

**Government of Jharkhand**  
**Urban Development Department**

**VACANCIES ON CONTRACTUAL BASIS**

Advertisement No.: UD/GoJ/RAY-06

Date: 20.02.2013

Applications are invited from the suitable candidates for the appointment as Town planning Specialist, Project/Engineering Specialist, MIS Specialist & Capacity Building/ Training Coordinator on contract basis initially for a period of one year for the Slum Free City Planning Cell to be constituted in the Directorate of Municipal Administration, Urban Development Department, Project Building, Dhurwa, Ranchi and at the cell in Municipal Corporation/Municipalities of four cities namely Ranchi, Dhanbad, Jamshedpur, and Chas in terms of provisions of Rajiv Awas Yojna of Ministry of Housing and Urban Poverty Alleviation, Govt. of India. The last date for receiving the application for the above posts is 05.03.2013.

All the above posts are temporary and contractual in nature and co-terminus with the Slum Free State / City Planning Schemes. The application format and other details may be obtained and downloaded from the notice section of the website - [www.jharkhand.gov.in](http://www.jharkhand.gov.in).

**Sd/-**

Secretary

Urban Development Department

**Government of Jharkhand**  
**Urban Development Department**

**Appointment of Professionals on Contractual Basis for Rajiv Awas Yojana (RAY)**

Urban Development Department (UDD), Government of Jharkhand invites application from interested professionals for the posts mentioned below on contractual basis.

Post		Town Planning Specialist	Project Engineering Specialist	MIS Specialist	Capacity Building/ Training Coordinator
No. of Vacancies at State Level		1	1	1	0
No. of Vacancies at City Level	Ranchi	0	1	0	0
	Dhanbad	1	1	0	0
	Jamshedpur	1	1	0	1
	Chas	1	1	0	0
<b>TOTAL</b>		<b>4</b>	<b>5</b>	<b>1</b>	<b>1</b>

\* The monthly remuneration for Town Planning Specialist & Project Engineering Specialist will be Rs 50,000/- per month for State Level and Rs 45,000/- per month for City Level. The monthly remuneration for MIS Specialist will be Rs 45,000/- per month and Rs 37,000/- for Capacity Building/ Training Coordinator.

- Terms of Engagement:** The appointment of professionals will be purely on annual contract basis for a period not more than the project period as decided by the Government of India and to be renewed annually based on performance, output and desired impacts.
- The services against the advertised posts above shall be procured purely on the contractual basis initially for a period of one year only.
- The successful candidates will have to sign a contractual agreement in the prescribed format.
- The contract shall not confer any right or claim of extension/absorption in the department/ULB.
- Last Date for Receipt of Application:** 05.03.2013 (on all working days from 11.00 AM to 5.00 PM except holidays)
- How to apply:**
  - Duly filled application form as enclosed in **Appendix -A** along with the attested copy of the proof of age, qualification and experience should be sent through registered post/speed post/courier to the Urban Local Bodies. The application form made available by hand shall not be acceptable.
  - Candidates applying for the State level cell at Ranchi may submit their application to the **Director Municipal Administration, Urban Development Department, Project Building, Dhurwa, Ranchi-834004.**
  - Candidate desirous of being appointed to the city level cell at Ranchi, Dhanbad, Jamshedpur and Chas may apply to the **Chief Executive Officer / Executive Officer of the respective Municipal Corporation/ Municipalities (Appendix -C) in the prescribed application form.**
- The scope of work and requisite qualification and experience for different category of specialist for the state as well as city level cell is detailed as described in **Appendix -B.**
- The shortlisted candidates will be intimated by the concerned urban local body in due course to appear before the interview board for final selection.

Sd/-  
Secretary  
Urban Development Department

Government of Jharkhand  
**Urban Development Department**  
(Application form)

**Appendix: A**

Application for the post of: .....

Post Applied for  State Cell: Ranchi

City Cell: ..... (Name of City)

AFFIX YOUR  
RECENT PASSPORT  
SIZE PHOTO HERE

1. Full Name (in block letters):
2. Father's Name:
3. Date of Birth:
4. Address for correspondence:  
    PIN:  
    Mobile:  
    Email:
5. Permanent address:  
    PIN:
6. Category (ST/SC/BC/OBC/GEN):
7. Gender (Male/Female):
8. Nationality:
9. Languages known:
10. Educational Qualification:

Examination passed	Name of the Institute/University	Subject Studied	Month & Year of passing	% of aggregate marks

11. Professional Qualification:

Examination passed	Name of the Institute/University	Subject Studied	Month & Year of passing	% of aggregate marks

12. Particulars of experience

Name of the department served	Designation	Period of service		Experience		Nature of duties performed
		From	To	Years	Months	
Total Experience						

**NOTE- Enclose Attested Copies of:**

- a) Proof of Age
- b) Educational & Professional Qualifications Certificates.
- c) Experience Certificates.
- d) Other Certificates

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirement my application may be summarily rejected. I am physically sound to discharge the duty to be assigned & undertake to abide by all the terms & conditions of the recruitment as decided by the competent authority.

Place:

Date:

Signature of the Candidate

**Terms of Reference for Technical Positions under RAY Slum Free  
Planning Guidelines at State Level**

**1. Town Planning Specialist**

The Town Planning Specialist will ensure adherence and provide support to local bodies with regard to the planning guidelines of RAY/JNNURM and ensure that the proper templates are provided to local bodies for planning

**Scope of Work**

- Provide advice for improvement of activities related to urban planning
- Assist in programme design and implementation of the slum free city plan and to clearly identify the role of stakeholders at State level,
- Assist in selection of best model for in-situ development and deciding options for relocation of untenable slums.
- Assist in integration of spatial data, and slum survey information at slum and city level to create GIS enabled slum MIS
- Provide technical support in implementing following: 74th CAA provisions related to urban planning and slum improvement, land use and land tenure especially for urban poor, environmental planning etc,
- Any other related tasks that may be entrusted upon by the head of technical cell at State level

**Qualifications and Experience**

- Masters Degree in Planning with specialization in Urban Planning
- Minimum of three years work experience in urban planning with experience of urban infrastructure projects.
- Experience of reform oriented projects is desirable.
- Fluency in English and local language essential.

## **2. Project Engineering Specialist**

Project Engineering Specialist will be responsible for providing overall guidance and support to ULBs on all aspects of planning, design, implementation, monitoring and quality assurance of slum infrastructure projects undertaken under Slum Free City Plan

### **Scope of Work**

- Provide technical support as necessary in design and implementation of slum infrastructure works - Water supply, drainage, roads, Solid waste etc,
- Facilitate recruitment of quality consultants for preparation of DPRs
- Provide technical advice in tendering process, design and supervision of infrastructure works,
- Review the Detailed Projects Report (DPR) for precision and detail and provide feedback as necessary,
- Support ULB to prepare project monitoring formats and report with precision on progress of construction and utilization of funds under RAY,
- Develop and disseminate guidelines on project preparation, procurement and other related activities,
- Assess the training needs in engineering and assist ULBs to access quality training on site or at recognized centres of excellence,
- Provide advice for the improvement of the day to day activities of the ULBs' public health and sanitation services.
- Any other related tasks that may be entrusted upon by the head of technical cell at State level

### **Qualifications and Experience**

- Graduate degree in Civil Engineering.
- Minimum of five years experience in procurement, design, and supervision of infrastructure works,
- Ability to assist ULBs to set standards and procedures for ensuring quality and monitoring compliance,
- Prior experience as municipal engineer will be an added advantage,
- Fluency in English and local language essential.

### **3. MIS Specialist**

The primary responsibility of the MIS expert will be to support speedy internalization of the MIS and accurate reporting through the same and strive to improve the IT systems of RAY/JNNURM and proactively recommended ways to make it more users friendly and efficient

#### **Scope of Work**

- Coordination of data entry and file uploads into systems to be used by the State Level Nodal Agency (SLNA) on a regular basis.
- Work closely with the GIS expert in providing advice to the Local Bodies for the development of a GIS based Slum MIS.
- Provide advice to the Local Bodies in coordinating/monitoring Slum Surveys
- Coordinate management of electronic data pertaining to the SLNA, including soft copies of letters, reports and numerical data. This may involve conversion of data and reports in hard copy to electronic form, as well as their storage in an organized filling system.
- Furnishing of reports / Quarterly Progress report to the Ministry
- Encourage use of IT to produce training materials and manuals ; increasingly impact an understanding and use of e-learning among staff ; stay abreast of latest development in the IT sector and transfer emerging technology as relevant to both to the SLNA and the ULB's
- Provide assistance to the City level MIS Specialist as and when required
- Any other related tasks that may be entrusted upon by the head of technical cell at State Level.

#### **Qualification and Experience**

- BE/B.Tech Computer Science / Electronics, MCA/PGDCA in IT ; M.Sc Computer Science,
- Minimum of five years of experience in government / semi government/ autonomous organizations / private company of repute. Should have exposure to software development & project management, database management, MIS etc.
- Ability to work in a team and train staff on the job to use the systems and assist in day to day issues related to IT.
- Fluency in English and local language essential.

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# **Terms of Reference for Technical Positions under RAY Slum Free Planning Guidelines at City Level**

## **1. Town Planning Specialist**

The Town Planning Specialist will be responsible for supporting improved coordination between various planning agencies and organizations responsible for urban development at City level. The planner will also be responsible for guiding town planning activities at the city level.

### **Scope of Work**

- Programme design and implementation of the slum free city plan and to clearly identify the role of stakeholders at City level, Zone/Ward Level, Neighborhood level etc, and Slum (Settlement) Level,
- Identifying in consultation with the local body the geographic area to be covered under slum free city plan,
- Using appropriate GIS mapping techniques and GIS base maps assist in identifying the slum pockets within the city.
- Based on the proposed land use and land reserved for city infrastructure, do plotting on the GIS maps information available from City Master Plan, City Development Plan and city Departmental sources.
- As part of the slum mapping exercise, assist the local Body in identifying ownership of the land occupied by slums and mapping under various category of land e.g. public land, private land, disputed land etc.,
- Assist categorization of each slum in terms of its tenability,
- Assist in selection of best model for in-situ development and deciding options for relocation of untenable slums.
- Assist in integration of spatial data, and slum survey information at slum and city level to create GIS enabled slum MIS
- Ensure formulation, implementation and revision of CDPs and linkage with Master Plans,
- Develop and update databases on planning.
- Any other related tasks that may be entrusted upon by the head of slum free city cell



## **Qualifications and Experience**

- Masters Degree in Planning with specialization in Urban Planning
- Minimum of two years work experience in urban planning with experience of urban infrastructure projects.
- Experience of reform oriented projects is desirable.
- Fluency in English and local language essential.

## **2. Project Engineering Specialist**

Project Engineering Specialist will be responsible for providing overall guidance and support to ULBs on all aspects of planning, design, implementation, monitoring and quality assurance of slum infrastructure projects.

### **Scope of Work**

- Provide technical support as necessary in design and implementation of slum infrastructure works - Water supply, drainage, roads, Solid waste etc,
- Facilitate recruitment of quality consultants for preparation of DPRs,
- Provide technical advice in tendering process, design and supervision of infrastructure works,
- Review the Detailed Projects Report (DPR) for precision and detail and provide feedback as necessary,
- Support ULB to report with precision on progress of construction and utilization of funds under RAY,
- Develop and disseminate guidelines on project preparation, procurement and other related activities,
- Assess the training needs in engineering and assist ULBs to access quality training on site or at recognized centres of excellence,
- Provide advice for the improvement of the day to day activities of the ULBs' public health and sanitation services.
- Any other related tasks that may be entrusted upon by the head of slum free city cell

## **Qualifications and Experience**

- Graduate degree in Civil Engineering.
- Minimum of three years experience in procurement, design, and supervision of infrastructure works,
- Ability to assist ULBs to set standards and procedures for ensuring quality and monitoring compliance,
- Prior experience as municipal engineer will be an added advantage,
- Fluency in English and local language essential.

### **3. Capacity Building/ Training Coordinator**

The Capacity Building/Training Coordinator will play a key role in taking forward the core principles of RAY with regard to appreciations and implementation of the reforms, internalizing stake holder consultations into the operating procedures and practices of infrastructure development and optimizing community participation in urban governance. Capacity building and training will also be critical for the preparation and implementation of slum free city action plan.

#### **Scope of Work**

- Assess barriers and constraints, training requirements, institutional weaknesses, absorptive capacity constraints to implement slum infrastructure projects and urban reforms, issues of sustainability of created assets , and other social and institutional risks at ULB level.
- Develop capacity building modules in local for language for conduct of training programmes on RAY
- Build the database of trainers and resources persons on urban poverty alleviation, planning, community participation, social development, engineering etc.
- Support ULBs in organizing training programmes and bringing in resource persons for taking sessions during training programmes.
- Prepare reports of the trainings and capacity building programme
- Undertake the follow up of the training and capacity building programmes
- Support ULBs in cross learning through organizing study tours, exposure visits.
- Ensure that women elected representatives and other marginalized groups attend

the training programmes and contribute in implementing RAY in cities.

- Monitor the impacts of training programmes and document learnings from the field.
- Identify and address gender gaps in coverage of services, access to training and opportunities for economic activities,
- Any other related tasks that may be entrusted upon by the head of slum free city cell

### **Qualifications and Experience**

- Masters or doctoral degree in Urban Planning and management, Social Sciences, with practical experience of working in the development areas, preferably in urban development.
- Minimum of three years experience in urban sector
- Wide knowledge and experience in implementing governance reforms
- Training in organizational behavior and management of institutional change processes
- Experience in designing capacity building activities, preferably in the municipal environment.

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## Appendix- C

<b>Sl.No</b>	<b>City</b>	<b>Address</b>
1	Ranchi	Chief Executive Officer, Ranchi Municipal Corporation, Kutchary, Ranchi - 834001
2	Dhanbad	Chief Executive Officer, Dhanbad Municipal Corporation, Bank More, Dhanbad - 826001
3	Jamshedpur	Special Officer, Jamshedpur NAC, Sakchi, Jamshedpur - 831001
4	Chas	Executive Officer, Chas Nagar Parishad, Chas-827013