



Government of Jharkhand
Urban Development & Housing Department
Directorate of Municipal Administration

Advertisement No. 02/न0प्र0नि0/NULM-नया नियुक्ति/05/2018/1342

Dated: 30/5/2019

Recruitment Notice

Various Positions for Recruitment on Contractual Basis under Deendayal Anthoydaya Yojana- National Urban Livelihood Mission (DAY-NULM)

Applications are invited from the eligible candidates to fill following positions in the **City Mission Management Unit (CMMU)**, constituted under the Directorate of Municipal Administration, Urban Development & Housing Department, Project Building, Dhurwa, Ranchi as per provisions of Ministry of Housing and Urban Affairs (MoHUA), Govt. of India on contractual basis for implementation of Deendayal Anthoydaya Yojana- National Urban Livelihood Mission (NULM) in Jharkhand:

S.N	Name of Post	Total No. of Posts	Category					Monthly Consolidated Remuneration
			UR	ST	SC	BC-I	BC-II	
1	Manager- Social Development & Infrastructure	7	5	2	0	0	0	Rs. 50,000/- to Rs. 60,000/-
2	Manager- Skill & livelihood	5	1	1	1	1	1	
3	Manager – Financial Inclusion & Micro Enterprises	2	1	0	0	1	0	
4	Manager – MIS &ME	3	1	1	0	1	0	
5	Community Organizer (CO)	31	13	12	4	0	2	Rs. 10,000/-

* No. of vacancies may increase or decrease, subject to requirement

2. The engagement of professionals will be purely on contractual basis. Details on Terms of Reference (ToR) and General Terms & Conditions of engagement, required qualification, and experience for the respective position and other details may be viewed and downloaded from notice section of the website – www.jharkhand.gov.in/www.udhd.jharkhand.gov.in/<http://recruitment.jharkhand.gov.in> under the carrier link.

3. Duly filled application form (as prescribed in the website) should be strictly applied **online through <http://recruitment.jharkhand.gov.in>** only along with scan copy of the proof of age, educational qualification, work experience, key competencies (if any), caste certificate, etc. is to be attached compulsorily.

4. A non-refundable fee of Rs. 1100/- (Rupees One thousand one hundred only) for the post sr. no. 1 to 4 is to be paid and Rs. 500/- (Rupees five hundred only) for the post sr. no. 5 is to be paid through online **payment gateway**.

5. *The application form made available by **offline/post/hand/ any other mode except above shall not be entertained and summarisely rejected.***

6. The date for applying online is 3rd June 2019 to 24th June 2019 till 3:00 pm.

Sd/-

Director
Director Municipal Administration
Urban Development & Housing Department

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Terms of Reference (ToR) for City Mission Manager Unit (CMMU)
Positions under DAY-NULM

Scope of work:

The person selected for these positions will assist the City Project Officer, CMMU in operationalizing the respective components of NULM at the city level. The position is a contractual engagement, initially for a period of two years which may consist of probation for a period of six months from the date of joining. Renewal of contract may be done after two years based on performance appraisal. The incumbent will directly report to the City Project Officer, CMMU. The person should have good command on writing and speaking both English and the regional language.

Educational Qualifications, Experience and Competencies:

S.N	Position	Education and Experience Particulars	Competencies	Remuneration per month
1.	Manager-Social Development & Infrastructure	Two year Full time Post graduate diploma in Management/ MBA or Masters in any other relevant discipline with 3 years of experience or Graduate from government recognized institutes with 6 years of experience in social Development work with poverty reduction programmes.	The person should be Proficient with MS office; strong analytical skills; Experience of Working with government institutions will be given preference.	Rs. 50,000/- to Rs.60,000/-
2.	Manager-Skills and Livelihoods	Two year full time post graduate diploma in Management/MBA or Masters in any other relevant discipline with 3 years of experience or Graduate from government recognised institutes with 6 years of experience in implementation of skill training and placement programmes.	The person should be Proficient with MS Office; strong analytical skill; Experience of working with government institutions will be given preference.	Rs. 50,000/- to Rs.60,000/-
3.	Manager – Financial Inclusion & Micro Enterprises	Two year full time Post graduate diploma in Management/ MBA or Masters in any other relevant discipline with 3 years of experience Or Graduate from government recognised institutes with 6 years of experience in dealing with credit linkages, social security and/or micro enterprises promotion in poverty reduction programmes/ financial institutions.	The person should be Proficient with MS office; strong analytical skills; Experience of working with government institutions will be given preference.	Rs. 50,000/- to Rs. 60,000/-
4.	Manager – MIS &ME	Two year full time Post Graduate diploma / Masters in Computer Science, M.Sc. (computer science), B.Tech (computer science) or MCA from government recognized institute/ university with at least 3 years of experience in designing and implementation of MIS and ME for large development projects, preferably poverty reduction project.	The person should have, in addition to the above mentioned competencies, very good documentation skills and should be very good at preparation of reports; Proficient with Project Management software; Database Management systems; website development and management.	Rs. 50,000/- to Rs. 60,000/-
5.	Community Organiser (CO)	Intermediate (10+2) in any discipline. Candidates should have at least 5 years of experience in working with community on social development.	The person should be Proficient with MS office(Word, Excel, power point etc.	Rs. 10,000/-

Key Responsibility Areas

Manager – Social Development & Infrastructure

- i. Ensure that city adheres to the guidelines prescribed by NULM
- ii. Develop work plan for implementation of Social mobilisation component for the city
- iii. Responsible for the SM&ID, USVs & SUH targets of the city with respect to community mobilisation, SHGs, Federations, Revolving Fund, CLCs, Vendor development plan, Vendor Markets development and Shelters for Urban homeless etc.
- iv. Ensure the SHGs, ALF and CLF structures are established in the city
- v. Responsible for providing need based Technical Assistance to Community Organisers (COs)
- vi. Arranging for appropriate linkages with relevant agencies/departments and integrate Social mobilisation agenda in implementing of NULM
- vii. Ensure reporting of the Social mobilisation and institution Development component
- viii. Work closely with other Managers at the city level for successful implementation of NULM
- ix. Perform any other related tasks assigned by the City Project Officer, CMMU

Manager – Skills and Livelihoods

- i. Ensure that the city adhere to the EST & P guidelines prescribed by NULM
- ii. Prepare work plan for EST & P agenda for the city
- iii. Responsible for the EST & P targets of the city
- iv. Ensure Identification of Skill Training Providers (STPs) at the city level and monitoring the performance quality of the STPs and other agencies involved
- v. Responsible for providing need based Technical assistance to Cos
- vi. Ensure linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes, and other relevant agencies
- vii. Ensure reporting against KRAs
- viii. Work closely with other Managers at the city level for successful implementation of NULM
- ix. Perform any other related tasks assigned by the City Project Officer, CMMU

Manager – Financial Inclusion and Micro Enterprises

- i. Ensure that the city adhere to the guidelines prescribed by NULM
- ii. Prepare work plan for Universal Financial Inclusion (UFI) and Self Employment Programme (SEP) agenda for the city
- iii. Responsible for UFI & SEP targets of the city
- iv. Ensure the bank linkages for SHGs and its members at the city level
- v. Facilitate access to credit for micro enterprises set up by the urban poor at the city level.
- vi. Responsible for providing need based Technical Assistance to Cos/
- vii. Arranging for appropriate linkages with relevant agencies/departments and integrate Universal Financial Inclusion and Self-employment programme agenda in implementing of NULM.
- viii. Ensure reporting against KRAs
- ix. Work closely with other Managers at the city level for successful implementation of NULM
- x. Perform any other related tasks assigned by the City Project Officer, CMMU

Manager – MIS & ME

- i. Prepare work plan for monitoring of the components of NULM
- ii. Responsible for the ensuring proper implementation of MIS at the city level, compilation of information at the city level and submission of the same to the state
- iii. Undertake real time monitoring of the scheme at the city level
- v. Responsible for timely submission of information to state
- vi. Responsible for providing need based Technical Assistance to Cos
- vii. Adhere to all monitoring and reporting systems like baseline study, MPRs, Process documentation etc. at city level
- viii. Work closely with other Managers at the city level for successful monitoring of NULM
- ix. Perform any other related tasks assigned by the City Project Officer, CMMU



Terms of Reference (ToR) for Community Organiser (CO) under NULM

Scope of work:

The person selected for this position will cover least at least 3000 urban poor families at the city level. S/he will interact and will have direct interface with the urban poor and assist them in accessing all the benefits of NULM. The position is a contractual engagement, initially for a period of two years. Renewal of contract may be done after two years based on performance appraisal. The incumbent will report to the City Project Officer, CMMU or any other officer assigned by him. The person should have good command on writing and speaking both English and the regional language

Key Responsibility Areas

Community Organiser (CO)

- i. Ensure that the social mobilisation of urban poor in his or her operational area – directly or through Resource Organisations (ROs)
- ii. Facilitate community in forming into groups/federations
- iii. Facilitate implementation of various programmes/aspects related to NULM in his/her operational area
- iv. Develop community level comprehensive database on infrastructure, assets and social aspects, update the database periodically.
- v. Support and strengthen SHGs and their federations including the SHGs of disabled persons in accessing convergent services.
- vi. Promote SHG-Bank linkage
- vii. Establish liaison with government departments for convergence
- viii. Assist in surveys related to NULM
- ix. Support implementation of development works like community contracts, O & M of community assets, etc.
- x. Document the working of good practices
- xi. Organize and attend community level meetings trainings, as per the need.
- x. Submit periodic reports as necessary
- xi. Any other tasks/ duties as assigned from time to time by the CPO

General Instruction:

1. No traveling allowance etc. will be admissible to the candidates for appearing in written exam/ interview.
2. The date, time and venue of written test/practical test/skill test/Interview will be decided by the Department at its administrative convenience and then will be intimated to the concerned candidates.
3. The Department reserves the right to modify and/or change the number of vacancies without assigning any reason whatsoever. Additional vacant positions in equivalent/comparable posts may also be filled through this announcement.
4. Information regarding any subsequent modification/ alteration/ addition/ deletion made in the provisions of this notice will be given to the candidates during the interview or earlier, as far as possible.
5. The list of shortlisted candidates will be uploaded on the website - www.jharkhand.gov.in/ www.udhd.jharkhand.gov.in <http://recruitment.jharkhand.gov.in> under the notice section. The shortlisted candidates would have to appear in Ranchi for further process of recruitment on the date and time communicated to them through email/mobile only provided in the application form and they have to bear the cost of transport and logistics etc.
6. Last Date for submission of Application is 24th June 2019 till 03:00PM.
7. Any dispute arising out of, or connected with this contract appointment on different vacant post conducted by Directorate of Municipal Administration, Department of Urban Development & Housing, Govt. of Jharkhand shall be resolved by the Director,

Directorate of Municipal Administration, Urban Development & Housing Department, Govt. of Jharkhand, whose decision shall be final and binding upon all the parties.

8. Candidates after final selection may have to undergo training programme. During the training, if a candidate is found unfit for the post, s/he shall be removed & wait-listed candidates shall be replaced after due verification.

General Information, Terms & Conditions:

- The positions are purely contractual in nature and co-terminus with the project.
- The total number of vacancies as indicated above will be filled up as per the requirement strictly in accordance with merit. The number of vacancies may increase or decrease, subject to requirement.
- The candidate must be citizen of India.
- Age limit of candidate is below 60 years at the time of joining.
- All successfully recruited candidates will have to undergo probation for a period of 6 months from the date of joining. If the performance is not satisfactory during the probation period, concerned competent authority may take suitable action, including termination of the services of the successful candidates by giving a notice period of at least three month.
- Resolution No.-4684 dated 21-07-2017 of Urban Development & Housing Department; Govt. of Jharkhand will be applicable on all candidates for the purpose of appointment.
- As per the above said resolution, terminated employees from Urban Development & Housing dept. will not be eligible for the selection process.
- The contractual engagement shall not confer any right or claim of extension/absorption in the Urban Local Body under the Urban Development & Housing Department, Govt. of Jharkhand.
- The department/Directorate reserves the right to cancel/postpone the appointment wholly or partly if so required.
- The successful candidates will have to sign a contractual agreement in the format prescribed by the Directorate, Municipal Administration as per NULM guidelines and for this e-stamp paper of Rs. 100/- for indemnity bond is to be submitted after on the joining day.
- The successful candidates will have to submit an affidavit that after completion of the project their candidature will terminate automatically.
- The contract shall not confer any right or claim of extension/absorption in the department.
- The contract shall be effective from the date of actual contractual engagement.
- All successfully recruited Technical experts may be given an initial contract for a period of 2 years.

How to Apply:

1. Candidate has to register herself/himself on recruitment portal using Register Tab on Home page of <http://recruitment.jharkhand.gov.in>
2. After successful registration, candidate will get 6 digits numerical user id and default password. Registered candidates are requested to change their default password on immediate basis and not to share with anyone.
3. Candidate already registered in past must login with their 6 digits numerical user id and password. For query regarding user ID and password, e-mail on jhar.recruitment@gmail.com.
4. After getting user id and password, candidate should login as Applicant.
5. After login candidate has to fill all the required information.
6. Mandatory to fill and upload documents of:-
 - Qualification using Add qualifications tab. (max. size of document 100 KB)
7. Candidate should upload updated Resume (bio data) having less than 1 MB and .pdf file format.
8. Candidate should upload caste and residential certificate (if s/he belongs to either ST/SC/OBC/BC_II reserved category) having less than 100 KB and .pdf file format.
9. After filling of information candidates have to apply for his respective posts using 'Applying For' tab.

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10. During Apply online process candidate has to pay Rs. 100/- through online payment gateway.
11. After successful online payment candidate will get payment receipt and his/her application process will be completed. Candidate should keep safely his/her Applicant Req. ID.
12. For any difficulty send e-mail on jhar.recruitment@gmail.com at least 1 day before closure of application deadline.

Sd/-

Director

Director Municipal Administration
Urban Development & Housing Department

APPLICATION FORM

Position Applied For: _____

Paste Recent
Passport Size
Photograph

1. PERSONAL DETAILS

Name of the Candidate	_____	_____
	(First Name)	(Surname)
Father's Name	_____	_____
Mother's Name	_____	_____
Address:	<u>Permanent</u>	<u>Present</u>
	_____	_____
Mobile/Phone No.	_____	
Telephone-Residence	_____	
Telephone-Office	_____	
Email Id.	_____	
Date Of Birth: <u>(DD/MM/YY)</u>	_____	
Category: <u>(ST/SC/General/EBCI/BCII)</u>	_____	
Sex: <u>(Male/Female)</u>	_____	

2. EDUCATION QUALIFICATION (Recent First)

Qualification	University/Institution	Main Subjects	Completion Year	Division/Grade	Marks %

3. EMPLOYMENT/WORK EXPERIENCE DETAILS

Name & Address of Employer	Designation	Duration		Experience		Brief Description of Responsibilities	Name & Designation of Reporting Authority
		From	To	Years	Months		
Total Experience							

4. ADDITIONAL EDUCATIONAL QUALIFICATION

Course Name	Duration	Institution	Course Details	Marks obtained

5. KEY COMPETENCIES/SKILLS/TECHNICAL SKILLS

S.No.	Computer Skills	Detail
	Other Skills relevant to the applied post	
	Competencies relevant to the applied post	

6. REFERENCE (Two Persons To Whom You Have Professionally Reported)

Reference 1 (Name, Official Address, Phone & Email)	Reference 2 (Name, Official Address, Phone & Email)

7. DECLARATION

I do hereby declare that all statements made in the 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 point of time, my candidature/ appointment may be cancelled/ terminated without any notice.

Date:

Place:

(Signature of the Applicant)

