

## EMPLOYMENT NOTICE

### STATE MISSION DIRECTORATE

#### AMRUT. WEST BENGAL

Notice No: 05/MA/AMRUT/E-1/2015

Dated : the 30th day of October, 2015

1. Application as per following format is invited from the eligible candidates for engagement of following Specialists / Experts at State Mission Management Unit (SMMU) under Atal Mission for Rejuvenation and Urban Transformation (AMRUT), purely on contractual basis, initially for a period of one year with a scope of subsequent renewal after every one year based on satisfactory performance.
2. The post with qualification & experience is furnished below :

#### **I. Urban Planner**

a. **No. of posts:** One

b. **Qualifications & Experience:**

- Master Degree in Planning/ Social Science/ Architecture/ Civil Engineering/ Post Graduate in Social Science having specialization / paper in Urban Development or Planning or Environment related subjects.
- Urban Planner/ Management Expert, with strong background in project management with 7-10 yrs. in a managerial position
- Experience in working with urban development programmes
- Experience in urban reform and capacity building programmes for ULBs.

#### **II. Urban Infrastructure Expert**

a. **No. of posts:** One

b. **Qualifications & Experience**

- Graduate degree in engineering from recognized university.
- Have a broad range of experience in urban infrastructure and a strong background in public health engineering, especially water supply and sanitation;
- Have at least 7-10 yrs. experience in designing and managing municipal infrastructure projects
- Be very familiar with the laws and procedures of the Indian municipal environment.

### **III. PPP Specialist**

**a. No. of posts : One**

**b. Qualifications & Experience**

- 7-10 yrs. professional experience in developing and managing projects on PPP mode
- Familiarity with the PPP methodology and framework
- Demonstrate familiarity with the formulation, appraisal, and approval procedures for PPP projects (including relevant concession agreements, due diligence processes, value for money audits, public sector comparator, etc.)
- Demonstrate familiarity with project agreements, tendering arrangements, detailed legal and contractual agreements, risk management and contingent liability issues, and financial analysis of project proposals with respect to PPP projects

### **IV. IT-cum-Monitoring and Evaluation Specialist**

**a. No. of posts: One**

**b. Qualifications & Experience**

- Bachelor Degree in Engineering (Electronics / Computer Science / I.T. / Communications) / MCA from recognized institute or university.
- Develop and strengthening online mechanism of citizen centric e-governance system at State level
- The expert will have a management background and at least 7-10 yrs. experience in monitoring and evaluating large projects and programs, preferably in the urban sector.
- Monitor the status of implementation of JNNURM-funded project investments vis-à-vis approved timelines and key deliverables
- Monitoring and evaluation and reporting to SLNA
- Assist the Mission Directorate on benchmarks and/or indicators against which progress of AMRUT can be measured.
- Assist in conducting survey to assess the conditions of important reforms.
- Update, refine and expand the database at the city level
- Set up systems for measuring and monitoring and reporting on service level benchmarks.

### **V. Municipal Finance Specialist.**

**a. No. of posts: One**

**b. Qualifications & Experience**

- Graduate degree in finance from recognized university with 7-10 yrs. experience
- Skills to evaluate urban infrastructure investments, and helping city governments to use a range of options for financing projects.
- Experience to advice and train staff in municipal finance including Double Entry Accounting System, project finance and resource mobilization, public private partnerships etc.

## VI. Capacity Building / Institutional Strengthening Specialist

a. No. of posts: One

b. Qualifications & Experience

- Advanced university degree in the development field ( urban development or social development)
- 7-10 yrs experience in training and capacity building, as well as competence in urban sector issues in India
- Knowledge of adult learning methodology and capacity building experience within the urban sector, including experience in areas such as capacity assessment, curricula development, course organization, problem-based (and not only content-based) training, and training impact evaluations.
- Computer literacy (word processing, presentation).
- Knowledge and experience of government systems and procedures

### 3. Terms and Conditions :

- (a) The upper age limit is 40 years as on 1st April, 2015.
- (b) Contractual monthly remuneration for each post is Rs.55,000/- (Rupees Fifty-five thousand) only.
- (c) Candidates must furnish the self attested copies of all testimonials and certificates issued by the competent authority along with the Application Form including age proof document.
- (d) Recent Passport Size Photograph with signature of the candidate on the photograph to be pasted on the Application Form in the given space and another Passport Size Photograph to be enclosed separately with the Application Form.
- (e) On the cover of the Application Form, following shall be mentioned :  
"Application for the post of ..... for SMMU. AMRUT, West Bengal."
- (f) Candidate should apply in the enclosed Application Form to be downloaded from the website in A4 size paper.
- (g) **Last date of submission of application is 9th November, 2015 upto 4-00 P.M.**
- (h) Complete Application with necessary support document in Sealed Cover **to be submitted either by hand or by registered / speed post / courier service** to the **State Mission Directorate, AMRUT, 3rd Floor, Block-IV (Municipal Affairs Department), Writers' Buildings, Kolkata – 700 001** within the last date and time mentioned above in all the days (except Sunday).

(i) Application by any other means will not be accepted.

4. Candidates are requested to view the website of Municipal Affairs Department ([www.wbdma.gov.in](http://www.wbdma.gov.in)) and Change Management Unit ([www.changekolkata.org](http://www.changekolkata.org)) for further details.

  
State Mission Director  
AMRUT, West Bengal

29/10/15



7) Contact Details:

i) Mobile:

ii) Residence:

iii) E-mail id:

8) Academic Qualification:

Sl. No.	School/Board/univ./ Inst.	Degree / Diploma	Year of Passing	Duration	Percentage of marks obtained

9) Additional Qualification (If any):

10) Present Occupation (If any):

a) Designation.....

b) Name & Address of Employer / Organization.....

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11) Experience :

Sl. No	Name of the Organization	Name of the Post	Experience		Whether the job is permanent/ contractual	Nature of Work Done	Experience Certificate Enclosed (Y/N)
			Year	Month			

12) Language Known:

Language	Reading	Writing	Speaking

**13) Check List of documents (Put Tick mark in the Box)**

Sl. No.	Documents	Y/N	No. of documents enclosed (Photocopies)
1	Proof of age		
2	Proof of Academic qualification		
3	Proof working experience		
4	Copies of recent passport Size photographs		
5	No objection from present employer		

**Declaration:** I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me and I fulfill these conditions. The details mentioned in the Application are true and I shall furnish the necessary documents in original whenever required.

If any information/details found to be incorrect/false at any stage of the selection process or if any fact found to have been concealed by me or detected even after the appointment, my engagement likely to be terminated.

**Date:**

**Place:**

.....  
**Full Signature of the Candidate**

Received a seal envelop from Sri/Smt. .... of .....  
..... for the Post of .....in the SMMU, AMRUT,  
West Bengal (Content not verified)

Date:

Time:

Receiving Assistant