

**MISSION DIRECTORATE
PRADHAN MANTRI AWAS YOJANA
Housing for All – Urban
DISPUR, GUWAHATI-6 (ASSAM)**

Notice regarding Recruitment of Contractual Staffs under PMAY HFA – Urban, Assam

No. MD/PMAY-U/Rect/2018/164

Dated : Dispur, the 4th October 2019

Mission Directorate, Pradhan Mantri Awas Yojana Housing for All – Urban, Assam as the State Level Nodal Agency (SLNA) for implementation of Pradhan Mantri Awas Yojana (PMAY) in Assam, invites applications from interested and eligible professionals/specialists for the following posts on contractual basis in the State Level Technical Cell (SLTC) and City Level Technical Cell (CLTC), under PMAY to assist the SLNA and the Urban Local Bodies (ULB) in discharging their roles and responsibilities assigned as per the PMAY guidelines.

http://mohua.gov.in/upload/uploadfiles/files/1Financial_norms_CBA_booklet.pdf

Experts for State Level Technical Cell (SLTC)

Name of the Post	No. of Post	Qualification and Experience
State Project Officer, DBT / MIS	1	Please refer Terms of Reference
State Project Officer, PPP	1	

Experts for City Level Technical Cell (CLTC)

Name of the Post	No. of Post	Qualification and Experience
City Project Manager Finance, Capacity Building, M&E	01	Please refer Terms of Reference
City Project Manager Social Development & IEC	01	
City Project Manager (MIS)	01	
City Project Manager (Finance)	09	
City Project Manager (Civil Works)	12	
City Project Manager (MIS)	14	
City Project Manager (Social Development)	03	
Project Associate (MIS)	05	

The appointment will be on contractual basis for a period of one year which is likely to be extended (may be based on performance) and the incumbent shall not have any claim for regular appointment.

HOW TO APPLY :

Interested candidates with required qualification & experience may submit the application in the prescribed format along with and certificates of Academic Qualification & Experience. For SLTC and CLTC, candidate shall mention name of post in the application form and the same shall be superscribed in the envelope containing the application. Apart from the proposed place of posting Selected personnels are liable to be posted anywhere in Assam.

Application Format with Certificates should reach the Office of the Mission Director, Pradhan Mantri Awas Yojana – Urban, Assam, C/o Town & Country Planning Assam, Dispur, Guwahati-781006, Assam, on or before 24/10/2019 during office hours. The applications will be scrutinized on 22/10/2019 and 26/10/2019. The list of the shortlisted candidates will be made available online in later point of time. Candidates are, therefore, requested to browse the website <https://pmayassam.in> for updates and no personal correspondence shall be made to the candidate. Date of Interview will be communicated in a latter point of time.

Detail Terms of Reference for establishment of State Level Technical Cell (SLTC)/City Level Technical Cell (CLTC) positions under Housing for All (HFA) may be downloaded from pmayassam.in.

Sd/-

State Mission Director
Pradhan Mantri Awas Yojana
Dispur, Guwahati-6. Assam

Memo No. MD/PMAY-U/Rect/2018/164-A

Dated : Dispur, the 4th October 2019

Copy to:-

1. The Director, Information and Public Relation, Assam, Dispur, Guwahati-6. He is requested to publish this advertisement in Three Regional Newspaper with at least one in vernacular language.

Sd/-

State Mission Director
Pradhan Mantri Awas Yojana
Dispur, Guwahati-6. Assam

**MISSION DIRECTORATE
PRADHAN MANTRI AWAS YOJANA
DISPUR, GUWAHATI-6 (ASSAM)**

No. MD/PMAY-U/Rect/2018/165

Dated : Dispur, the 4th October 2019

**Terms of Reference (ToR) for the State Level Technical Cell (SLTC)/City Level Technical Cell (CLTC)
positions under Housing for All (HFA)**

Composition of State Level Technical Cell under Pradhan Mantri Awas Yojana –Urban

Sl No.	Designation	Qualification			Salary
		Post Graduate	Graduate	Diploma	
1	2	3	4	5	6
1	State Project Officer, DBT / MIS	1	-	-	(As per Capacity Building Guideline, MoHUA, Govt of India & Capacity Building Plan 2019-20)
2	State Project Officer, PPP	1	-	-	

Composition of City Level Technical Cell (CLTC) under Prime Minister Awas Yojana - Urban

Sl No	Name of the Cluster	Name of the City	Designation of the specialist	Number of Specialist as per Qualification			Salary
				PG	Degree	Diploma	
1	2	3	4	5	6	7	8
1	Kamrup(M)		City Project Manager Finance, Capacity Building, M&E	1			(As per Capacity Building Guideline, MoHUA, Govt of India & Capacity Building Plan 2019-20)
			City Project Manager, Social Development & IEC	1			
			City Project Manager (MIS)	1			
2	Kamrup(R)	Palasbari MB	City Project Manager		1		
3	Barpeta (East)	Howly MB	City Project Manager		1		
4	Barpeta (West)	Sarthebari	City Project Manager		1		
		Patachakuchi	City Project Manager		1		
5	Dhubri (West)	Gauripur MB	City Project Manager		1		
		Chapar MB	City Project Manager		1		
		Sapatgram MB	City Project Manager		1		
6	Hojai	Lumding MB	City Project Manager		1		
		Doboka MB	City Project Manager		1		
7	Nagaon	Kampur MB	City Project Manager		1		
8	Sonitpur	Dhekiajuli MB	City Project Manager		1		
		Rangapara MB	City Project Manager		1		
9	Lakhimpur	Dhakuakhana MB	City Project Manager		1		
		Bihpuria MB	City Project Manager		1		
10	Dhemaji	Silapathar MB	City Project Manager		1		
11	Golaghat	Dergaon MB & DA	City Project Manager		1		
		Bokakhat MB	City Project Manager		1		
12	Jorhat	Jorhat MB	City Project Manager-cum-Cluster Co-coordinator	1			
		Jorhat DA					
13	Sivasagar	Amguri MB	City Project Manager		1		
14	Charaideo	Sonari MB	City Project Manager		1		
		Sonari DA					
		Moran MB			1		
15	Dibrugarh	Naharkatia MB	City Project Manager		1		
16	Tinsukia	Digboi MB	City Project Manager		1		

		Makum MB	City Project Manager		1		(As per Capacity Building Guideline, MoHUA, Govt of India & Capacity Building Plan 2019-20)
		Chapakhowa	City Project Manager		1		
17	Udalguri	Udalguri MB	City Project Manager		1		
18	Chirang	Bijni MB	City Project Manager		1		
		Basugaon MB	City Project Manager		1		
19	K.Anglong (West)	Diphu MB	City Project Manager-cum-Cluster Co-ordinator	1			
		Diphu DA					
		Bokajan MB	City Project Manager		1		
		Bokolia MB	City Project Manager		1		
		Dokmoka MB	City Project Manager		1		
20	K.Anglong(East)	Donkamokam MB	City Project Manager-cum-Cluster Co-ordinator	1			
		Hamren MB	City Project Manager		1		
		Langhin	City Project Manager		1		
21	Dima Hasao	Haflong MB	City Project Manager-cum-Cluster Co-ordinator	1			
		Umrangshu MB	City Project Manager		1		
		Mahur MB	City Project Manager		1		
		Maibong MB	City Project Manager		1		
22	Kokrajhar	Gosaigaon	City Project Manager		1		
23	Mission Directorate Office, Dispur	-	Project Associate (MIS)			5	

Terms of Reference (ToR) for State Level Technical Cell (SLTC)

1. State Project Officer, PPP

Qualification & Experience

- i. Post Graduate degree or Engineering Degree in Computer Science, Information Technology or MCA.
- ii. 10 years of experience in government/semi govt./ autonomous organizations/private company of repute. Preference will be given to the candidates having Experience in Mission Mode Programs of GoI & GoA. Special weightage will be given to candidates having experience in Urban Housing, Local Self Govt, PFMS, GeM Portal, E-Tendering, E-Procurement & DBT programs.
- iii. Exposure to software development & project management, database management, MIS etc.
- iv. Training & Capacity Building of staffs. Monitoring & Evaluation of the system.
- v. Ability to work in a team and train staff to use the systems.
- vi. Expertise in conducting workshop & camps.
- vii. Vast knowledge of Local Languages. (Assamese/Bengali/Bodo)

Roles and Responsibilities

- i. Support Local Bodies in coordinating/monitoring the housing demand surveys.
- ii. Handholding support to the ULBs for the preparation of HFAPoA, DPR and AIP.
- iii. Coordination of data entry of the activities of Mission and file uploads into systems to be used by SLNA.
- iv. Handholding support to the ULBs in identifying slum pockets and other lands for housing development.
- v. Work closely with the 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.
- vi. 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.
- vii. Furnish reports/quarterly progress report to MoHUA through SLSMC/SLNA.
- viii. Develop the database of trainers and resource persons on urban poverty alleviation, planning, community participation, social development, engineering etc.
- ix. As part of the slum mapping exercise, assist the ULB in identifying ownership of the land occupied by slums and mapping of the same.
- x. Handholding support to the ULBs in tenability analysis and choosing options for untenable slums.
- xi. Provide assistance to the City Project Managers /Specialists as and when required.
- i. Develop mechanism and monitor the impacts of training programmes and document learning's from the field.
- ii. Any other related tasks that may be entrusted upon by State/SLNA.

2. State Project Manager, DBT / MIS

Qualification & Experience

- i. Post Graduate degree or Engineering Degree in Computer Science, Information Technology or MCA.
- ii. 10 years of experience in government/semi govt. / autonomous organizations/private company of repute. Preference will be given to the candidates having Experience in Mission Mode Programs of GoI & GoA. Special weightage will be given to candidates having experience in Urban Housing, Local Self Govt, PFMS, GeM Portal, E-Tendering, E-Procurement & DBT programs.
- iii. Exposure to software development & project management, database management, MIS etc.
- iv. Training & Capacity Building of staffs. Monitoring & Evaluation of the system.
- v. Ability to work in a team and train staff to use the systems.
- vi. Expertise in conducting workshop & camps.
- vii. Vast knowledge of Local Languages. (Assamese/Bengali/Bodo)

Roles and Responsibilities

- i. Support Local Bodies in coordinating/monitoring the housing demand surveys.
- ii. Handholding support to the ULBs for the preparation of HFAPoA, DPR and AIP.
- iii. Expertise in Expenditure, Advance and Transfer (EAT) module of Public Financial Management System (PFMS, Hierarchy Mapping, PIA Registration, Bulk Customization, M16, EA14 etc in PFMS.

- 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 MoHUA through SLSMC/SLNA.
- vi. Develop the database of trainers and resource persons on urban poverty alleviation, planning, community participation, social development, engineering etc.
- vii. As part of the slum mapping exercise, assist the ULB in identifying ownership of the land occupied by slums and mapping of the same.
- viii. Handholding support to the ULBs in tenability analysis and choosing options for untenable slums.
- ix. Provide assistance to the City Project Managers /Specialists as and when required.
- x. Develop mechanism and monitor the impacts of training programmes and document learning's from the field.
- xi. Any other related tasks that may be entrusted upon by State/SLNA.

3. City Project Manager Finance, Capacity Building, M&E

Qualifications and Experience

- i. Post graduate in Finance/MBA in Finance/HR from recognized university with 3-5 years of experience in Municipal Finance, PFMS, DBT, EAT, Accounting & MIS System etc.
- ii. Weightage will be given to candidates having prior experience in Urban Housing, Local Self Govt, PFMS, GeM Portal, E-Tendering, E-Procurement & DBT programs.
- iii. Experience in evaluating urban infrastructure investments, and helping city governments to use a range of options for financing projects.
- iv. Expertise in preparation of DPR, Financial Tenability & Viability Analysis of Projects.

Roles and Responsibilities

- i. Conduct an affordability analysis and gather information to prepare a sample financial model for the project for ULBs.
- ii. Support ULBs to identify finance options available for financing urban infrastructure and leveraging funds from various sources.
- iii. Expertise in Expenditure, Advance and Transfer (EAT) module of Public Financial Management System (PFMS, Hierarchy Mapping, PIA Registration, Bulk Customization, M16, EA14 etc in PFMS.
- iv. Provide technical guidance to Corporation to prepare policy guidance and notes on municipal finance.
- v. As part of the slum mapping exercise, assist the ULB in identifying ownership of the land occupied by slums and mapping of the same.
- vi. Handholding support to the ULBs in tenability analysis and choosing options for untenable slums.
- vii. Support city level capacity building/training coordinator in organizing training programmes and bringing in resource persons for taking sessions during training programmes.
- viii. Collate and disseminate reports of the trainings and capacity building programmes.
- ix. Develop monitoring mechanism for the training and capacity building programmes.
- x. Support ULBs in cross learning through organizing study tours and exposure visits.
- xi. Develop mechanism and monitor the impacts of training programmes and document learning's from the field.
- xii. Any other related tasks that may be entrusted upon by State/SLNA.

4. City Project Manager Social Development & IEC

Qualifications & Experience

- i. Post graduate degree or equivalent in Social Work/ Mass Communication/ Public relations/ Journalism
- ii. Experience in advocacy management preferably in urban sector.
- iii. 3-5 years of experience in conducting knowledge management activities and development of IEC strategy.
- iv. Knowledge and experience of government systems and procedures would be desirable.
- v. Prior Experience in working with Urban Local Bodies, DBT Missions, Flagship Program of Govt of India will be added advantage.

Roles and Responsibilities

- 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. Develop IEC/knowledge management strategy.
- vii. Develop reports and publications for the implementation of the Mission activities.
- viii. Provide inputs in documentation and dissemination of best practices in the sector and its dissemination to various stakeholders involved in the HFA Mission.
- ix. Support State to prepare media plan and its analysis.
- x. Assist in advertisements and outreach campaigns of the ULBs.

5. City Project Manager MIS^(PG)

Qualifications & Experience

Qualifications & Experience

- i. Post Graduate or Engineering degree in Computer Science, Computer Application / Information Technology
- ii. 3-5 years of experience in Mission Mode Program or equivalent.
- iii. Having Experience in handling MIS Portals of Govt of India / Govt of Assam.
- iv. Experience in DBT mission will be added advantage.
- v. Experience in evaluating urban infrastructure investments, and helping city governments to use a range of options for financing projects.
- vi. Expertise in preparation of DPR, Financial Tenability & Viability Analysis of Projects.
- vii. Ability to assist ULBs to set standards and procedures for ensuring quality and monitoring compliances.
- viii. Prior experience in related field will be an added advantage.
- ix. Familiar with the rules and procedures of the Urban Local Government.
- x. Knowledge in PFMS will be an added advantage.
- xi. Fluency in local language essential.

Roles and Responsibility

- 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.
- v. Performing Geo-Tagging, Geo-Moderation at Field Level
- vi. Assist the ULBs in selection of appropriate model for the in-situ slum redevelopment.
- vii. Support ULBs in the preparation of City Action Plan.

6. City Project Manager (Civil) / City Project Manager (MIS)/ City Project Manager (Finance) / City Project Manager (Social Development)

Qualifications & Experience

- xii. Graduate degree in Engineering (Civil) / Graduate degree in Computer Science, Computer Application, Information Technology/ Graduate in Commerce, Finance, BBA / Graduate in Social Work or Mass Communication
- xiii. At least 3 years of experience in Mission Mode Program or equivalent.
- xiv. Experience in DBT mission will be added advantage.
- xv. Experience in evaluating urban infrastructure investments, and helping city governments to use a range of options for financing projects.
- xvi. Expertise in preparation of DPR, Financial Tenability & Viability Analysis of Projects.
- xvii. Ability to assist ULBs to set standards and procedures for ensuring quality and monitoring compliances.
- xviii. Prior experience in related field will be an added advantage.
- xix. Familiar with the rules and procedures of the Urban Local Government.

- xx. Fluency in local language is essential.

Roles and Responsibility

- viii. Handholding support to the ULBs for the preparation of HFAPoA, DPR and AIP.
- ix. Handholding support to the ULBs in identifying slum pockets and other lands for housing development.
- x. As part of the slum mapping exercise, assist the ULB in identifying ownership of the land occupied by slums and mapping of the same.
- xi. Handholding support to the ULBs in tenability analysis and choosing options for untenable slums.
- xii. Performing Geo-Tagging, Geo-Moderation at Field Level.
- xiii. Assist the ULBs in selection of appropriate model for the in-situ slum redevelopment.
- xiv. Support ULBs in the preparation of City Action Plan.
- xv. Provide handholding support to the cities in assessing the gaps of infrastructure development in the city.
- xvi. Review the City Plan of Actions and DPRs for precision and detail and provide feedback as necessary.
- xvii. Support ULB to report with precision on progress of construction and utilization of funds under HFA.
- xviii. Making Payment towards vendors using PFMS & Online module.
- xix. Beneficiary Management & tracking Individual Beneficiary Transaction Details using Central MIS System.
- xx. Organizing Beneficiary Meet & resolve any critical issues.
- xxi. Regular visit of Beneficiary Houses and reporting to SLNA/Project Director.
- xxii. Any other related tasks that may be entrusted upon by the head of ULB.
- xxiii. Any other related tasks that may be entrusted upon by the head of CLTC/SLNA

7. Project Associate (MIS)

Qualifications & Experience

- i. Degree or Diploma in Computer Science, Computer Application, Information Technology/ Diploma in Commerce, Finance, BBA
- iii. At least 1 years of experience in Mission Mode Program or equivalent. Experience in DBT mission will be added advantage.
- iv. Prior experience in related field will be an added advantage.
- v. Familiar with the rules and procedures of the Urban Local Government.
- vi. Fluency in local language essential.

Roles and Responsibility

- i. Handholding support to the ULBs for the preparation of HFAPoA, DPR and AIP.
- ii. As part of the slum mapping exercise, assist the ULB in identifying ownership of the land occupied by slums and mapping of the same.
- iii. Performing Geo-Tagging, Geo-Moderation at Field Level
- iv. Support ULB to report with precision on progress of construction and utilization of funds under HFA.
- v. Making Payment towards vendors using PFMS & Online module.
- vi. Beneficiary Management & tracking Individual Beneficiary Transaction Details using Central MIS System.
- vii. Organizing Beneficiary Meet & resolve any critical issues.
- viii. Supporting SLNA for implementing all verticals of PMAY-U at ULB level.
- ix. Any other related tasks that may be entrusted upon by State/SLNA.

Sd/-
Mission Director
Pradhan Mantri Awas Yojana
Dispur, Guwahati-6. Assam

