



Government of Jharkhand
Urban Development & Housing Department
Directorate of Municipal Administration

Advertisement No.- 80

Ranchi/Dated: 12.01.2021

Various Positions for Recruitment on Contractual Basis under Directorate of Municipal Administration (DMA):

(a) PRADHAN MANTRI AWAS YOJANA- URBAN (PMAY-U) :- Applications are invited from Directorate of Municipal Administration (DMA) to recruit professionals on contractual basis for **State level Technical Cell (SLTC) and City Level Technical Cell (CLTC)**. The cells are constituted under DMA, Urban Development & Housing Department, Govt. of Jharkhand, which is responsible for implementation of Pradhan Mantri Awas Yojana-Urban Scheme of the Ministry of Housing and Urban Affairs (MoHUA), Govt. of India, in the State of Jharkhand.

| SL No. | Cell | Sanctioned Post | Vacant Post | UR | SC | ST | BC-I | BC-II | EWS | Monthly Consolidated Remuneration (INR) |
|----------------------|----------------------------|--|-------------|-----------|----------|-----------|----------|----------|----------------------|---|
| 1 | State Level Technical Cell | Public Private Partnership Specialist | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 70,000/- to 85000/- |
| 2 | | IEC Specialist/Knowledge Management Specialist | 1 | 1 | 0 | 0 | 0 | 0 | 0 | |
| 3 | | Assistant MIS Specialist | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 30,000/- to 40,000/- |
| Sub Total (A) | | | 3 | 3 | 0 | 0 | 0 | 0 | 0 | |
| 1 | City Level Technical Cell | MIS Specialist | 44 | 18 | 4 | 12 | 3 | 3 | 4 | 35,000/- To 45,000/- |
| 2 | | | | | | | | | | |
| 3 | | Municipal Finance & Account Specialist | 3 | 2 | 0 | 1 | 0 | 0 | 50,000/- to 70,000/- | |
| 4 | Town Planning Specialist | 3 | 2 | 0 | 1 | 0 | 0 | | | |
| Sub Total (B) | | | 50 | 22 | 4 | 14 | 3 | 3 | 4 | |
| Total (A+B) | | | 53 | 25 | 4 | 14 | 3 | 3 | 4 | |

(b) DIRECTORATE OF MUNICIPAL ADMINISTRATION (DMA)- Applications are invited from the eligible candidates for the appointment on the post of **Accounts Officer** on contractual Basis at the Directorate of Municipal Administration (DMA) office under Urban Development & Housing Department, Govt Of Jharkhand:

| Sl No. | Cell | Sanctioned Post | Vacant Post | UR | Monthly Consolidated Remuneration (INR) |
|--------|-------------|------------------|-------------|----|--|
| 1 | State level | Accounts Officer | 1 | 1 | As per notification of Finance Department. |

The appointment of professionals will be purely on contract basis for a period of one year, to be reviewed annually. Based on performance, output and desired impact the contract could be extended upto 03 years at the Directorate of Municipal Administration, under Urban Development & Housing Department, GoJ.

Requisite Educational Qualifications, Experience and Competencies:

| S.No. | Position | Eligibility Criteria | Education and Experience Particulars |
|-------|------------------|--|--|
| 1 | Accounts Officer | Retired employees of State/ Central Government Department/PSU. Must have served at the Pay Scale 9300-34800 & corresponding Grade Pay 5400 /- minimum at the time of retirement from equivalent or higher posts. | Retired from Accountant general office as an accounts/senior Accountant Or Retired from State Government with Experience of working in Finance department as Head Assistant with minimum 5 years. Or Retired from State Government with experience of working in treasury as Head clerk with minimum 10 years. |

General Information, Terms & Conditions: (ACCOUNTS OFFICER)

1. The positions offered are purely contractual in nature.
2. Selected candidate will be awarded /given an initial contract for one year period.
3. The performance of consultants /expert may be reviewed against their key responsibility areas and on the annual action plan prepared by their respective reporting officers at the end of one year period. Based on satisfactory performance, candidate may be eligible for renewal of their contract for another 2 years.
4. The selected candidates will have to sign a contractual agreement in the prescribed format.
5. The selected candidates will have to submit an affidavit that after completion of the project their candidature will terminate automatically.
6. The contract shall not confer any right or claim of extension/absorption in the department.
7. Applicant have to enclose relevant experience certificate along with application in prescribed format including last pay slip and pension slip.
8. The engagement will be governed on the basis of Sankalp No-1243/dated 28/04/2016 of planning cum finance department, Govt of Jharkhand.
9. Candidate should be below 63 years of age at the time of joining the post.

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

Scope of work:

The person selected for these positions will assist the SLTC and CLTC cell, Directorate of Municipal Administration (DMA), Urban Development & Housing Department, Govt. of Jharkhand through in operationalizing the respective components of **Pradhan Mantri Awas Yojana-Urban**. The position is a contractual engagement, initially for a period of two years which may consist of probation for a period of six months from the date of joining. Renewal of contract may be done for two years based on performance appraisal. The person should have good command on writing and speaking both English and the regional language.

Educational Qualifications, Experience and Competencies:

| S.No. | Position | Education and Experience Particulars |
|-------|---|--|
| 1. | Public Private Partnership (PPP) Specialist (for SLTC) | <p>M.Tech/B.Tech in Civil Engineering with M.B.A. in Finance and minimum 5 years of post qualification professional experience in developing and managing projects on PPP mode.</p> <p>a) Experience in formulation of PPP projects (including relevant concession agreements, due diligence processes, value for money audits, public sector comparator, etc.).</p> <p>b) 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.</p> |
| 2. | IEC /Knowledge Management Specialist (for SLTC) | <p>Post graduate degree or equivalent in Mass Communication/Public relations/ Journalism</p> <p>a) Experience in advocacy management preferably in urban sector.</p> <p>b) Minimum 5 years of post qualification experience in conducting knowledge management activities and development of IEC strategy.</p> <p>c) Knowledge and experience of government systems and procedure would be desirable.</p> |
| 3. | Assistant MIS Specialist (for SLTC) | <p>Graduate/Diploma in Computer Science/Electronics or MCA/PGDCA.</p> <p>a) Minimum 2 years of post qualification work experience in government/semi govt./ autonomous organizations /private company of repute.</p> <p>b) Experience in software development and database management.</p> <p>c) Fluency in local language is essential.</p> |
| 4. | MIS Specialist (for CLTC) | <p>Post graduate/Graduate/Diploma in Computer Science/Electronics or MCA/PGDCA.</p> <p>a) Minimum 3 years of post qualification work experience in government/semi govt./autonomous organizations /private company of repute.</p> <p>b) Experience in software development and database management.</p> <p>c) Fluency in local language is essential.</p> |

| | | |
|----|--|--|
| 5. | Municipal Finance & Account Specialist (for CLTC) | <p>Post graduate degree in finance/MBA(Finance) or equivalent qualification from recognized university/institution.</p> <p>a) Minimum of 3 years of post qualification work experience in municipal finance or project finance.</p> <p>b) Skills to evaluate urban infrastructure investments, and helping city governments to examine and use a range of options for financing projects.</p> <p>c) Experience in advising and training ULB staffs in municipal finance, project finance, resource mobilization, etc.</p> |
| 6 | Town Planning Specialist (for CLTC) | <p>Post Graduate Degree in Urban Planning or Regional Planning or Geography.</p> <p>a) Minimum of 3 years of post qualification work experience in urban planning with experience in urban infrastructure projects/ affordable housing/ slum development projects.</p> <p>b) Experience in reform oriented projects is desirable.</p> <p>c) Fluency in local language is desirable.</p> |

Roles and Responsibilities for PMAY-U:

PPP Specialist (for SLTC)

- (a) Handholding support to the ULBs to develop city/ULB level PPP plan of action.
- (b) Appraise project activities for carrying out of PPP Projects.
- (c) Review and analyses the projects designed for the various components of the Mission from PPP perspective.
- (d) Provide technical support to ULBs in preparing the pre-feasibility reports.
- (e) Support the ULBs to develop mechanism to implement PPP projects.
- (f) Overall monitoring of the PPP project under the Mission.
- (g) Awareness building & training for relevant State Government Officials on PPP projects.
- (h) RFP Preparation / Tender processing and finalization.
- (i) Any other related activities as decided by State/SLNA.

IEC/ Knowledge Management Specialist (for SLTC)

- (a) Develop IEC/ Knowledge management strategy.
- (b) Develop reports and publications for the implementation of the mission activities.
- (c) Provide inputs in documentation and dissemination of best practices in the sector and its dissemination to various stakeholders involvement in the HFA mission.
- (d) Support state to prepare media plan and its analysis.
- (e) Assist in advertisements and outreach campaigns of the ULBs.

Assistant MIS Specialist (SLTC)

- (a) To provide assistance in coordination of data entry of the activities of Mission and file uploads into systems to be used by SLNA.
- (b) To support Local Bodies in coordinating/monitoring the housing demand surveys.
- (c) 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.
- (d) To provide assistance in 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.
- (e) Assistance in furnish reports/quarterly progress report to MoHUA through SLSMC/SLNA.
- (f) Provide assistance to the City level MIS specialists as and when required.
- (g) Any other related tasks that may be entrusted upon by SLTC /State/SLNA.

MIS Specialist (CLTC)

- (a) Coordination of data entry of the activities of Mission and file uploads into systems used by SLNA.
- (b) Support Local Bodies in coordinating/monitoring the housing demand surveys.
- (c) 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.
- (d) 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.
- (e) Furnish reports/quarterly progress report to MoHUA through SLNA.
- (f) Any other related tasks that may be entrusted upon by State/SLNA.

Municipal Finance and Account Specialist (for CLTC)

- (a) Prepare Financial Operating Plans for the city in line with Mission guidelines.
- (b) Provide technical support to the ULBs/city level bodies to implement the financial plan.
- (c) Prepare specialized training materials/modules, process manuals, procedures, toolkits, guidelines and other related activities for undertaking capacity building programmes on financial management.
- (d) 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.
- (e) Conduct economic and financial viability assessments of the projects.
- (h) Conduct financial sustainability analyses for revenue-generating subprojects.
- (i) Preparation of UC & helping Auditor in conduction of PMAY-U Audit in financial Aspects.
- (j) Preparation of all Financial Reports wrt PMAY-U
- (k) Preparation of PFMS Sheet with the help Accounts Official of ULB and ensuring Financial management through DBT mode of payment under PMAY-U.
- (l) Any other finance related activities as decided by the administrative head of the ULB.
- (m) Ensure timely payment to the beneficiaries through PFMS.

Town Planning Specialist (For CLTC)

- (a) Programme design and implementation of the HFAPoA according to HFA Mission.
- (b) Identify in consultation with the local body the geographic area to be covered under HFA city plan.
- (c) Assist in identifying the slum pockets and other areas to be covered under the HFA within the city.
- (d) Assist in amending/preparing city Master Plan for earmarking land slum redevelopment and affordable housing.
- (e) As part of the slum mapping exercise, identify ownership of the land occupied by slums and map various categories of land e.g. public land, private land, disputed land etc.
- (f) Assist in categorization of each slum in terms of its tenability.
- (g) Assist in selection of best model for in-situ development and deciding options for relocation of untenable slums.
- (h) Assist in developing building plans and lay-outs for EWS/LIG houses that will be considered as pre-approved plans for the purpose of single window clearance for layout approvals and building permissions at ULB Level.
- (i) Assist in integration of the data, and housing demand survey information at city level to create MIS.
- (j) Develop and update databases on planning related activities.
- (k) Any other related tasks that may be entrusted upon by the head of CLTC.

General Instruction: (PMAY-U & ACCOUNTS OFFICER)

1. No traveling allowance etc. will be admissible to the candidates for appearing in written exam/ interview.
2. The date, time and venue of written test/practical test/skill test/Interview will be decided by the department at its administrative convenience and then will be intimated to the concerned candidates.
3. The department reserves the right to reject/cancel the whole recruitment process. Also 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.
4. 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.
5. The list of shortlisted/Rejected candidates will be uploaded on the websites- www.udhd.jharkhand.gov.in and <http://recruitment.jharkhand.gov.in> under the Notice section. The shortlisted candidates would have to appear in Ranchi for further process of recruitment on the date and time communicated to them through email/mobile only provided in the application form and they have to bear the cost of transport and logistics etc.
6. Last Date for online submission of Application is **28th Jan 2021 by 6.00 pm**
7. Any dispute arising out of, or connected with this contract appointment on different vacant post conducted by Directorate of Municipal Administration, Department of Urban Development & Housing, Govt. of Jharkhand shall be resolved by the Director, Directorate of Municipal Administration, Urban Development & Housing Department, Govt. of Jharkhand, whose decision shall be final and binding upon all the parties.
8. Candidates after final selection may have to undergo training programme. During the training, if a candidate is found unfit for the post, s/he shall be removed & wait-listed candidates shall be replaced after due verification.

General Information, Terms & Conditions: (U)

1. **The positions are purely contractual in nature and co- terminus with the project**
2. The total number of vacancies as indicated above will be filled up as per the requirement strictly in accordance with merit. The Directorate reserves the right that the number of vacancies may increase or decrease, subject to requirement.
3. The candidate must be citizen of India.
4. Age limit of candidate is below 60 years at the time of joining.
5. All successfully recruited candidates will have to undergo probation for a period of 6 months from the date of joining. If the performance is not satisfactory during the probation period, concerned competent authority may take suitable action, including termination of the services of the successful candidates by giving a notice period of at least three month.
6. 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.
7. As per the above said resolution, terminated employees from Urban Development & Housing dept. will not be eligible for the selection process.
8. The contractual engagement shall not confer any right or claim of extension/absorption in the Urban Local Body under the Urban Development & Housing Department, Govt. of Jharkhand.
9. The department/Directorate reserves the right to cancel/postpone the appointment wholly or partly if so required.
10. The successful candidates will have to sign a contractual agreement in the format prescribed by the Directorate, Municipal Administration as per PMAY-U guidelines and for this e-stamp paper of Rs. 100/- for indemnity bond is to be submitted after joining.
11. The contract shall not confer any right or claim of extension/absorption in the department.
12. The contract shall be effective from the date of actual contractual engagement.
13. All successfully recruited Technical experts may be given an initial contract for a period of 2 years.

How to Apply:

1. Candidates will find the whole advertisement at bottom left side as **Latest Recruitments** of the <http://recruitment.jharkhand.gov.in> .
2. Candidates has to register herself/himself on recruitment portal using **Register** tab on the Home page of <http://recruitment.jharkhand.gov.in> .
3. While applying online applicant has to pay a non-refundable fees of Rs. 1100/- (Rupees One thousand one hundred only) for each post, to be paid through online Payment Gateway only.
4. After successful online payment candidate will get payment receipt and his/her application process will be completed. Candidate should keep safely his/her Applicant Reg. ID and password.
5. For any difficulty or query send e-mail on jharkhand.recruitment@rediffmail.com

Director

Director Municipal Administration
Urban Development & Housing Department

APPLICATION FORM Cum CV

Please upload the updated CV in following prescribed format in the website

Position Applied For: _____

Paste Recent
Passport Size
Photograph

1. PERSONAL DETAILS

| | | |
|--|------------------|----------------|
| Name of the Candidate | _____ | _____ |
| | (First Name) | (Surname) |
| Address | <u>Permanent</u> | <u>Present</u> |
| 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. OTHER QUALIFICATION/TRAINING

| Course Name | Duration | Institution | Course Details |
|-------------|----------|-------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |

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 | |
| | | |
| | | |
| | | |

6. LANGUAGE PROFICIENCY (Please Tick The Appropriate Column)

| Language | Ability To Converse | | | Ability To Read | | | Ability To Write | | |
|------------------------|---------------------|------|------|-----------------|------|------|------------------|------|------|
| | Poor | Fair | Good | Poor | Fair | Good | Poor | Fair | Good |
| English | | | | | | | | | |
| Hindi | | | | | | | | | |
| Other (Please Specify) | | | | | | | | | |

7. ANY OTHER INFORMATION (May Be Provided By Applicant To Strengthen Candidature)

| |
|--|
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|--|

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

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

Self Declaration: I, hereby declare that the information furnished above is true and correct and also matched with the data fed in the application and to the best of my knowledge & belief. Any substantial deviation from the facts shall make my candidature liable for rejection.

Signature of applicant

Note:

1. The CV is an important document to describe yourself in brief. Please write only genuine and verifiable data.
2. The data in CV must be in conformity with the details in the application, else, your candidature may be rejected.