
16. To initiate action for disposal of surplus/unserviceable materials/T&P etc and prepare survey report for sanction from higher authorities.
17. To ensure prompt action on complaints received from higher authorities
18. Any other work assigned by the Project Director, MHSSP.

**Minimum Job Requirements:**

- Graduate in Civil Engineering from a recognized institution.
- With at least (1-2) years of experience in preparing estimates, maintaining measurement books, billing, civil works related reporting, Microsoft & Google suites, etc.
- Good knowledge of billing process, measurement books, site measurement, etc.
- Experience in monitoring, inspection, and site management.
- Fluent in spoken and written English and spoken Khasi/Garo/Pnar.
- Good command of Computer Programs and Applications including civil engineering related software's.