Govt. of Jharkhand
Urban Development & Housing Department
Directorate of Municipal Administration
3rd floor, FFP Building, Dhurwa, Ranchi-834004

Advertisement No: 02/ताभिनि/HFA-PMAV/recruitment/29/2018 1345 Dated: 30.05.2019

Recruitment Notice on Contractual Basis under Pradhan Mantri Awas Yojna -Urban

Urban Development & Housing Department, Govt. of Jharkhand through the Director, Directorate of Municipal Administration (DMA) intends to recruit professionals on contractual basis for State level Technical Cell (SLTC) and City Level Technical Cell (CLTC), which is a cell under DMA Urban Development & Housing Department, Govt. of Jharkhand responsible for implementation of Pradhan Mantri Awas Yojna-Urban Schemes of the Ministry of Housing and Urban Affairs (MoHUA), Govt. of India in the State of Jharkhand.

S. No	Cell	Name of Post	Total Posts	Category					
				UR	SC	ST	BC I	BC II	EWS
1	State Level Technical Cell (SLTC)	Public Private Partnership (PPP)Specialist	1	1	0	0	0	0	0
2		Environmental Specialist	1	1	0	0	0	0	0
		Total	**2**	**2**	**0**	**0**	**0**	**0**	**0**
3	City Level Technical Cell (CLTC)	Social Development Specialist	1	1	0	0	0	0	0
4		Capacity building & training coordinator	22	8	3	6	2	1	2
		MIS Specialist* (Cluster I)	1	1	0	0	0	0	0
5		MIS Specialist (Cluster II)	35	13	4	10	4	0	4
6		Municipal Finance & Account Specialist	3	2	0	1	0	0	0
7		Town Planning Specialist	3	2	0	1	0	0	0
8		GIS Specialist	1	1	0	0	0	0	0
		Project Engineering Specilaist* (Cl- I)	1	1	0	0	0	0	0
9		Project Engineering Specilaist (Cl- II)	3	2	0	1	0	0	0
		Total	**70**	**31**	**7**	**19**	**6**	**1**	**6**

*Salary Based on Cluster (Cluster I=city more than 10 lakh population and Clustor II= City less than 5 lakh Population)

The terms of engagement are detailed hereunder:-

1. The engagement of professionals will be purely on contractual basis. Details on Terms of Reference (ToR) and General Terms & Conditions of engagement, required qualification, and experience for the respective position and other details may be viewed and downloaded from notice section of the website – **udhd.jharkhand.gov.in** under the carrier Link.

2. How to apply: Application to be made online strictly and non refundable registration fee of Rs1100/- (Eleven Hundred Only) per position shall be applicable which has to be paid through online **payment gateway.**
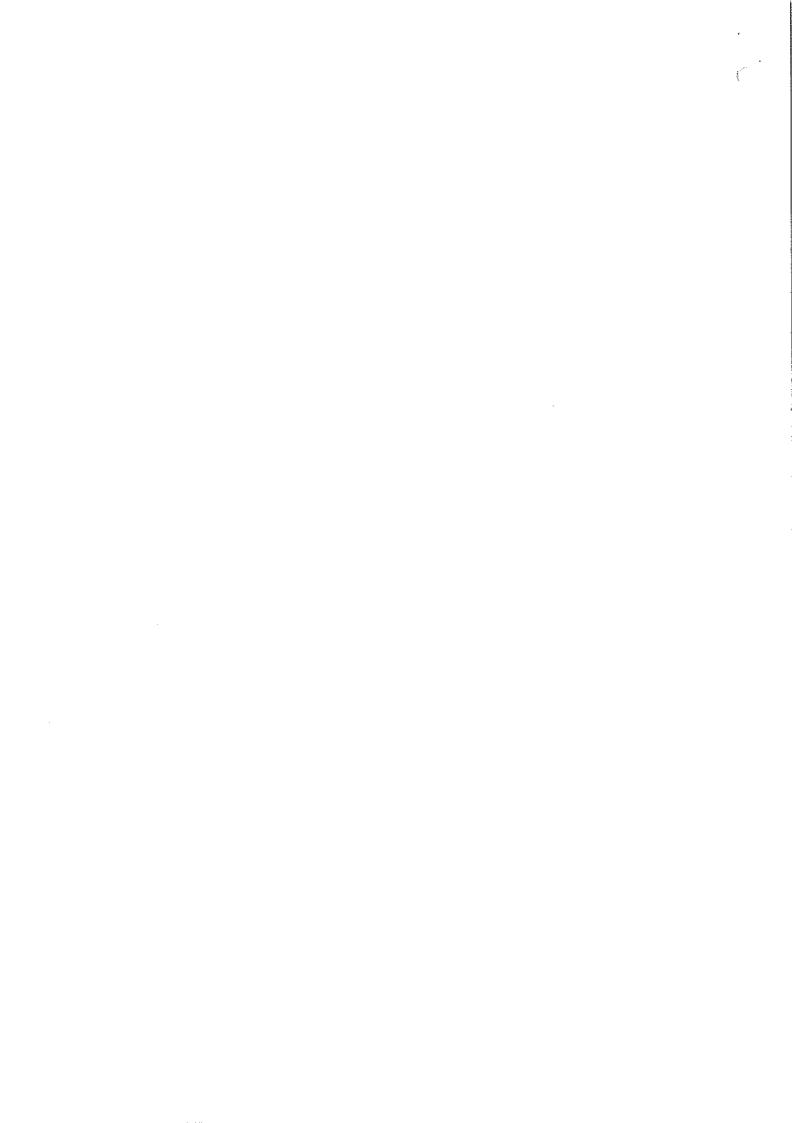
3. Online Application should be accompanied with scanned copies of the qualifications/experience/proof of date of birth/ caste etc in original, along with testimonials mark sheets of all examinations and a recent photograph. In absence of the certificates the application may be rejected. Original certificate must be brought at the time of Interview. Application should be submitted through online recruitment portal (http://recruitment.jharkhand.gov.in) only and **will not be accepted in any other mode.**

4. The list of shortlisted candidates will be uploaded on the website – udhd.jharkhand.gov.in and **http://recruitment.jharkhand.gov.in**.

5. Candidates may call at 0651-2401955 for any clarification thereof.

6. **Online registration of the application will be available from 03.06.2019 to 24.06.2019 till 03:00PM**

Sd/-
Director
Directorate of Municipal Administration
Urban Development & Housing Department

Terms of Reference (ToR) for State level Technical Cell (SLTC) and City Level Technical Cell (CLTC) Positions under PMAY-Urban

Scope of work:

The person selected for these positions will assist the SLTC and CLTC cell at Director, Directorate of Municipal Administration (DMA), Urban Development & Housing Department, Govt. of Jharkhand through in operationalizing the respective components of Pradhan Mantri Awas Yojna-Urban. The SLTC and CLTC shall work as a close team, in coordination with the SLNA/ULBs, and share work progress, implementation, monitoring and outcomes.

Educational Qualifications, Experience and Competencies:

S.N	Position	Education and Experience Particulars	Remuneration per month
1.	Public Private Partnership (PPP) Specialist	M.Tech/B.Tech in Civil Engineering and 5-7 years of professional experience in developing and managing projects on PPP mode. ii. Experience in formulation of PPP projects (including relevant concession agreements, due diligence processes, value for money audits, public sector comparator, etc.) iii. Experience in preparing project agreements, tender process, detailed legal and contractual agreements, risk management and contingent liability issues, and financial analysis of complex project proposals with respect to PPP projects.	For Post Graduate- Rs. 85,000/- For Graduate- Rs.70000/-
2.	Environmental Specialist	Post graduate degree in environmental engineering or similar field. ii. 5-7 years of experience in assessing, monitoring, and mitigating environmental impacts of urban infrastructure projects. iii. Experience and knowledge of environmental laws and regulations of the state. iv. Experience in government sector will have added advantage.	Rs. 85,000/-
3.	Social Development Specialist*	Two Years Full time Post graduate/ MBA or graduate in Social Sciences, with practical experience of working with community/slums in the urban area. ii. More than 5 years' experience in undertaking social and community development initiatives and appraisals in the municipal environment. iii. Experience in participatory methods, social mobilization, social analysis, resettlement and rehabilitation. iv. Knowledge and experience in participatory planning and community mobilization.	For Post Graduate- Rs. 70,000/- For Graduate- Rs.50000/-
4.	Capacity Building & Training Coordinator (CB/TC)	Master degree in social work/MBA (HR) or Graduate in development sector (urban development or social development)from recognized university/institution.	For Post Graduate- Rs. 45,000/- For Graduate-

		ii. 3-5 years of experience in training and capacity building programmes. iii. Knowledge of adult learning methodology and capacity building experience in the urban sector. iv. Experience in capacity assessment, curricula development, course organization, training, and training impact evaluations. v. Knowledge and experience of government systems and procedures. vi. Knowledge of local language is essential	Rs.35,000/-
5.	MIS	Cluster I: M.Tech/B.Tech in Computer Science/ Electronics or MCA/PGDCA. ii. More than 5 years of work experience in government/semi govt. / autonomous organizations /private company of repute. iii. Experience in software development and database management. iv. Fluency in local language essential.	For Post Graduate- Rs. 70,000/- For Graduate- Rs.50000/-
		Cluster II: M.Tech/B.Tech in Computer Science/ Electronics or MCA/PGDCA. ii. 3-5 years of work experience in government/semi govt. / autonomous Organizations /private company of repute. iii. Experience in software development and database management. iv. Fluency in local language essential.	For Post Graduate- Rs. 45,000/- For Graduate- Rs.35,000/-
6.	Municipal Finance & Account Specialist	Post graduate degree/MBA(Finance)/PG Diploma (two years course)/Degree in finance from recognized university/institution. ii. At least 5 yrs experience in municipal finance or project finance. iii. Skills to evaluate urban infrastructure investments, and helping city governments to examine and use a range of options for financing projects. iv. Experience to advise and train other staffs in municipal finance, project finance, resource mobilization, etc.	For Post Graduate- Rs. 70,000/- For Graduate- Rs.50000/-
7.	Town Planning Specialist	Post Graduate or graduate Degree in Urban Planning or Regional Planning or Geography. ii. Minimum of 5 years of work experience in urban planning with experience of urban infrastructure projects/ affordable housing/ slum development projects. iii. Experience of reform oriented projects is desirable. iv. Fluency in local language desirable.	For Post Graduate- Rs. 70,000/- For Graduate- Rs.50000/-

8.	GIS Specialist	Post Graduate or graduate Degree in Computer Science or Geo-informatics or Geography. ii. Minimum of 5 years of work experience in GIS Mapping with experience of urban infrastructure projects/ affordable housing/ slum development projects. iii. Experience of reform oriented projects is desirable. iv. Fluency in local language desirable.	For Post Graduate-Rs. 70,000/- For Graduate-Rs.50000/-
9.	Project Engineering Specialist (PES)	Post graduate degree /B.Tech in civil engineering from recognized university/ institution. ii. More than 5 Yr's experience in procurement, design and supervision of infrastructure works. iii. Ability to assist ULBs to set standard and procedures for ensuring quality and monitoring compliances. iv. Prior Experience as Municipal engineer will be an added advantage	For Post Graduate-Rs. 70,000/- For Graduate-Rs.50000/-
		Post graduate degree /B.Tech in civil engineering from recognized university/ institution. ii. At least 3 yrs experience in procurement, design and supervision of infrastructure works. iii. Ability to assist ULBs to set standard and procedures for ensuring quality and monitoring compliances. iv. Prior Experience as Municipal engineer will be an added advantage.	For Post Graduate-Rs. 45,000/- For Graduate-Rs.35,000/-

Roles and Responsibilities:

1 PPP Specialist

   i. Handholding support to the ULBs to develop city/ULB level PPP plan of action.
   ii. Appraise project activities for carrying out of PPP Projects.
   iii. Review and analyses the projects designed for the various components of the Mission from PPP perspective.
   iv. Provide technical support to ULBs in preparing the pre-feasibility reports.
   v. Support the ULBs to develop mechanism to implement PPP projects.
   vi. Overall monitoring of the PPP project under the Mission.
   vii. Awareness building & training for relevant State Government Officials on PPP projects.
   viii. Any other related activities as decided by State/ SLNA.

2 Environmental Engineering

   i. Develop Environmental Management Framework for conducting environmental assessment of projects under the Mission.
   ii. Support ULBs to assess the environmental impacts of proposed and ongoing projects, and monitor their impacts over time.

iii. Ensure that all project interventions are in full compliance with the Government laws and regulations and other acceptable guidelines.

iv. Provide other necessary support as identified by State/SLNA.

3 Social Development Specialist

i. Support the ULBs to develop a pre-project consultation mechanism with the stakeholders and ensure its incorporation in the HFAPoA.

ii. Support in conducting social analysis, social audit and community participation.

iii. Support the ULBs in the urban poor governance, empowering the local communities, CBOs, NGOs etc. in implementing housing projects.

iv. Devise strategies to develop platforms for interface between the service providers, ULB officials and the community in the backdrop of the housing projects.

v. Overall assessment and reporting of the social development impact of the project.

vi. Support in analyzing the affordability of housing loans to the poor, along with willingness to pay.

4 Capacity Building/Training Co-ordinator Specialist

i. Overall responsibility for the management of Capacity Building programme in the state.

ii. Support the State in preparing annual capacity-building plan.

iii. Coordinate and monitor the organist ion of State and City level training programmes in coordination with Network of Resource Centers empanelled by MoHUPA/State.

iv. Develop capacity building modules appropriate to the city/ULBs on HFA components and organize training programmes on these modules.

v. Develop the database of trainers and resource persons on urban poverty alleviation, planning, community participation, social development, engineering etc.

vi. Support city level capacity building/training coordinator in organizing training programmes and bringing in resource persons for taking sessions during training programmes.

5 MIS Specialist

i. Coordination of data entry of the activities of Mission and file uploads into systems to be used by SLNA.

ii. Support Local Bodies in coordinating/monitoring the housing demand surveys.

iii. Work closely with the Urban Planning expert and support ULBs for the development of a MIS of land related data at state/city level that will include geo tagging references of the proposed housings.

iv. Coordinate management of electronic data pertaining to the SLNA, including soft copies of letters, reports and numerical data. This may involve conversion of data and reports in hard copy to electronic form, as well as their storage in an organized filing system.

v. Furnish reports/quarterly progress report to MoHUPA through SLSMC/SLNA.

vi. Provide assistance to the City level MIS specialists as and when required.

vii. Any other related tasks that may be entrusted upon by State/SLNA.

6 Municipal Finance and account specialist

i. Prepare Financial Operating Plans for the city in line with Mission guidelines.
ii. Provide technical support to the ULBs/city level bodies to implement the financial plan.
iii. Prepare specialized training materials/modules, process manuals, procedures, toolkits, guidelines and other related activities for undertaking capacity building programmes on financial management.
iv. Provide training and capacity building programmes on finance and related matter to elected representatives and officials of ULBs on resource mobilization in partnership with national level financial institutions.
v. Assess city counterpart funding of the projects and explore alternative financing options.
vi. Conduct economic and financial viability assessments of the projects.
vii. Conduct an analysis of affordability and gather information to prepare a sample financial model for the ULB.
viii. Conduct financial sustainability analyses for revenue-generating subprojects.
ix. Any other related activities as decided by the administrative head of theULB.

7 Town Planning Specialist

i. Handholding support to the ULBs for the preparation of HFAPoA, DPR and AIP.
ii. Handholding support to the ULBs in identifying slum pockets and other lands for housing development.
iii. As part of the slum mapping exercise, assist the ULB in identifying ownership of the land occupied by slums and mapping of the same.
iv. Handholding support to the ULBs in tenability analysis and choosing options for untenable slums.

8 GIS Specialist

i. Monitor the progress of Geotagging.
ii. Handholding support to the ULBs staff/ supervisor/surveyors for the Geotagging of constructed houses under AHP/ISSR/BLC projects.
iii. Handholding support to the ULBs in identifying slum pockets and other lands for housing development.
iv. As part of the slum mapping exercise, assist the ULB in identifying ownership of the land occupied by slums and mapping of the same.
v. Technical support to the ULBs staff/ supervisor/surveyors in geotagging.
vi. Any other related tasks that may be entrusted upon by the State/SLNA

9 Project Engineering Specialist

i. Technical support in the design and implementation of housing and infrastructure works.
ii. Provide support to the ULBs to identify, evaluate and adapt green technologies, good construction practices and disaster resistant construction, area specific design and innovative technologies suiting to different geo-climatic zones.

iii. Provide support to the states to select and tie up with Engineering institutes (such as IIT) and planning institution to develop implementation methodology for Technical Submission.
iv. Support States to select a central technical institute, an Engineering college or a Planning college for institutional support.
v. Facilitate enabling policy framework for use of emerging and green technologies in the states.
vi. Provide technical support in tendering process and facilitate recruitment of quality consultants for preparation of Detailed Projects Report (DPRs), HFAPoA etc.
vii. Review and appraise the Detailed Projects Report (DPR) and provide feedback as and when necessary.
viii. Preparation of designing a scrutinizing/appraisal mechanism and a protocol for random check of projects and overall monitoring and evaluation of design and supervision of infrastructure works.
ix. Support ULBs to prepare project monitoring formats and report on progress of construction and utilization of funds under HFA.
x. Any other related tasks that may be entrusted upon by the State/SLNA.

General Information, Terms & Conditions:

1. The candidate must be citizen of India.
2. The position are purely contractual in nature and co-terminus with the project.
3. Candidate should be below 60 years of age at the time of joining.
4. The shortlisted would be called for personal interview at Ranchi on the date and time communicated to them through email/mobile only. The candidate will have come with original testimonials for verification and to appear before the interview board and they have to bear the cost of transport and lodging of their own.
5. Successful candidate will be informed through email/Post. The successful candidate will have to sign contract within 15 days of communication of their appointment. Further they will have to join the duty within 15 days of signing of contract. (a contractual agreement in the format prescribed by the Directorate, Municipal Administration and for this stamp paper of Rs. 100/- for indemnity bond is to be submitted on the joining day)
6. The contract shall be effective from the date of actual contractual engagement.
7. The department reserves the right to cancel/postpone the recruitment wholly or partly if so required. No claim will be admissible in case of such cancellation/postponement.
8. The contract shall not confer any right or claim of extension/absorption in the department.
9. No traveling allowance etc. will be admissible to the candidates for appearing in interview.
10. The date, time and venue of skill test/Interview will be decided by the Department at its administrative convenience and then will be intimated to the concerned candidates.
11. The Department reserves the right to modify and/or change the number of vacancies without assigning any reason whatsoever. Additional vacant positions in equivalent/comparable posts may also be filled through this announcement.

12. Information regarding any subsequent modification/ alteration/ addition/ deletion made in the provisions of this notice will be given to the candidates during the interview or earlier, as far as possible.

13. Resolution No.-4684 dated 21-07-2017 of Urban Development & Housing Department; Govt. of Jharkhand will be applicable on all candidates for the purpose of appointment. As per the above said resolution, terminated employees from Urban Development & Housing dept. will not be eligible for the selection process.

14. The department/Directorate reserves the right to cancel/postpone the appointment wholly or partly if so required.

15. All successfully recruited professionals may be given an initial contract for a period of 3 years.

16. Vacancies shall be subject to reservation policy, as per Jharkhand State Government rules.

How to Apply:

1. Candidate has to register herself/himself on recruitment portal using Register Tab on Home page of http://recruitment.jharkhand.gov.in

2. After successful registration, candidate will get 6 digits numerical user id and default password. Registered candidates are requested to change their default password on immediate basis and not to share with anyone.

3. Candidate already registered must login with their 6 digits numerical user id and . password. For any query e-mail on jhar.recruitment@gmail.com at least 1 day before closure of application deadline.

4. After getting user id and password, candidate should login as Applicant.

5. After login candidate has to fill all the required information.

6. Mandatory to fill and upload documents of:-
   * Qualification using Add qualifications tab. (max. size of document 100 KB)

7. Candidate should upload updated Resume (bio data) having less than 1 MB and .pdf file format.

8. Candidate should upload caste and residential certificate (if s/he belongs to either ST/SC/BC-I/BC-II/EWS reserved category) having less than 100 KB and .pdf file format.

9. After filling of information candidates have to apply for his respective posts using 'Applying For' tab.

10. During Apply online process candidate has to pay Rs. 100/- through online payment gateway.

11. After successful online payment candidate will get payment receipt and his/her application process will be completed. Candidate should keep safely his/her Applicant Req. ID.

12. For any difficulty send e-mail on jhar.recruitment@gmail.com at least 1 day before closure of application deadline.

Sd/-
Director
Directorate of Municipal Administration

APPLICATION FORM

Position Applied For: _____

1. PERSONAL DETAILS

Name of the Candidate		
	(First Name)	(Surname)
Father's Name		
Mother's Name		
Address	Permanent	Present
Mobile/Phone No.		
Telephone-Residence		
Telephone-Office		
Email Id.		
Date Of Birth: (DD/MM/YY)		
Category: (ST/SC/EWS/BC-I/ BC-II/General)		
Sex:(Male/Female/Transgender)		

2. EDUCATION QUALIFICATION (Recent First)

Qualification	University/Institution	Main Subjects	Completion Year	Division/ Grade	Marks %

3. ADDITIONAL EDUCATIONAL QUALIFICATION

Course Name	Duration	Institution	Course Details	Marks obtained

4. EMPLOYMENT/WORK EXPERIENCE DETAILS

Name & Address of Employer	Designation	Duration		Experience		Brief Description of Responsibilities	Name & Designation of Reporting Authority
		From	To	Years	Months		
Total Experience							

5. KEY COMPETENCIES/SKILLS

S.No.	Computer Skills	Detail
	Other Skills/Competencies	

	Competencies (relevant to the applied post)	

6. REFERENCE (Two Persons To Whom You Have Professionally Reported)

Reference 1 (Name, Official Address, Phone & Email)	Reference 2 (Name, Official Address, Phone & Email)

7. DECLARATION

I affirm that the information given in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any notice.

Date:

Place:

(Signature of the Applicant)