

GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER OF DHUBRI DISTRICT :::: DHUBRI
(TRANSFORMATION & DEVELOPMENT BRANCH)



NOTICE FOR WALK IN INTERVIEW

No. DPD/131/2015/13

Dated, Dhubri the 16th July

Interested candidates who are citizens of India and fulfil the eligibility norms of educational qualification, age, work experience etc. as mentioned below, are hereby invited to attend a "Walk in Interview" for the post of **City Project Manager-MIS** on contractual basis in the City Level Technical Cell of Pradhan Mantri Awas Yojana- Housing for All(Urban), scheduled to be held on 25th July, 2022 as per time and venue given below.

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.

Date of Interview : 25th July, 2022,

Time : From 11.00 AM onwards

Venue : Office Chamber of the Deputy Commissioner, Dhubri, DC Office Dhubri

Sl No	Name of the Post	No. of Vacancy	Qualification and Experience	Age	Monthly Remuneration
1	City Project Manager-MIS	03 (Bilasipara MB, Gauripur MB, Golakganj MB)	<ol style="list-style-type: none"> 1. Post Graduate/ Graduate degree in engineering (Civil)/ Post Graduate/ Graduate degree in Computer Science, Computer Application, Information Technology/ Post Graduate/ Graduate degree in Social Science or Mass Communications. Others need not apply 2. At least 3 (three) years of experience in Mission Mode Program or equivalent or work experience. 3. Experience in DBT mission will be added advantage. 4. Experience in evaluating Urban Infrastructure investments and helping City governments to use a range of options for financing projects. 5. Expertise in preparation of DPR, financial tenability and viability analysis of projects. 6. Ability to assist ULBS to set standards and procedures for ensuring quality and monitoring compliances. 7. Excellent shorthand/ Computer typewriting speed both Assamese & English 8. Prior experience in related field will be added advantage. 9. Familiar with the rules and procedures of the Urban Local Government. 10. Fluency in Local language is essential. 	Not more than 45 years	As per the Capacity Building Guideline of PMAY-HFA(U),

Important Instructions:

- 1) Candidates must bring filled-up Standard Form of Application along with self-attested 2 sets of Photocopy of all certificates, mark sheets, experience certificates etc. along with the original documents, Photographs for verification.
- 2) The engagement will be purely temporary on contractual basis and co-terminus with the end of the project and no provision of regularization.
- 3) Interested candidates are requested to report on 25/7/2022 at 10:30 AM at the venue mentioned above.
- 4) No TADA and official accommodation will be provided for appearing in the interview.
- 5) Roles and Responsibilities may be seen in the enclosed Annexure-A.
- 6) Deputy Commissioner, Dhubri reserves the right to cancel/postpone the interview without assigning any reason thereof.

Sd/
(Anbamuthan M.P., IAS)
Deputy Commissioner,
Dhubri

Dated, Dhubri the 16th July

Memo No. DPD/131/2015/13 (A)

Copy to :

- 1) The State Mission Director, PMAY- HFA(Urban), Assam for favour of kind information.
- 2) The Executive Officer, Bilasipara/ Gauripur/Golokganj MB for information.
- 3) The Dy. Director, Employment Exchange Dhubri for information and necessary action.
- 4) The DIPRO, Dhubri for wide publicity through FLS. He is also requested to make necessary arrangement for publishing this Notice of Walk-in-Interview in any two leading Newspaper (one in Assamese and one in English language)
- 5) The SDIPRO, Bilasipara for wide publicity through FLS.
- 6) The DIO, NIC Dhubri for information and necessary action. He is requested to upload a copy of the Notice in the district website.
- 7) The Nazir, DC Office Dhubri for information and necessary action.
- 8) Notice Board, DC Office Dhubri/ Employment Exchange Dhubri/ Dhubri M.B/ Bilasipara M.B/ Gauripur M.B.

Deputy Commissioner,
Dhubri

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.

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

- 1. City Project Manager (MIS)/ Qualifications & Experience**
- i. Post Graduate/ Graduate degree in Computer Science, Computer Application, Information Technology.
 - 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.

2/2/16