



GOVT. OF ASSAM

OFFICE OF THE DEPUTY COMMISSIONER : DARRANG : MANGALDAI
(TRANSFORMATIONS & DEVELOPMENT BRANCH)

Tel. No.03713-222135, Fax .No- 03713-222153, e-mail ID: dcdarrang@gmail.com

No.DDP/PMAY-HFA (U)/MB/30/2023/16

Dated Mangaldai, the 31st Mar, 2023

NOTICE FOR WALK IN INTERVIEW

Interested candidates who are citizens of India and fulfil the eligibility norms of educational qualification, age, work experience etc. as mentioned below are hereby invited to attend a "Walk In Interview" for the post of City Project Manager for Mangaldai Municipal Board (MIS Specialist) & Kharupetia Municipal Board (Municipal Civil Engineer) on contractual basis in the City Level Technical Cell of Pradhan Mantri Awas Yojana Housing for All (Urban) scheduled to be held on 11th April, 2023 as per time and venue given below:

The appointments shall be made purely on contractual basis for a period of One Year only, however the contract may be renewed depending on the satisfactory annual performance.

Date of Interview: 11th April, 2023 **Time: From 11:00 AM onwards**
Venue: Office of the Deputy Commissioner, Darrang.

1. City Project Manager for Kharupetia Municipal Board (Municipal Civil Engineer)

Sl No.	Name of the Post	No. of Vacancy	Qualification and Experience	Age	Monthly Remuneration
1	City Project Manager (Municipal Civil Engineer)	01 Kharupetia Municipal Board (Municipal Civil Engineer)	<ol style="list-style-type: none">1. Post Graduate/ Graduate degree in Engineering (Civil)2. At least 3 years of experience in Mission Mode Program or equivalent.3. Experience in DBT mission will be added advantage.4. Candidates domicile from the vacant ULBs/ towns is preferred and an additional mark may be added.5. Experience in evaluating urban infrastructure investments, and helping city governments to use a	27 - 45	(As per Capacity Building guideline, MoHUA, Govt. of India & Capacity Building Plan 2020-21)



			<p>range of options for financing projects.</p> <ol style="list-style-type: none">6. Expertise in preparation of DPR, Financial Tenability & Viability Analysis of Projects.7. Ability to assist ULBs to set standards and procedures for ensuring quality and monitoring compliances.8. Excellent shorthand/computer typewriting speed both Assamese & English.9. Prior experience in related field will be an added advantage.10. Familiar with the rules and procedures of the Urban Local Government.11. Fluency in local language is essential.		
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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/ Executive Officer/ 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.

2. City Project Manager for Mangaldai Municipal Board (MIS Specialist)

Sl No.	Name of the Post	No. of Vacancy	Qualification and Experience	Age	Monthly Remuneration
1	City Project Manager (MIS Specialist)	01 Mangaldai Municipal Board (MIS Specialist)	<ol style="list-style-type: none">1. Post Graduate/ Graduate degree in Computer Science, Computer Application, Information Technology.2. At least 3 years of experience in Mission Mode Program or equivalent.3. Experience in DBT mission will be added advantage.4. Candidates domicile from the vacant ULBs/ towns is preferred and an additional mark may be added.5. Experience in evaluating urban infrastructure investments, and helping city governments to use a range of options for financing projects.6. Expertise in preparation of DPR, Financial Tenability & Viability Analysis of Projects.	27 - 45	(As per Capacity Building guideline, MoHUA, Govt. of India & Capacity Building Plan 2020-21)



			<ol style="list-style-type: none">7. Ability to assist ULBs to set standards and procedures for ensuring quality and monitoring compliances.8. Excellent shorthand/computer typewriting speed both Assamese & English.9. Prior experience in related field will be an added advantage.10. Familiar with the rules and procedures of the Urban Local Government.11. Fluency in local language is essential.		
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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/ Executive Officer/ 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.

Important Instructions:

1. Candidates must bring filled up Standard Form of Application along with self attested two sets of Photocopy of all certificates, mark sheets, experience certificates etc. along with the original documents, Photographs for verification.
2. The engagement will be purely temporary on contractual basis and co-terminus with the end of the project and there is no provision of regularization.
3. Interested candidates are requested to report on 11/04/2023 at 10:30 AM at the venue as mentioned above.
4. No TA/DA and official accommodation will be provided for appearing in the interview.
5. Roles and responsibilities of the post and other detail may be seen in the Office website.
6. Deputy Commissioner, Darrang reserves the right to cancel/postpone the interview without assigning any reason thereof.

Sd/-

Deputy Commissioner,
Darrang::Mangaldai

Dated Mangaldai, the 31st Mar, 2023

Memo No.DDP/PMAY-HFA (U)/MB/30/2023/16 -A

Copy to:-

1. The State Mission Director, PMAY-HFA-(Urban), Assam for favour of kind information with reference to this letter no.MD/PMAY/Rect/2018/80/2022(Part-II)/, dated-13/03/2023.
2. The Addl. Deputy Commissioner (Nazrat) for kind information and necessary action. He is requested to make sitting arrangement on the day of walk in interview at Conference Hall of DC's Office Darrang.
3. The Executive Officer, Mangaldai Municipal Board, Darrang for kind information. He is requested to make all arrangement for the walk in interview.
4. The Executive Officer, Kharupetia Municipal Board, Darrang for kind information. He is requested to make all arrangement for the walk in interview.
5. The Project Director, PMAY-HFA(U), Darrang Cum Deputy Director Town & Country Planning, Mangaldai, Darrang for information and necessary action.
6. The DIPRO, Darrang Mangaldai for kind information and necessary action. He is requested to give wide publicity through FLS and arrangement for publish the notice



- in the highly circulated two daily newspaper (one in English and one in Assamese).
7. The District Employment Exchange Officer, Darrang, Mangaldai for kind information and necessary action. He is requested to displaying the notice in the office notice board.
 8. The DIO, NIC for information and necessary action. He is requested to upload the notice in this office website www.darrang.gov.in.

Deputy Commissioner,
Darrang::Mangaldai