

GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER :: LAKHIMPUR :: NORTH LAKHIMPUR
[DEVELOPMENT BRANCH]

No. LDC.10/PMAY(U)/CPM/Appt/2022/4

Dated North Lakhimpur, the 3rd February, 2022.

ADVERTISEMENT

WALK-IN INTERVIEW for CITY PROJECT MANAGERS

Walk-in-interview for the Post of **CITY PROJECT MANAGERS (MIS & MFE)** for contractual engagement under PMAY-HFA-Urban, Assam for Dhakuakhana Municipal Board and Bihpuria Municipal Board will be held on 06-02-2022 from 10.00 AM onwards.

Sl. No.	Name of Post	Name of Urban Local Body	Vacancy
1	City Project Manager- Management Information System (MIS) Specialist	Dhakuakhana Municipal Board	1
1	City Project Manager – Municipal Finance Expert (MFE) Specialist	Bihpuria Municipal Board	1

Educational Qualification : i) Post Graduate / Graduate degree in Computer Science, Computer application, Information Technology for the post CPM (MIS)

ii) Post Graduate / Graduate degree in Commerce, Finance, BBA for the post of CPM (MFE).

Details of Qualification, Experience and Roles & Responsibilities in respect of above posts may be seen / downloaded from the District Administration, Lakhimpur website : lakhimpur.nic.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 06-02-2022 (Sunday) in the office of the Executive Officer, Dhakuakhana Municipal Board / Executive Officer, Bihpuria Municipal Board.
- 5) No TA-DA will be paid for attending the Walk-In Interview.
- 6) For details please refer Lakhimpur District Administration official website : lakhimpur.nic.in


Deputy Commissioner
Lakhimpur.

Memo No. LDC.10/PMAY(U)/CPM/Appt/2022/4-A
Copy to :-

Dated North Lakhimpur, the 3rd February, 2022.

- 1) The State Mission Director, PMAY-HFA(Urban), Assam, Dispur, Guwahati-6 for favour of kind information.
- 2) The Executive Officer, Dhakuakhana / Bihpuria Municipal Board for information and necessary action.
- 3) The DIPRO, Lakhimpur. She is requested to make wide publicity of the above advertisement both in English & Assamese version through local print and electronic media and submit a copy of the News paper publishing the advertisement.
- 4) The DIO, NIC, Lakhimpur. He is requested to upload the above Recruitment Notice along with detail Qualification, experience, Roles & Responsibilities in the official website of District Administration, Lakhimpur immediately.


Deputy Commissioner
Lakhimpur.

OFFICE OF THE MISSION DIRECTOR: PMAY-HFA (U) ASSAM

DISPUR:: GUWAHATI-6

Tell No : 0361- 2235166

E-Mail : pmayhfauassam@gmail.com

Website: www.pmayassam.in

Dated, Dispur the 24th January 2022

No. MD/PMAY/Rect/2018/80/2021(Part-I)/১৩

From: Shri Richard Ahmed, ACS
State Mission Director
Pradhan Mantri Awas Yojana Housing for All-Urban

To: 1. Principal Secretary, KAAC, Diphu/ NCHAC, Haflong/ BTC, Kokrajhar
2. Deputy Commissioner (All Districts except Majuli & South Salmara)

Sub: Recruitment of contractual employees for the post of City Project Managers under City Level Technical Cell for PMAY HFA-Urban, Assam

Sir/ Madam,

With reference to the subject cited above, I would like to inform you that as per the direction of the Principal Secretary to the Govt. of Assam, Department of Housing and Urban Affairs, all vacancies at Urban Local Body (ULB) level should be filled up immediately by Principal Secretaries of 6th Scheduled districts and Deputy Commissioners cum Chairman District Level Project Steering Committee of concerned vacant districts.

In this regard you are kindly requested to arrange for Walk in interview for identifying prospective candidates to work as a City Project Manager in the City Level Technical Cell of PMAY HFA Urban, Assam. The remuneration and Terms of Reference (ToR) will be as per the Capacity Building Guideline of PMAY HFA Urban. The copy of the Capacity Building Guideline is attached as annexure.

You are also hereby requested to inform the office of the State Mission Directorate, PMAY HFA Urban, Assam after appointment of the City Project Managers for signing of their agreement, issue of contract letter and fixing of remuneration.

This is for your information and necessary action

Yours faithfully,


(Richard Ahmed, ACS)
State Mission Director,

PMAY-HFA-(Urban), Assam

Dated, Dispur the 24th January 2022

Encl: 1. Capacity Building Guideline
2. Vacancies in the district

Memo No. MD/PMAY/Rect/2018/80/2021(Part-I)/১৩-৪
Copy to:

1. P.S to the Principal Secretary to the Govt. of Assam, Deptt. of Housing and Urban Affairs, for kind appraisal of Principal Secretary.
2. City Project Managers of concerned districts for information and necessary action.
3. Office Copy

(Richard Ahmed, ACS)

State Mission Director, PMAY-HFA-Urban

**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

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)	9	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)	3			
Total Vacant Posts		15			

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

SL No	District	Post	Urban Local Bodies	Vacancy
1	Biswanath	City Project Manager-SDE Specialist	Gohpur Municipal Board	1
2	Charaideo	City Project Manager-MIS Specialist	Sonari Municipal Board	1
3	Charaideo		Moran Municipal Board	
4	Dhubri	City Project Manager-MIS Specialist	Gauripur Municipal Board	1
5	Dhubri		Golakganj Municipal Board	
6	Dibrugarh	City Project Manager-MFE Specialist	Chabua Municipal Board	1
7	Karbi Anglong (East)	City Project Manager-MIS Specialist	Diphu Municipal Board	1
8	Karbi Anglong (East)	City Project Manager-SDE Specialist	Bakalia Municipal Board	1
9	Karbi Anglong (East)		Bokajan Municipal Board	
10	Goalpara	City Project Manager-MIS Specialist	Goalpara Municipal Board	1
11	Golaghat	City Project Manager-MIS Specialist	Barpathar Municipal Board	1
12	Golaghat		Sarupathar Municipal Board	
13	Jorhat	City Project Manager-MIS Specialist	Mariani Municipal Board	1
14	Jorhat		Teok Municipal Board	
15	Karbi Anglong (West)	City Project Manager-MCE Specialist	Baithalanshoo Municipal Board	1
16	Nagaon	City Project Manager-MIS Specialist	Kampur Municipal Board	1
17	North Lakhimpur	City Project Manager-MIS Specialist	Dhakuakhana Municipal Board	1
18	North Lakhimpur	City Project Manager-MFE Specialist	Bihpuria Municipal Board	1
19	Sivasagar	City Project Manager-SDE Specialist	Demow Municipal Board	1
20	Tinsukia	City Project Manager-MIS Specialist	Makum Municipal Board	1
Total				15



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 CLTC, the qualifications indicated are the minimum qualifications.

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

1. 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.

