



PRADHAN MANTRI AWAS YOJNA
SURAT MUNICIPAL CORPORATION

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WALK- IN - INTERVIEW

The following Individuals / Professionals possessing required qualifications for the following positions (on contractual basis) for the requirements of City Level Technical Cell (CLTC) for "Pradhan Mantri Awas Yojana (PMAY)" may walk in for the personal interview to be conducted for preparation of selection/ waiting list for the following contractual posts on 05/07/2016 at New Standing Committee Room, 3rd floor of New annexe building, Muglisara, Surat are requested to remain present at 10:00am positively.

(1) Municipal / Civil Engineer No. of post : 05

Qualification & Experience	<ul style="list-style-type: none">➤ Post graduate or graduate degree in Engineering with specialization in Public health engineering or diploma in Engineering.➤ At least 3 years of experience e in procurement, design, and supervision of infrastructure works.➤ Ability to assist ULBs to set standards and procedures for ensuring quality and monitoring compliances.➤ Prior experience as municipal engineer will be an added advantage.➤ Fluency in local language essential.
Roles and responsibilities	<ul style="list-style-type: none">➤ Identify and adapt green innovative technologies, good construction practices, disaster resistant construction, area specific design etc. to suit the local requirements.➤ Recruitment of quality consultants for preparation of city plan of action, DPR and ensure timely submission of the documents in coordination with the Municipal Engineer in State Level Technical Cell.➤ Provide technical support in associating with technical institutes on design and supervision of infrastructure works and ensure good quality assurance.➤ Assess the training needs in engineering and assist ULBs to access quality training on site or at recognized centers of excellence.➤ Review the City Plan of Actions and DPRs for precision and detail and provide feedback as necessary.➤ Support ULB to report with precision on progress of construction and utilization of funds under HFA.➤ Any other related tasks that may be entrusted upon by the head of ULB.
Type of Appointment	Contractual Appointment
Emoluments	Upto Rs 65,000/- fixed per month considering the educational qualification/working experience & performance of the candidate during the personal interview.

(2) Housing Finance & Policy Specialist No. of post : 01

Qualification & Experience	<ul style="list-style-type: none">➤ Post graduate or graduate degree in finance or equivalent qualification from recognized university.➤ 3 -5 years of experience in housing finance or banking or housing policy.➤ Experience in helping State/UT governments and ULBs to examine and use a range of options for financing housing projects.➤ Experience in training ULB staff on municipal finance, project finance and resource mobilization.
Roles and responsibilities	<ul style="list-style-type: none">➤ Provide support to the ULBs on methods of increasing financial inclusion for the urban poor.➤ Undertaking financial analysis on housing finance for the implementation of the programme.➤ Provide the inputs to MIS specialist to generate MIS.➤ Maintain financial formats and provide inputs to it.➤ Co-ordinate with various HFIs, Banks, private bodies for ensuring possible support.➤ Carry out overall monitoring and supervision of the finance part.
Type of Appointment	Contractual Appointment
Emoluments	Upto Rs 40,000/- fixed per month considering the educational qualification/working experience & performance of the candidate during the personal interview.



(3) Social Development Expert No. of post : 01

Qualification & Experience	<ul style="list-style-type: none">➤ Post graduate/graduate or diploma in Social Sciences, with practical experience of working with community/slums in the urban area.➤ 3-5 years' experience in undertaking social and community development initiatives and appraisals in the municipal environment.➤ Experience in participatory methods, social mobilization, social analysis, resettlement and rehabilitation.➤ Knowledge and experience in participatory planning and community mobilization.
Roles and responsibilities	<p>The social development specialist will work closely with the housing finance and policy specialist and work towards implementation of social reforms, strengthening and empowerment of communities, internalizing stakeholder consultations into operating procedures and practices and optimizing the community participation. In addition, the specialist will be responsible for the following:</p> <ul style="list-style-type: none">➤ Support the ULBs in the urban poor governance, empowering the local communities, ensuring social development, community participation.➤ Developing a consultation mechanism with the stakeholders (before project implementation) and ensure its incorporation in the HFAPoA.➤ Provide support to ULBs in building partnerships with the local communities and mobilizing people in pursuit of Scheme's objective.➤ Organize workshops to raise awareness about the specific roles and functions of community➤ Assess the social development impact of the project in terms of the proportion of beneficiaries in slum/non slum and EWS/LIG, proportion of total project funds allocated to the poor, and level of impact on the lives of the poor; Conduct a gender analysis and develop a Gender Checklist.➤ Analyze the affordability of housing loans to the poor, along with willingness to pay.➤ Collect and analyze relevant existing survey data on low-income housing, particularly surveys in resettlement projects.➤ Prepare and coordinate additional surveys required for the purpose of the study.➤ Design and conduct training on community development and empowerment to the key Stakeholders on the scheme.➤ Undertake social audit of the projects under HFA Mission.➤ Work closely with the IEC expert for knowledge dissemination.➤ Prepare a database of community organizations, nongovernment organizations, women's groups, and microfinance institutions involved in housing finance for the poor or interested in future involvement in the project.➤ Monitor expenditure on improvement of urban services to the poor and overall social impact of projects.➤ Any other related tasks that may be entrusted upon by the head of ULB.
Type of Appointment	Contractual Appointment
Emoluments	Upto Rs 50,000/- fixed per month considering the educational qualification/working experience & performance of the candidate during the personal interview.

(4) MIS Expert No. of post : 01

Qualification & Experience	<ul style="list-style-type: none">➤ Post graduate/graduate/diploma in Computer Science/Electronics or MCA/PGDCA.➤ 3-5 years of work experience in government/semi govt. / autonomous organizations/private company of repute.➤ Experience in software development and database management.➤ Fluency in local language essential.
Roles and responsibilities	<ul style="list-style-type: none">➤ Coordinate the data entry and file uploads into systems to be used by Urban Local Body (ULBs) on a regular basis.➤ Prepare detailed formats and ensuring the data entry in the desired MIS application.➤ Set up systems for measuring and monitoring and reporting progress of the projects.➤ Prepare quarterly progress report and submit the same to SLNA through ULB.➤ Any other related tasks that may be entrusted upon by the head of CLTC.
Type of Appointment	Contractual Appointment
Emoluments	Upto Rs 40,000/- fixed per month considering the educational qualification/working experience & performance of the candidate during the personal interview.

(5) IEC Expert No. of post : 01

Qualification & Experience	<ul style="list-style-type: none">➤ Graduate/diploma in Mass Communication/ Public relations/ Journalism/Social Work/Development.➤ Experience in advocacy management preferably in urban sector.➤ 3-5 years of experience in conducting knowledge management activities and preparation of IEC strategy.➤ Knowledge and experience of government systems and procedures.➤ Fluency in local language essential.
Roles and responsibilities	<ul style="list-style-type: none">➤ Provide support to the ULBs in preparation and execution of IEC /knowledge management strategy.➤ Ensure generation of reports and publications as required for the programme based on appropriate research and data analysis.➤ Provide inputs in documentation and dissemination of best practices in the sector and its dissemination to various stakeholders involved in the HFA Mission.➤ Support State to prepare media plan and it's analysis.➤ Assist in advertisements and outreach campaigns of the ULBs.
Type of Appointment	Contractual Appointment
Emoluments	Upto Rs 45,000/- fixed per month considering the educational qualification/working experience & performance of the candidate during the personal interview.

(6) Urban Planner No. of post : 01

Qualification & Experience	<ul style="list-style-type: none">➤ Post Graduate or graduate Degree in Urban Planning or Regional Planning or Geography.➤ Minimum of 3-5 years of work experience in urban planning with experience of urban infrastructure projects/ affordable housing/slum development projects.➤ Experience of reform oriented projects is desirable.➤ Fluency in local language desirable.
Roles and responsibilities	<ul style="list-style-type: none">➤ Programme design and implementation of the HFAPoA according to HFA Mission.➤ Identify in consultation with the local body the geographic area to be covered under HFA city plan.➤ Assist in identifying the slum pockets and other areas to be covered under the HFA within the city.➤ Assist in amending/preparing city Master Plan for earmarking land slum redevelopment and affordable housing.➤ As part of the slum mapping exercise, identify ownership of the land occupied by slums and map various categories of land e.g. public land, private land, disputed land etc.➤ Assist in 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 developing building plans and lay-outs for EWS/LIG houses that will be considered as pre-approved plans for the purpose of single window clearance for layout approvals and building permissions at ULB Level.➤ Assist in integration of the data, and housing demand survey information at city level to create MIS.➤ Develop and update databases on planning related activities.➤ Any other related tasks that may be entrusted by the head of CLTC.
Type of Appointment	Contractual Appointment
Emoluments	Upto Rs 45,000/- fixed per month considering the educational qualification/working experience & performance of the candidate during the personal interview.

The interested candidates fulfilling qualifications should remain present for the personal interview with the application in prescribed application form, uploaded on official website of Surat Municipal Corporation : www.suratmunicipal.gov.in, detailed advertisement is also uploaded on above official website. Candidate should bring all necessary certificate & documentary proof , ID proof (original + two attested copies) during interview. A candidate who knowingly or willfully furnishes incorrect or false particulars or suppresses necessary information will be disqualified and if appointed he/she will be liable to be dismissed from service without any prior notice.

Sd/- Milind Torawane

No. PRO/228/2016-17

DATE :27/06/2016

**MUNICIPAL COMMISSIONER,
SURAT MUNICIPAL CORPORATION.**



**SURAT MUNICIPAL CORPORATION
SURAT.**

affix recent
self attested
photograph
here.

**APPLICATION FOR THE POST OF(contractual)
FOR CITY LEVEL TECHNICAL CELL (PMAY)**

(To be filled in Block Letters with black ball point pen only) [

<u>Sr. No.</u>	<u>Detail</u>																		
1.	First Name :																		
2.	Second Name :																		
3.	Surname :																		
4.	Correspondence Address:																		

5. PIN CODE No. :

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6. Residence Phone No. (With STD) :

STD Code		Residence Phone No.							

7. Mobile No. :

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8. E-mail ID :

9. Sex (Tick Mark (✓) in the applicable bracket) : 1. Male () 2. Female ()

10. Date of Birth : Date

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 Month

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 Year

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11. Category (Tick Mark (✓) in the applicable bracket) :

1. SC () 2. ST () 3. SEBC () 4. General () 5. Handicapped () 6. Ex-serviceman ()

12. PAN No. :

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13. Mother tongue of the applicant : _____

14. **Give the following details of any other languages that you know.**

Name of the Language	Examination Passed if any	Please Tick <input checked="" type="checkbox"/> or <input checked="" type="checkbox"/>		
		read	write	speak

15. Educational Qualification :-

Name of Institute / Board / University	Examination passed	Passing Month & Year	Main Subject	Percentage obtained				No. of attempt
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16. Details of Experience :-

Name of Institution	Date		Designation & Nature of Work	Salary (Drawn)	Experience in			
	from date	To date			Year	Month		

Attached Document:-(Please attached attested copies of relevant documents/certificates only)

(Please tick mark (✓) in the applicable bracket for the actual documents only)

1. Birth Certificate ()
2. School leaving Certificate ()
3. Diploma Mark sheet () Certificate ()
4. Graduation Mark sheet () Certificate ()
5. Post Graduation Mark sheet () Certificate ()
6. Caste Certificate ()
7. Experience Certificate on letter pad only ()
8. CCC () CCC⁺ () any other certificate related to Computer Education ()
9. Attempt Certificate if any ()
10. Other information (if any).

DECLARATION

I hereby declare that the particulars furnished in application are correct and if information or proof provided by me is found incorrect / fake or manipulated, my candidature stands disqualified and I will liable to be dismissed, if appointed.

PLACE :-

DATE :-

Signature of the Applicant.