

**कार्यालय निदेशक नगरीय निकाय, उ०प्र० /
स्टेट लेवल नोडल एजेन्सी (JNNURM) उ०प्र०
8वाँ तल, इन्दिरा भवन, अशोक मार्ग, लखनऊ-226001**

भारत के नागरिकों से जवाहर लाल नेहरू नेशनल अर्बन रिन्यूवल मिशन के यू.आई.जी. एवं यू.आई.डी.एस.एस.एम.टी. कार्यान्वयन के अन्तर्गत स्वीकृत परियोजनाओं को लागू करने एवं अनुश्रवण के लिए पी०एम०यू०/पी०आई०यू० में संविदा के आधार पर विशेषज्ञों के निम्न पदों हेतु आवेदन पत्र आमंत्रित किये जाते हैं :-

1- प्रोजेक्ट मैनेजमेन्ट प्रोक्योरमेन्ट स्पेशलिस्ट (पी०एम०यू०)	-	01 पद- अनारक्षित
2- पब्लिक वर्क्स एण्ड पब्लिक हेल्थ इंजीनियर (पी०एम०यू०)	-	01 पद- आरक्षित (अनु० जाति/जनजाति)
3- म्युनिस्पल फाइनेन्स आफिसर (पी०आई०यू०)	-	01 पद- अनारक्षित
4- इन्फार्मेशन टेक्नालाजी आफिसर (पी०आई०यू०)	-	01 पद- अनारक्षित
5- पब्लिक हेल्थ इंजीनियर (पी०आई०यू०)	-	01 पद- अनारक्षित
6- अर्बन प्लानिंग आफिसर (पी०आई०यू०)	-	01 पद- अनारक्षित

उपरोक्त विज्ञापित पदों के सापेक्ष नियुक्ति की अवधि अधिकतम परियोजना अवधि 31 मार्च, 2015 तक होगी। पारिश्रमिक और सेवा शर्तें जे.एन.एन.यू.आर.एम. की गाइड लाइन्स/दिशा निर्देशों के अनुसार होगी। जे.एन.एन.यू.आर.एम. अनुभवधारी को वरीयता। पदों के उत्तरदायित्व, शैक्षणिक योग्यता, अनुभव तथा अन्य अतिरिक्त विवरण कृपया निदेशालय की वेबसाइट <http://localbodies.up.nic.in/JNNURM/career> पर देखे जा सकते हैं।

इच्छुक आवेदकों द्वारा अपनी योग्यता और अनुभव के प्रमाण पत्रों की प्रति बायोडाटा सहित आवेदन पत्र इस प्रकार भेजा जाना चाहिए कि वे अधोहस्ताक्षरी के कार्यालय में इस विज्ञापन के प्रकाशित होने से 10 दिनों में पहुँच जाये। लिफाफे पर आवेदित पद का नाम स्पष्टतः अंकित किया जाये। साक्षात्कार हेतु, यदि आवश्यक हुआ तो केवल अर्ह अभ्यर्थियों को ही बुलाया जायेगा। साक्षात्कार में उपस्थित होने अथवा कार्यभार ग्रहण करने हेतु आवेदकों को कोई यात्रा भत्ता नहीं दिया जायेगा।

**निदेशक / एस०एल०एन०ए०
नगरीय निकाय, उत्तर प्रदेश।**

Recruitment of PMU & PIU Experts/Officers under JnNURM

1-प्रोजेक्ट मैनेजमेन्ट प्रोक्योरमेन्ट स्पेशलिस्ट (पी0एम0यू0)-01पद-अनारक्षित

Qualification & Experience

1. Engineering degree with experience in procurement and project preparation and management.
2. Skills to assist ULBs in ensuring that standard documentation and detailed operating procedures for procurement, contract management etc. are in place level. Specifically: Detailing specifications, compiling terms of reference, packaging bidding material, defining evaluation criteria, preparing standard forms of contract, designing payment certificates. These procedures must reflect modern procurement practices, suitably adjusted for the JNNURM context and the existing Government practices.
3. Ability and experience to advise SLNA/ULBs on any contract under dispute with action plan and timetable for resolution.
4. Any earlier involvement with JNNURM will be an added advantage
5. Excellent written and oral communication skills in English & Hindi.
6. Excellent computer skills including MS Office, Internet, Web Based Activities etc.

Roles & Responsibilities:

1. The incumbent has a broad based role in improving quality of project design, Implementation and reporting by providing intellectual leadership on technical, financial and all operational aspects of infrastructure projects and related reforms.
2. Supervision of preparation of DPR; Operationalising the DPR, Activity Planning and Scheduling – use of MS Project software would be an added advantage; financial resource planning and scheduling payments; monitoring physical progress.
3. Tendering/selection for procurement of services; Pre-qualification; preparation, receipt, scrutiny/evaluation of tender documents and issue of tenders; finalization and award of contract
4. Assistance to SLNA in obtaining requisite clearances; detailed planning of implementation; materials and supply chain management; quality assurance and benchmarking.
5. Fund Flow Management; monitoring and managing leakages, cost over-runs etc; work Completion and Payments certificates; preparation of utilisation certificates; financial closure of project accounts etc.

Recruitment of PMU & PIU Experts/Officers under JnNURM

2- पब्लिक वर्क्स एण्ड पब्लिक हेल्थ इंजीनियर (पी0एम0यू0)-01 पद-आरक्षित
(अनु0 जाति/ जनजाति)

Qualification & Experience

1. Engineering degree with broad range of experience in Urban Infrastructure and strong background in public health engineering, especially water supply and sanitation, roads and municipal waste management.
2. Ability to assist ULBs to set standards and procedures for ensuring quality and monitoring compliance.
3. Familiarity with legislative framework of Indian municipal environment.
4. Prior experience as Municipal Engineer will be an added advantage.
5. Any earlier involvement with JNNURM will be an added advantage
6. Excellent written and oral communication skills in English & Hindi.
7. Excellent computer skills including MS Office, Internet, Web Based Activities etc.

Roles & Responsibilities:

1. Provide advice for the improvement of the day to day activities of the ULBs' public health and sanitation services.
2. Provide technical advices in tendering process of the sewerage, water supply, and Solid waste Management projects.
3. Support ULBs to report with precision on progress of construction and utilization of funds under JNNURM through the PMIS.
4. Assist in conflict resolution as necessary.
5. Develop and disseminate guidelines on project preparation, procurement and other related activities.
6. Advice on implementation of reforms related to levy of reasonable user charges and byelaws on reuse of recycled water.
7. Provide technical backup support as necessary to the JNNURM ULBs in design and implementation of Sewerage, Water supply and Solid waste management and treatment projects.
8. Facilitate recruitment of quality consultants for preparation of DPRs.
9. Review the Detailed Projects Report (DPR) for precision and detail and provide feedback as necessary. A first level thorough review, before submission to MoUD will ensure that time is not lost in clearing the DPRs.
10. Preparation of reports on implementation of projects in the state to ensure that timelines committed at the time of approval are adhered to.
11. Building capacity and skills of municipal staff is a priority of the Mission. The Consultant will constantly assess the training needs in engineering and assist ULBs to access quality training on site or at recognized centres of excellence.

Recruitment of PMU & PIU Experts/Officers under JnNURM

3- म्युनिस्पल फाइनेन्स आफिसर (पी0आई0यू0)- 01 पद- अनारक्षित

Qualification & Experience

1. The incumbent should be from a finance/commerce background. She/He should be a chartered Accountant or Cost Accountant or MBA with specialization in Finance.
2. Thorough knowledge of Accounting Standards, and other pronouncements of the ICAI.
3. The person should have 5-10 years experience in handling financial matters of Government Agency/Development Authority/Public Sector and should be conversant with accounting on an accrual basis. Experience in working of municipal environment would be an added advantage.
4. Exposure to handling loans for project purposes is desirable.
5. Ability to work in a team and train staff on the job to use the systems and assist in addressing day to day issues.
6. Any earlier involvement with JNNURM will be an added advantage
7. Excellent written and oral communication skills in English & Hindi.
8. Excellent computer skills including MS Office, Internet, Web Based Activities etc.

Roles & Responsibilities:

1. The Municipal Finance Officer shall play a key role in the Implementation & Monitoring of State and ULB Level Municipal Accounting Reforms related to DEAS (Double Entry Accounting System) including-
 - a. Enactment of Public Disclosure law
 - b. Internal earmarking budgets for basic services to the urban poor
 - c. Property tax reforms to improve coverage and collection efficiency
 - d. Levy of User charges
 - e. Stamp duty Rationalisation
 - f. Rent control
2. Feedback to State / ULBs on constraints being faced in implementation in line with agreed work plans
3. Facilitate credit rating exercise as and when undertaken
4. Responsible for revenue potential assessment, financial analysis of revenue and expenditure, explore potential for raising debt capital for projects, assess financial viability of investment plans, preparation of financial projections and revenue mobilization plans of the ULBs
5. Responsible for reimbursement claims for different activities
6. Manage fund flows from funding agencies, SLNAs and private sector for projects
7. Render advice on all financial matters. Coordinate with all Government and funding agencies on all financial matters
8. Undertake detailed revenue potential assessments together with Revenue Department staff, contribute to cost reduction analysis at State Level
9. Facilitate Public Private Partnership in new projects and assist in bid process management, negotiations, contract management and other financial aspects of the project
10. Develop innovative approach towards capital financing
11. Timely preparation of reports and reporting for project purposes, to funding agencies and state and central government

Recruitment of PMU & PIU Experts/Officers under JnNURM

4– इन्फॉर्मेशन टेक्नोलॉजी आफ़ीसर (पी0आई0यू0)– 01 पद– अनारक्षित

Qualification & Experience

1. A Bachelors /Masters degree in one of the following streams:
 - a. BE/BTech Computer Science/Electronics
 - b. MCA
 - c. MSc Computer Science
 - d. B.Sc Computer Science with professional certifications and/or 2+ years of relevant IT work experience.
 - e. Other graduate/post graduate with professional certifications and/or 3+years of relevant IT work experience. Candidates with professional certifications in addition to degrees will be preferred
2. Two to three years of experience in installation and managing IT systems.
3. 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.
4. Preferably functional in English and local language.
5. Any earlier involvement with JNNURM will be an added advantage
6. Excellent written and oral communication skills in English & Hindi.
7. Excellent computer skills including MS Office, Internet, Web Based Activities etc.

Roles & Responsibilities:

1. The prime role of the IT officer is to support and assist ULBs to implement following e governance reforms as per the milestones committed in the MoA, in order to achieve transparent administration, quick service delivery, effective MIS, and general improvement in the service delivery link:
 - a. Property tax
 - b. Accounting
 - c. Water Supply and Other Utilities
 - d. Birth & Death Registration
 - e. Citizens' Grievance Monitoring
 - f. Personnel Management System
 - g. Procurement and Monitoring of Projects
 - h. E-procurement
 - i. Project/ward works
 - j. Building Plan Approval
 - k. Public Health Management
 - l. Licenses
 - m. Solid Waste Management
 - n. Setting up of citizen interface centres like kiosks etc.
2. Monitoring & Reporting to MoUD and SLNA on progress of e-governance reforms
3. Coordination of data entry and file uploads into systems used by the ULB on a regular basis, especially the PMIS system for the JNNURM program.
4. Coordinate management of electronic data pertaining to the ULB, 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 filing system.
5. Assist ULB officials in operating IT systems on a daily basis; provide handholding support when required.
6. Quarterly and Monthly Progress Reports of UIDSSMT Projects including e-governance reforms

Recruitment of PMU & PIU Experts/Officers under JnNURM

5- पब्लिक हेल्थ इंजीनियर (पी0आई0यू0)-01 पद-अनारक्षित

Qualification & Experience

1. BE/B.Tech/ME/M Tech Civil Engineering, Mechanical Engineering
2. BE/B.Tech /ME/ M.Tech Environmental Engineering
3. Experience of design and implementation of STP/WTP/SWP
4. Experience in usage of computers, will be preferred.
5. Ability to work in a team and train staff on the job to use the systems and assist in day to day issues
6. Minimum 5 years of experience would be preferred.
7. Any earlier involvement with JNNURM will be an added advantage
8. Excellent written and oral communication skills in English & Hindi.
9. Excellent computer skills including MS Office, Internet, Web Based Activities etc.

Roles & Responsibilities:

1. The incumbent shall incorporate more activities in the related field that are relevant to the job as required from time to time.
2. Assist the ULBs in formulation and implementation of Water supply, Sewerage, Drainage and Solid Waste Management projects.
3. Assist in preconstruction, construction and post construction activities of Sewerage, Water supply, Drainage and Solid waste Projects.
4. Provide technical advice in tendering process of the projects.
5. Review the Detailed Projects Report (DPR) and give suggestion for the improvement of the Reports
6. Support ULB officials in formulating and implementing projects and provide handholding support as required.
7. Facilitate implementation of reforms related to levy of reasonable user charges and byelaws on reuse of recycled water
8. Report on the review of DPRs to SLNA, with recommendations.
9. Inputs to the monitoring and evaluation reports as necessary in water, sewerage, and sanitation projects.
10. Report of review of tendering and bidding procedures and documents as necessary.
11. Each review should be completed and reported within a week of receiving the relevant document.
12. Report on implementation of projects to SLNA and Gol on monthly basis.

Recruitment of PMU & PIU Experts/Officers under JnNURM

6— अर्बन प्लानिंग आफिसर (पी0आई0यू0)— 01 पद— अनारक्षित

Qualification & Experience

1. Master's Degree in Planning with specialization in Urban and Regional Planning, or Infrastructure Planning with 3-4 years experience. Or Bachelor's Degree in Planning with at least seven years experience.
2. Adequate planning and implementation experience of various infrastructure development projects.
3. Experience of working as planning specialist (in key personnel position) in at least 2/3 large infrastructure development projects.
4. Adequate exposure of working in similar reforms oriented projects in key position.
5. Ability to work in a team and train staff on the job to use the systems and assist in day to day issues.
6. Any earlier involvement with JNNURM will be an added advantage
7. Excellent written and oral communication skills in English & Hindi.
8. Excellent computer skills including MS Office, Internet, Web Based Activities etc.

Roles & Responsibilities:

1. The role of the Urban Planner is central to effective planning and implementation of infrastructure activities.
2. She/he will play an extremely critical role in coordinating all activities defined in the CDP and ensure timely, quality implementation of projects and reforms.
3. Evaluate, assure quality and check DPRs to ensure adequate linkage of projects with the CDP.
4. Ensure formulation, implementation, and revision of CDPs on periodic basis, in an endeavour to make it a living document.
5. Provide technical support to the ULB in implementing the following mandatory and obligatory reforms:
 - a. Implementation of 74th Constitutional Amendment Act
 - b. Rent control
 - c. Land tenure
 - d. Building bye laws
 - e. Water conservation
 - f. Simplification of legal and procedural framework for conversion of agricultural land for non-agricultural purpose
 - g. Streamlining the approval process for construction
 - h. Provision of basic services to the urban poor
 - i. Earmarking of 20-25% developed land in housing projects for poor
 - j. Repeal of ULCRA etc.
6. Assist integration of projects at sectoral level.
7. Help collation of Social Impact Assessment and Environmental Impact Assessment studies for JNNURM projects, wherever required.
8. Be responsible to develop, update and store database on service delivery indicators of ULB.
9. Assist ULB in formulation and revision of building bye-laws in line with the JNNURM reforms.

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10. Assist Procurement Specialist in all procurement activities for preparation of bid documents for various development packages.
11. Assist Municipal Finance Officer in implementation of property tax reforms to achieve 90 % coverage and 85% collection efficiency during the Mission period.
12. Ensure updation of base maps, including GIS maps for the ULB on periodic basis.
13. Work plan for implementation activities of the ULB specially related to JNNURM
14. Annual reporting on Development Status based on pre determined indicators.
15. Quarterly reporting on performance of various sectors admissible under JNNURM.
16. Reporting on linkage between CDP/ Master Plan and revision of CDP.