

**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/Rect/2018/80/2021/(Part-I)/

Dated, Dispur the 17th September 2021

Online applications are invited from qualified professionals who are citizens of India and fulfil the eligibility norms of educational qualification, age, work experience etc. as mentioned below against each posts to work in the State Level Technical Cell/ City Level Technical Cell of Pradhan Mantri Awas Yojana-Housing for All-Urban. The appointments shall be made purely on contractual basis for a period of One Year only, however the contract may be renewed depending on the satisfactory annual performance. Candidates who fulfils the criteria need to apply online in www.pmayassam.in. Applications submitted, other than in the prescribed format (online), will not be considered and shall be summarily rejected. Upon successful submission of application, the applicant will receive Application Reference Number (ARN) which may be quoted for further correspondences.

(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	Age	Place of Posting	Salary
State Project Officer- Municipal Finance Expert	1	Please refer Terms of Reference	27-45	State Mission Directorate	(As per Capacity Building Guideline, MoHUA, Govt of India & Capacity Building Plan 2020-21)

Experts for City Level Technical Cell (CLTC)

Sl No	Name of the Post	No. of Post	Qualification and Experience	Age	Salary
1	City Project Manager (MIS Specialist)	7	Please refer Terms of Reference	27-45	(As per Capacity Building Guideline, MoHUA, Govt of India & Capacity Building Plan 2020-21)
2	City Project Manager (Municipal Finance Expert)	2			
3	City Project Manager (Municipal Civil Engineer)	1			
4	City Project Manager (Social Development Specialist)	2			
Total Vacant Posts		12			

Vacant Positions of CLTC in Urban Local Bodies are shown below:

Sl No	Vacancies as per District	Urban Local Bodies/ Municipal Boards
1	Dhubri	Gauripur MB
2		Golaganj MB
3	Karbi Anglong	Diphu MB
4		Bokajan MB
5		Bokolia MB
6	Golaghat	Dergaon MB
7		Sarupathar MB & Barpathar MB
8	Jorhat	Jorhat MB
9	Nagaon	Kampur Town MB
10	Sonitpur	Tezpur MB
11	Biswanath Chariali	Gohpur MB
12	Tinsukia	Margherita MB

HOW TO APPLY

1. Only online application through <https://pmayassam.in> will be accepted. Scanned documents to be uploaded with online application.
2. A candidate can select any **3 (three)** districts as preferred place of posting at the time of filling up the application. No change in district will be allowed afterwards.
3. Upon selection the Candidate will be posted in any one the Urban Local Bodies of the preferred districts.
4. However, it may not be possible to post selected candidate in preferred district and in that case State Mission Directorate reserves the right to post the candidate anywhere else in Assam based on Vacancy position.
5. The link for Online Application will be active from **10:00 am of 18th September, 2021** and will remain active till **06:00 pm of 25th September, 2021**. No communication in respect of submission of Online Application will be entertained once the submission date is over. **Mode of Application is Online only.**
6. Candidates willing to apply for more than one post shall have to submit separate application for each post.
7. Valid email id and phone number should be given during filling up the application as all communications will be made through email mode only.
8. The crucial date of determining the age shall be closing date for receipt of application.
9. The short-listed candidates have to appear for a selection process for which no TA/DA shall be paid.
10. Persons employed in Govt. / Semi Govt. Organizations / Autonomous Bodies must submit NOC from their present employers.
11. The engagement will be on contractual basis for a period of One Year only. Based on performance and requirement of the PMAY-U, contract may further be extended.
12. Incomplete applications shall be rejected and only shortlisted candidates will be called for written test and/or interview. The list of shortlisted candidates shall be published in website.
13. Applications submitted other than the online mode will not be considered and shall be summarily rejected.
14. Degrees as referred above are those which have been awarded by a recognized University / Institution.
15. Candidates should bring the copy of application form and attached photograph and signature along with original documents/ certificates at the time of selection procedure for verification, failing which they shall not be allowed to appear. Candidates are also required to bring PAN Card or any valid ID and/or address proof at the time of selection test(s).
16. The Mission also reserves the right of rejecting any or all the applications without assigning any reasons thereof. Decision of the Mission will be final and binding in this regards.
17. Any dispute with regard to the selection / recruitment process shall be governed by and interpreted in accordance with the laws of the Assam State/ the Country (India) and under the jurisdiction of Guwahati Court.
18. For any other updates, the candidates are advised to visit this website regularly.
19. Canvassing in any form / bringing in any influence; political or otherwise will be treated as a disqualification for the post "INTERIM ENQUIRY WILL NOT BE ENTERTAINED."
20. 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.
21. 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 <https://pmayassam.in>

Sd/-

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

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No. MD/PMAY/Rect/2018/80/2021/(Part-I)/

Dated: Dispur, the 17th September, 2021

**TERMS OF REFERENCE (TOR) FOR THE STATE LEVEL TECHNICAL CELL (SLTC)/CITY
LEVEL TECHNICAL CELL (CLTC) POSITIONS UNDER PMAY HOUSING FOR ALL -URBAN**

Note: For all the positions in SLTC and CLTC, the qualifications indicated are the minimum qualifications.

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

1. State Project Officer-Municipal Finance Expert

Qualification & Experience

- i. Post Graduate or Graduate in finance or CA from recognized university with 5-7 years of experience in municipal finance.
- ii. Experience in evaluating urban infrastructure investments, and helping city governments to use a range of options for financing projects.
- iii. Experience to advice and train staff in municipal finance, project finance and resource mobilization, public private partnerships etc.
- iv. Ability to work in a team and train staff to use the systems.
- v. Vast knowledge of Local Languages. (Assamese/Bengali/Bodo).

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. Provide technical guidance to State to prepare policy guidance and notes on municipal finance.
- iv. Provide assistance to the City Project Managers /Specialists as and when required.
- v. Any other related tasks that may be entrusted upon by State/SLNA.

Terms of Reference (ToR) for City Level Technical Cell (CLTC)

ii. City Project Manager (Municipal Civil Engineer) / City Project Manager (MIS)/ City Project Manager (Municipal Finance Expert) / City Project Manager (Social Development Specialist)

Qualifications & Experience

- i. Post Graduate/ Graduate degree in Engineering (Civil) / Post Graduate/ Graduate degree in Computer Science, Computer Application, Information Technology/ Post Graduate/ Graduate degree in Commerce, Finance, BBA / Post Graduate/ Graduate degree in Social Sciences or Mass Communications.
- ii. At least 3 years of experience in Mission Mode Program or equivalent.
- iii. Experience in DBT mission will be added advantage.
- iv. Experience in evaluating urban infrastructure investments, and helping city governments to use a range of options for financing projects.
- v. Expertise in preparation of DPR, Financial Tenability & Viability Analysis of Projects.
- vi. Ability to assist ULBs to set standards and procedures for ensuring quality and monitoring compliances.
- vii. Excellent shorthand/computer typewriting speed both Assamese & English.
- viii. Prior experience in related field will be an added advantage.
- ix. Familiar with the rules and procedures of the Urban Local Government.
- x. Fluency in local language is essential.

Roles and Responsibilities

- 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.
- viii. Provide handholding support to the cities in assessing the gaps of infrastructure development in the city.
- ix. Review the City Plan of Actions and DPRs for precision and detail and provide feedback as necessary.
- x. Support ULB to report with precision on progress of construction and utilization of funds under HFA.
- xi. Making Payment towards vendors using PFMS & Online module.
- xii. Beneficiary Management & tracking Individual Beneficiary Transaction Details using Central MIS System.
- xiii. Organizing Beneficiary Meet & resolve any critical issues.
- xiv. Regular visit of Beneficiary Houses and reporting to SLNA/Project Director.
- xv. Any other related tasks that may be entrusted upon by the head of ULB.
- xvi. Any other related tasks that may be entrusted upon by the head of CLTC/SLNA

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