

ADVERTISEMENT**WALK IN INTERVIEW for CITY PROJECT MANAGER**

Walk-in interview for the post of City Project Manager (Municipal Finance Specialist / Expert) for contractual engagement under PMAY-HFA-Urban, Assam for Naharkatia and Chabua Municipal Board will be held on **23.12.22** from **10:30 AM** onwards.

Sl. No.	Name of Urban Local Body	Name of Post	Vacancy
1	Naharkatia Municipal Board	City Project Manager (Municipal Finance Specialist/ Expert)	1
2	Chabua Municipal Board		1

Educational Qualification : Post Graduate / Graduate Degree in Commerce, Finance, BBA.
Details of Qualification, Experience and Roles & Responsibilities in respect of above posts may be seen / downloaded from the District Administration, Dibrugarh website : <https://dibrugarh.assam.gov.in>

Age : 27 years to 45 years

Salary : As per Capacity Building Guideline, MoHUA, Govt. of India & Capacity Building Plan 2020-21.

Important Instruction:

1. Candidates must bring filled-up Standard form of application along with self attested 2 sets of photocopy of all relevant documents, photographs and experience certificate.
2. This engagement will be purely temporary on contractual basis and PMAY-HFA(Urban) Mission related only.
3. Candidates presently working with PMAY-HFA(U) needs to apply with proper NOC from the competent authority.
4. Interested candidates are requested to report on 23/12/22 (Friday) to the office of the Deputy Commissioner, Dibrugarh.
5. No TA-DA will be paid for attending the Walk-in Interview.
6. For details please refer Dibrugarh District Administration official website – <https://dibrugarh.assam.gov.in>

Sd/-
Deputy Commissioner
Dibrugarh

TERMS OF REFERENCE (TOR) FOR THE CITY LEVEL TECHNICAL CELL (CLTC)

POSITIONS UNDER PMAY HOUSING FOR ALL –URBAN

Note: For all the positions in CLTC, the qualifications indicated are the minimum qualifications. Qualifications & Experiences should be strictly viewed and monitored before shortlisting the incumbents as these are the mandatory requirements of Gov. of India.

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

1. City Project Manager (Municipal Finance Expert)

Qualifications & Experience :

- i. **Post Graduate/ Graduate degree in Commerce, Finance, BBA.**
- ii. **At least 3 years of experience in Mission Mode Program or equivalent.**
- iii. **Experience in DBT mission will be added advantage.**
- iv. **Candidates domicile from the vacant ULBs/ towns is preferred and an additional mark may be added**
- 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. Excellent shorthand/computer typewriting speed both Assamese & English
- ix. Prior experience in related field will be an added advantage
- x. Familiar with the rules and procedures of the Urban Local Government.
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. Provide handholding support to the cities in assessing the gaps of infrastructure development in the city
- viii. Support ULBs in the preparation of City Action Plan.
- 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/Executive Officer/ 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.