

GOVERNMENT OF PUDUCHERRY
TOWN AND COUNTRY PLANNING DEPARTMENT
Address: Jawahar Nagar, Boomianpet, Puducherry-605005

No. 6999/TCP/PMAY2.0/SLTC/2026

DATED: 27.5.2026

NOTIFICATION

Applications are invited from eligible Indian Citizens for engaging in the State Level Technical Cell and City Level Technical Cell of the Pradhan Mantri Awas Yojana (Urban) -2.0 scheme in the Town and Country Planning Department for the following positions purely on contract basis for a period of 2 years:

No.	Designation	No. of Posts
1	Financial Management / Accounting Expert (State Level Technical Cell)	1
2	Civil Engineering / Town Planning Specialist (City Level Technical Cell) (Puducherry – 1, Karaikal – 1)	2
3	Civil Engineering Specialist (City Level Technical Cell) (Puducherry – 1, Karaikal -1, Yanam – 1)	3
4	MIS Specialist (City Level Technical Cell) (Puducherry – 1, Karaikal -1, Yanam – 1)	3
5	Information, Education and Communication Specialist (City Level Technical Cell: Puducherry – 1)	1

2. The detailed notification containing the educational qualification, remuneration, Experience, age limit, Mode of application, method of selection, Roles and Responsibilities, Draft Contract Agreement, etc. can be viewed in the portal <https://recruitment.py.gov.in>.
3. The interested candidates fulfilling the eligibility criteria can apply online in the above said portal from **28.5.2026**.
4. Last date for submission of online application: **19.6.2026 till 3.00 P.M.**
5. Any addendum / corrigendum, if any, will be posted only on the above website.


CHIEF TOWN PLANNER

GOVERNMENT OF PUDUCHERRY
TOWN AND COUNTRY PLANNING DEPARTMENT
Address: Jawahar Nagar, Boomianpet, Puducherry-605005

PHONE NO. 0413 – 2200051 & 2201952

EMAIL: ctptcp@py.gov.in

No. 6999/TCP/PMAY2.0/SLTC/2026

DATED: 27.5.2026

APPOINTMENT OF SPECIALISTS ON CONTRACT BASIS
FOR PRADHAN MANTRI AWAS YOJANA (URBAN) 2.0 SCHEME

Online Recruitment Portal : <https://recruitment.py.gov.in>.
Opening Date : 28.5.2026 Time: 10.00 A.M.
Closing Date : 19.6.2026 Time: 03.00 P.M.

NOTIFICATION

The Government of Puducherry intends to set up a State Level Technical Cell (SLTC) at the Town and Country Planning Department, which is the State Level Nodal Agency for the Pradhan Mantri Awas Yojana (Urban) -2.0 scheme and City Level Technical Cells (CLTC) at the Implementing Agencies Level in 3 cities viz., Puducherry (including Mahe Region), Karaikal and Yanam to get dedicated support for the implementation of the PMAY-U 2.0. The SLTC/CLTC are proposed to be established to provide programmatic support to the U.T. of Puducherry in efficient and effective management, coordination with Central Government/UT/ Implementing Agencies for effective planning, implementation and monitoring of the scheme in U.T. of Puducherry.

The Town and Country Planning Department, Puducherry has proposed to appoint the following Specialists purely on contract basis, for a period of 2 years, for the State Level Technical Cell and the City Level Technical Cells as detailed below:

Sl. No	Designation	No. of Posts	Monthly remuneration
State Level Technical Cell			
1	Financial Management / Accounting Expert	1	₹ 1,00,000.00
City Level Technical Cell – Puducherry (including Mahe Region)			
2	Civil Engineering / Town Planning Specialist	1	₹ 60,000.00
3	Civil Engineering Specialist	1	₹ 60,000.00
4	Information, Education and Communication Specialist	1	₹ 50,000.00
5	MIS Specialist	1	₹ 50,000.00
City Level Technical Cell - Karaikal			
6	Civil Engineering / Town Planning Specialist	1	₹ 50,000.00



Sl. No	Designation	No. of Posts	Monthly remuneration
7	Civil Engineering Specialist	1	₹ 45,000.00
8	MIS Specialist	1	₹ 45,000.00
City Level Technical Cell – Yanam			
9	Civil Engineering Specialist	1	₹ 45,000.00
10	MIS Specialist	1	₹ 45,000.00

This appointment Notification includes the following Annexures:

ANNEXURE A : GENERAL INSTRUCTIONS FOR SUBMITTING APPLICATIONS

ANNEXURE B : QUALIFICATION & EXPERIENCE REQUIREMENTS OF THE SPECIALISTS

ANNEXURE C : ROLES AND RESPONSIBILITIES OF THE SPECIALISTS

ANNEXURE D : SELECTION METHODOLOGY

ANNEXURE E : INSTRUCTIONS TO CANDIDATES FOR VAULT CREATION

ANNEXURE F : DRAFT MODEL CONTRACT

The applicants are advised to go through all the documents and the eligibility criteria, carefully and ascertain themselves regarding their eligibility, before submitting their application.

AGE LIMIT:

Applicants should be below 50 years of age as on the last date of submission of the online application.

HOW TO APPLY

1. Applicants, fulfilling the eligibility criteria as mentioned in this notification, may apply online only through the official website <https://recruitment.py.gov.in>.
2. No other mode of submission of applications will be entertained and those applications will be summarily rejected.
3. Last date for submission of online application: **19.6.2026 (Friday) @ 3.00 PM.**
4. Any addendum / corrigendum, if any, will be posted only on the above website.


CHIEF TOWN PLANNER


ANNEXURE A : GENERAL INSTRUCTIONS FOR SUBMITTING APPLICATIONS

Applicants should read the following instructions carefully before applying:

1. Applicant must ensure that they fulfill the eligibility criteria and condition for the post applied for. Candidate must apply only through online portal.
2. Applicants with requisite educational qualifications from recognized University / Institutions and experience acquired from recognized Institutions only need apply.
3. The crucial date for determining the age limit, experience and all related matter shall be the closing date of application.
4. Avoid registering multiple online applications and register only a single application for one post. However, applicants may apply for the same category of posts for each of the region mentioning their preference.
5. The applicants have to Register their mobile number in the online portal <https://recruitment.py.gov.in> for applying through online. Then they will receive User Name and Password through SMS in the mobile number provided while registration. Thereafter the applicants have to login to the online portal using the Username and Password for applying to the post of Specialists concerned on contract basis.
6. The applicants are also advised to change the default password received in their mobile at first login. It is the responsibility of the applicant to take ownership of the password and should not be disclosed to anyone. Otherwise, the liabilities that arise will be at the applicant's risk.
7. The applicant will be allowed to view, print & check the status of their application by logging into the online portal using the username and new password. Hence, they are advised to keep the username and password safe for future reference until the engagement process is over.
8. Photograph & Signature uploading:

Applicants shall upload their Photograph and Signature using either option 1 or option 2 provided in the website as given below:-

Option 1 (Scanned Photograph and Signature as a single image): Applicants are instructed to scan their recent passport size colour photograph & signature in an A4 sheet with 200 dpi resolution, dimensions should be minimum of 600 x 600 pixel and the file size should be less than 150KB.



Option 2 (Scanned Photograph and Signature as separate images): Applicants are instructed to scan their photograph in JPEG format with 238 x 306-pixel dimension and the file size should be less than 50 KB. Signature file format should be JPEG, dimensions should be 350 x 150 pixel and file size should be less than 30KB.


9. Applicants are advised to fill up the online application carefully and provide the Information as required.
10. Applicants who are desirous of applying for more than one post will have to submit separate application form for each post (or) their first / second / third preference for each post as required in the application form.
11. The applicants, after applying, can also make corrections in their online application, if any error occurred while entering the data. They are allowed to avail this facility **till 3.00 P.M on 19.6.2026.**
12. The information/data furnished by the applicants in the online application are final and cannot be altered later after the last date for applying i.e. **till 3.00 P.M on 19.6.2026.**
13. The cut-off date for determining the eligibility of all applicants shall be the closing date for submission of the applications as prescribed in the notification.
14. In order to upload the requisite documents, the candidates have to create a "Document Vault" in the recruitment Portal. The **Document Vault** allows you to upload and store your documents in one place. Instead of uploading the same documents repeatedly for every recruitment, you can upload them once and reuse them across multiple applications.
15. The candidates have to create their own Vault only once which is protected by Vault User ID and Secret Key. After creation of Vault, the documents can be linked with the online applications using the "Vault ID" and "Secret Key."
16. The procedure for Vault Creation and uploading documents is in Annexure E. The information and instructions on Document Vault can also be viewed in url <https://recruitment.py.gov.in/Vault/VaultRegistration/Info>.
17. The applicants must upload copies of consolidated mark statements (UG & PG). Wherever CGPA is awarded in UG/PG degree, percentage equivalent of CGPA should be provided and the conversion formula approved by the University/Institution should be uploaded as a supporting document.



18. Certificates in support of experience should be in proper format i.e. it should be on the organization's letter head bearing the name and designation of the issuing authority along with signature and date of issue and seal clearly specifying the nature/duration of work.
19. Applicants must upload soft copies of above certificates and relevant documents in support of their claim in the online application form. Candidates must produce original certificates for verification when called for interview or when required by the Department. Therefore, applicants are advised to prepare PDF files of each of the required documents before starting the online application process.
20. Only Matriculation/Secondary School/Higher Secondary School passing certificate issued by the concerned educational board will be considered as proof of date of birth. No other document will be accepted in support of date of birth.
21. All certificates, which are not in English / Tamil, need to be translated preferably to English and the same shall be self-attested.
22. The Department will process the applications entirely on the basis of information/documents submitted by the applicants in case the information/documents are found to be false / incorrect by way of omission or inclusion, the responsibility and liability shall lie solely with the applicant and the applicant alone would be responsible for consequences if any.
23. Application submitted for a particular post is not transferable to any other post.
24. Applications will be scrutinized by a Scrutiny Committee and a list of eligible/ineligible applicants will be prepared on the basis of stipulated guidelines/criteria.
25. The dates and mode of interviews will be communicated through email only to the shortlisted applicants. The mode of interview shall be personal interview in a venue fixed by the Department.
26. The shortlisted applicants are required to appear for the Interview before the duly constituted Recruitment Committee.
27. The Department reserves the right to restrict the number of applicants for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the notification and other academic achievements.
28. No TA/DA will be paid for attending interview.
29. The Department may verify the antecedents and documents submitted by applicants at the time of appointment or during the tenure of the service.



30. Suppression of factual information, production of fake documents, providing false or misleading information or any other undesirable action by the applicants shall lead to cancellation of his/her candidature. In case, any defect/discrepancy is detected at any point of time in future even after appointment that the applicants is not eligible as per the prescribed qualification, experience, etc, which could not be detected at the time of test/interview due to various circumstances, his/her appointment shall be liable for termination forthwith without any notice.
31. After scrutiny, the status of the application will be indicated in the websites <https://recruitment.py.gov.in> and <https://tcpd.py.gov.in/> and the applicants are advised to check the official website to know their application status and for other updates.
32. The service of selected applicant is liable to be terminated without any notice for any act of indiscipline, inefficiency, misconduct, disloyalty and/or commission of an act involving moral turpitude.
33. The Department reserves the right to Revise/Reschedule/Cancel/Suspend/withdraw the engagement process without assigning any reason. The decision of the Department shall be final and no appeal in this regard shall be entertained.
34. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Department shall be final.
35. Applicants may send query, if any, through e-mail to ctptcp@py.gov.in in case of any difficulty in filling and submission of application online. Prospective applicants are requested to submit all queries to the designated email address; telephone inquiries will not be facilitated.
36. The selection will not give any right for regular appointment in future.
37. The appointment will be for period of two years only.
38. Change of Address, Mobile number, if any, after submission of application should invariably be intimated to the Department. Otherwise, the Department will not be responsible for any delay/non-delivery of letters/ SMS messages.
39. Any changes/corrigendum/amendments/updation/cancellation notice related to this engagement process shall be published in the Official Website <https://recruitment.py.gov.in> only and not in the newspapers. Therefore, applicants are advised to check the website regularly and to keep the Mobile number given in the online application active for sending SMS connected with this contract engagement.



40. Incomplete application in any manner will be summarily rejected without making any reference to the applicants.
41. For any clarification, if needed, in filling online application, please contact the Number of Town and Country Planning Department: 0413-2200051 on all working day between 10.00 A.M. and 5.00 P.M. The helpline number of Puducherry Examining Authority: 0413-2233338.
42. Address for Communication:

**CHIEF TOWN PLANNER,
NODAL OFFICER FOR PMAY(U),
TOWN AND COUNTRY PLANNING DEPARTMENT,
JAWAHAR NAGAR, BOOMIANPET
PUDUCHERRY 605005**

EMAIL: ctptcp@py.gov.in



ANNEXURE B : QUALIFICATION & EXPERIENCE REQUIREMENTS OF THE SPECIALISTS

Sl. No	Designation	Qualification and Experience
STATE LEVEL TECHNICAL CELL		
1	Financial Management / Accounting Expert	<p>(i) Graduate degree in Accounting or Economics with Master's Degree in Business Administration, Economics, Project Management or Law.</p> <p>(ii) 8-10 years of experience in managing accounts, administration, procurement programmes / activities in the public /private sector</p> <p>(iii) Skills to evaluate urban infrastructure investments, and helping city governments to examine and use a range of options for financing projects.</p> <p>(iv) Knowledge of government's rules and regulations on procurement would be desirable.</p> <p>(v) Experience in working in Puducherry Government would be an added advantage.</p>
City Level Technical Cell – Puducherry (including Mahe Region)		
2	Civil Engineering Specialist (with PG in Town Planning)	<p>(i) Graduate Degree in Civil Engineering from recognized university with Post Graduate in Degree in Urban Planning or Regional Planning from recognized university.</p> <p>(ii) Minimum of 5-7 years of work experience in Civil Engineering / urban planning with experience of urban infrastructure projects / affordable housing / slum development projects.</p> <p>(iii) Preference for the residents of U.T. of Puducherry. Fluency in local language viz., Tamil is essential.</p>
3	Civil Engineering Specialist (with PG in Civil Engineering)	<p>(i) Post Graduate Degree in Civil Engineering from recognized university.</p> <p>(ii) Having 5-7 years of experience in procurement, design, and supervision of housing and infrastructure works.</p> <p>(iii) Experience in implementing new technologies in affordable housing sector.</p> <p>(iv) Preference for the residents of U.T. of Puducherry. Fluency in local language viz., Tamil is essential.</p>
4	Information, Education and Communication Specialist	<p>(i) Graduate Degree in Mass Communication / Public relations / Visual Communication from recognized university.</p> <p>(ii) 3-5 years of experience in conducting knowledge management activities, development of IEC strategy, producing high-quality visual content, etc. preferably for government programmes.</p> <p>(iii) Experience in graphic design, professional photo and video camera handling, video editing, and social media management.</p>

Sl. No	Designation	Qualification and Experience
		(iv) Preference for the residents of U.T. of Puducherry. Fluency in local language viz., Tamil is essential. Knowledge in Malayalam and Telugu is also desirable.
5	MIS Specialist	(i) Graduate Degree in Computer Science or Electronics & Communication from recognized university. (ii) 3-5 years of experience in Government / semi govt. / autonomous organizations / private company of repute. (iii) Exposure to software development & project management, database management, MIS etc. (iv) Preference for the residents of U.T. of Puducherry. Fluency in local language viz., Tamil is essential.
City Level Technical Cell - Karaikal		
6	Civil Engineering / Town Planning Specialist	(i) Graduate Degree in Civil Engineering from recognized university with Post Graduate in Degree in Urban Planning or Regional Planning from recognized university. (ii) Minimum of 5-7 years of work experience in Civil Engineering / urban planning with experience of urban infrastructure projects / affordable housing / slum development projects. (iii) Preference for the residents of U.T. of Puducherry. Fluency in local language viz., Tamil is essential.
7	Civil Engineering Specialist	(i) Graduate Degree in Civil Engineering from recognized university. (ii) Having 3-5 years of experience in procurement, design, and supervision of housing and infrastructure works. (iii) Preference for the residents of U.T. of Puducherry. Fluency in local language viz., Tamil is essential.
8	MIS Specialist	(i) Graduate Degree in Computer Science or Electronics & Communication from recognized university. (ii) 3-5 years of experience in Government / semi govt. / autonomous organizations / private company of repute. (iii) Exposure to software development & project management, database management, MIS etc. (iv) Preference for the residents of U.T. of Puducherry. Fluency in local language viz., Tamil is essential.
City Level Technical Cell – Yanam		
9	Civil Engineering Specialist	(i) Graduate Degree in Civil Engineering from recognized university. (ii) Having 3-5 years of experience in procurement, design, and supervision of housing and infrastructure works.

Sl. No	Designation	Qualification and Experience
		(iii) Preference for the residents of U.T. of Puducherry. Fluency in local language viz., Telugu is essential.
10	MIS Specialist	(i) Graduate Degree in Computer Science or Electronics & Communication from recognized university. (ii) 3-5 years of experience in Government / semi govt. / autonomous organizations / private company of repute. (iii) Exposure to software development & project management, database management, MIS etc. (iv) Preference for the residents of U.T. of Puducherry. Fluency in local language viz., Telugu is essential.

LANGUAGE REQUIREMENTS: Excellent verbal and written English and specific language skills, as detailed in the qualification criteria and demonstrate ability to communicate effectively in a multi-cultural environment.

ANNEXURE C : ROLES AND RESPONSIBILITIES OF THE SPECIALISTS

1. General Roles for all Specialists:

The Specialists of the State Level Technical Cell and City Level Technical Cells, who are proposed to be appointed under the Pradhan Mantri Awas Yojana (Urban) -2.0 scheme, will be engaged in the following core activities of the Pradhan Mantri Awas Yojana (Urban) 1.0 Scheme and also the implementation of the newly launched Pradhan Mantri Awas Yojana (Urban) -2.0 scheme:

i. Completion of all houses sanctioned under PMAY (U): The Technical Cells will support the U.T. of Puducherry in grounding and completion of already sanctioned houses under PMAY (U) within stipulated time frame with focused approach.

ii. Demand Survey and Implementation Support: To coordinate and facilitate the U.T. of Puducherry in conducting demand assessment through unified web portal, verification of beneficiaries, preparation of City wise Housing Plan, Detailed Project Reports (DPRs), obtaining necessary approvals and execution of projects etc. The Specialists are also responsible for verification of data uploaded in the unified web portal, shortlisting of beneficiaries for the Regional Level Committee for finalization of the beneficiaries. Coordinate and provide handholding support to the Implementing Agencies in identifying land for housing development and identifying tenable slum pockets for/upgradation under the Beneficiary Led Construction (BLC) or resettlement under Affordable Housing in Partnership (AHP) verticals.

iii. Assist in preparation of Affordable Housing Policy: Support and facilitate the U.T. of Puducherry in drafting an Affordable Housing Policy and effective implementation of reforms under the Mission. Provide support in developing building layout plans for EWS/LIG housing and develop periodic monitoring system for achievements under each component of the scheme.

iv. Capacity Building Activities: To Coordinate/monitor/conduct UT level / District level / City level training programmes for officials and other stakeholders through training institutions as per the norms approved by the Ministry. Judicious mix of workshops and cross learning through study tours and exposure visits will be conducted for building the capacities for effective implementation of the scheme. The SLTC/CLTCs support is envisaged for coordinating the various capacity building programs being undertaken in the U.T. of Puducherry for successful implementation of this scheme. The SLTC / CLTCs are also responsible for creating awareness programmes to the beneficiaries under various initiatives

of the Ministry of Housing and Urban Affairs / Government of Puducherry and to develop various modules / brochures in dissemination / effective implementation of the Mission.

v. Web based MIS for effective monitoring: Coordinate for data collection from various project areas and upload the same on the unified web portal. The SLTC/CLTCs experts are expected to support to ensure timely updates on the web portal and subsequent data analysis, report generation as required from time to time for reporting to the Implementing Agencies and the State Level Nodal Agency for various review meetings. Also coordinate with the officials of the Implementing Agencies to ensure that all houses are Geo-tagged as per scheme guidelines. It is obligatory of all the Specialists to back-up and storage in safe custody of all data, materials and documents relating to the scheme and also the data uploaded in the Unified Web portal.

vi. Third Party Quality Monitoring and Social Audits: Monitoring of quality of projects executed by the Implementing Agencies will be done through Third Party Quality Monitoring Agencies (TPQMA) at UT level. TPQMA is mandated to undertake a combination of desk review and field visits. Further, as part of the monitoring, concurrent Social Audits are also to be conducted during the project implementation in conformity with guidelines issued separately. Support of SLTC/CLTCs is envisaged to monitor the TPQMA activities and Social Audit processes. Monitoring of compliances of TPQMA and Social Audit Reports and ensure timely processing of the same. Further, SLTC/CLTC will also support in preparation of Action Taken Reports (ATRs) on TPQM and getting the ATRs and Social Audit reports approved by SLSMC.

vii. Financial Management: The SLTC/CLTCs is envisaged to support the State Level Nodal Agency and the Implementing Agencies in compliance to the conditions prescribed in scheme guidelines and observations of CSMC for claiming the central Assistance and the State share. Further, coordinating the fund disbursement for the projects/beneficiaries, utilization of funds by the State Level Nodal Agency / Implementing Agencies; accounting of funds utilized; proper management of accounts, interest accrued and remittance of interest accrued to the respective Consolidated Funds; Arrange training / workshops / meetings for various stakeholders involved in the scheme regarding SNA SPARSH or other modules developed by the Ministries; Coordination with the Ministry, State PFMS Directorates, Directorate of Accounts and Treasuries of the U.T. of Puducherry to address the PFMS / other financial issues amongst others.

viii. Coordination for implementation of ISS vertical: SLTC/CLTCs will be required to create awareness on Interest Subsidy Scheme (ISS) vertical by conducting workshops and

campaigns to educate officials at various levels, financial institutions, and beneficiaries about the ISS objectives, benefits, and processes and ensure that ISS is implemented efficiently. They will be required to coordinate and liaise with banks, housing finance companies (HFCs), and other lending institutions to facilitate the disbursement of interest subsidies to beneficiaries. Support Implementing Agencies in streamlining beneficiary identification, verification of eligibility of applicants for the subsidy, property ownership, and other required criteria. Oversee the progress of interest subsidy disbursement and ensuring compliance with guidelines.

ix. Process Documentation: Implement an IEC strategy and tools across the UT / each Region for creating strong awareness of the scheme and facilitating citizens in availing its benefits. The SLTC/CLTCs will prepare reports and publications for the implementation of the mission. Document and disseminate best practices to various stakeholders of the scheme. Liaise with the media houses, information and broadcasting department for promoting the scheme at all levels. Coordinate development of scripts for short films/stories/ testimonials of transformational changes in the lives of beneficiaries at regular intervals.

x. Policy and Programme Support: Apart from the other Scheme's and Mission's outcome and activity linked support, the SLTC/CLTCs is also expected to support the U.T. Government in various other policy and programme support such as:

- a) Knowledge Management:** Support in data scanning and analysis on sectors related to housing and urban poverty to enable reports and publications on various support indices and research inputs for implementation of the programme. Support is also expected in documentation and dissemination of best practices in the sector and the programme. The SLTC/CLTCs support is also expected in various Policy and Programme functions including preparing various policy notes and papers related to the Mission as required from time to time.
- b) Technical Support:** Assist the UT Mission Directorate in providing inputs for the implementation of the Scheme in terms of technical, legal, financial and social reviews in accordance with the guidelines being issued by MOHUA. Assist in preparing policy notes, inputs for Parliament/Assembly Questions, appropriate notifications/ advisories from time to time on various parameters of Scheme implementation.
- c) Overall Support:** Advisory and policy level support to the State/UTs including liaison with various stakeholders; Co-ordinate with the State Level Nodal Agency

and the Implementing Agencies and ensure successful outcomes, Co-ordinate with various implementing agencies and state departments to remove bottlenecks in the implementation of projects; Coordinate for organizing review meetings/SLSMC meetings; Ensure linkages between different UT schemes.

d) Monitoring & Reporting Support: Preparing monitoring reports based on inputs from the MIS; monitor efficient utilization of funds disbursed by Ministry of Housing and Urban Affairs and the Government of Puducherry. Monitor implementation of Scheme in U.T. of Puducherry in accordance to the set targets for the Scheme; Report on progress of all the programme components; prepare regular progress reports and documentation of proceedings of key review meetings and events as and when needed.

2. Specific Roles and Responsibilities for each Specialists:

a. STATE LEVEL TECHNICAL CELL:

Sl. No	Designation	Job Description
1	Financial Management / Accounting Expert	<ul style="list-style-type: none"> • Coordinate between MoHUA, SLNA and Implementing Agencies for Fund related activities. • Work related to claim of Central Assistance and mobilize the State share for the Projects Sanctioned from CSMC. • Perform overall activities related to SNA-SPARSH (just in-time release of funds) & PFMS system of fund transfers. • Ensure timely disbursement of fund to Projects/Beneficiaries. • Responsible for timely submission of UC along with relevant documents. • Support U.T. of Puducherry to identify finance options available for financing urban infrastructure and leveraging funds from various sources. • Provide technical guidance to U.T. of Puducherry to prepare policy documents and notes on municipal finance and gender budgeting etc., • Prompt response of queries from the MoHUA. • Liaise with the Banks / Housing Finance Companies for implementation of Interest Subsidy scheme and keep a track on the beneficiaries regarding interest subsidy disbursement.

b. CITY LEVEL TECHNICAL CELLS (PUDUCHERRY, KARAIKAL & YANAM)

Sl. No	Designation	Roles and Responsibilities
1	Civil Engineering / Town Planning Specialist	<ul style="list-style-type: none"> • Overall support for project formulation, approval, execution, monitoring and timely completion of projects. • Work in coordination with Implementing Agencies, SLNA & SLTC. • Handholding support to the Implementing Agencies for the demand survey, validation, preparation of City wise Housing Plan, DPR etc. • Handholding support to the Implementing Agencies in identifying land for housing development and identifying tenable slum pockets for conversion to Beneficiary Led Constriction (BLC) or Affordable Housing in Partnership (AHP) in case of tenable/untenable slums for redevelopment' or resettlement. • Assist in identifying the slum pockets and other areas to be covered under the Mission and slum mapping and preparation of reports for overall development of slums. • Provide technical support in tendering process and facilitate recruitment of quality consultants for preparation of Detailed Projects Report (DPRs) etc. • Review and appraise the Detailed Projects Report (DPR) and provide feedback as and when necessary. • Support Implementing Agencies to prepare project monitoring formats and report on progress of construction and utilization of funds under the scheme. • Preparation of reports, power point presentations to the Regional Level Committee for finalization of the beneficiaries in approval of projects and monitoring implementation of the scheme as required by the Implementing Agencies. • Any other related tasks that may be entrusted upon by the Implementing agencies.
2	Civil Engineering Specialist (Post Graduate) / Civil Engineering Specialist (Graduate)	<ul style="list-style-type: none"> • Overall support for project formulation, approval, execution, monitoring and timely completion of projects. • Ensuring quality of construction as per prevailing norms. • Work in coordination with Implementing Agencies, SLNA & SLTC. • Handholding support to the Implementing Agencies for the demand survey, validation, preparation of City wise Housing Plan, DPR etc. • Assist in identifying the slum pockets and other areas to be covered under the Mission and slum mapping and preparation of reports for overall development of slums.

Sl. No	Designation	Roles and Responsibilities
		<ul style="list-style-type: none"> • Provide technical support in tendering process and facilitate recruitment of quality consultants for preparation of Detailed Projects Report (DPRs) etc. • Technical support in the design and implementation of housing and infrastructure works. • Provide support to the Implementing Agencies to identify, evaluate and adapt green technologies, good construction practices and disaster resistant construction, area specific design and innovative technologies suiting to different geo-climatic zones. • Preparation of appraisal mechanism and a protocol for random check of projects and overall monitoring and evaluation of design and supervision of infrastructure works. • Support Implementing Agencies to prepare project monitoring formats and report on progress of construction and utilization of funds under the scheme. • Any other related tasks that may be entrusted upon by the Implementing Agencies.
3	Information, Education and Communication Specialist	<ul style="list-style-type: none"> • Develop IEC strategy for the Implementing Agency. • Develop IEC tools for the implementation of the scheme at the Implementing Agency level • Prepare documentation and dissemination of best practices to various stakeholders of the scheme. • Develop advertisements and outreach campaigns of the Implementing Agencies. • Organize/ conduct widespread campaigns. • Script or coordinate the development of short films/ stories/testimonials • Prompt response of queries from the MoHUA. • Any other related tasks that may be entrusted upon by State Level Nodal Agency / Implementing Agencies.
4	MIS Specialist	<ul style="list-style-type: none"> • Responsible for entry of all types of data of the Mission and uploading the desired documents on unified web portal to be used by the SLNA/MoHUA. • Support Implementing Agencies in coordinating/monitoring the housing demand surveys. • Responsible for overall activities related to geotagging of projects/houses. • Coordinate management of electronic data pertaining to Implementing Agencies, including soft copies of letters, reports and numerical data. This

Sl. No	Designation	Roles and Responsibilities
		<p>may involve conversion of data and reports in hard copy to electronic form, as well as their storage in an organized filing system.</p> <ul style="list-style-type: none"> • Furnish monthly/quarterly progress report to the Ministry through SLSMC/SLNA through unified web portal. • Provide support State level MIS specialists as and when required. • Any other related tasks that may be entrusted upon by the Implementing agencies.

ANNEXURE D : SELECTION METHODOLOGY

1. The applications received (through online) will be scrutinized by a Scrutiny Committee regarding the eligibility criteria viz., age, education, experience and the documents uploaded in the recruitment portal. Those applications, satisfying the eligibility criteria, will be shortlisted and published in the website of the Town and Country Planning Department / Recruitment Portal of the Government of Puducherry.

2. The shortlisted candidates will be called for an interview by a Recruitment Committee (duly constituted by the Government of Puducherry). The date and venue of interview will be intimated through email id provided by the applicants and will be notified in the websites and no separate communication will be made in any form.

3. There shall be 100 marks for selection by giving weightage to the marks secured in the Academic Qualification, Experience and Interview, as detailed below;

a. Educational Qualification	:	30%
b. Experience in carrying out similar assignments	:	25%
c. Knowledge in local languages	:	5%
d. Performance in Interview	:	40%

4. The candidates called for interview, will have to make a presentation before the Recruitment Committee detailing their similar work experience, their understanding of the roles and responsibilities of the proposed assignment, proposed approach and methodology, etc.

5. Final Selection of candidates will be based on the above weightage system and the decision of the Recruitment Committee in this regard is final.

NOTE: RESOLUTION OF TIE CASES: In the event of tie in scores of candidates in the said post, merit list will be decided by applying following criteria, one after another in the given order, till the tie is resolved:

- (i) Date of birth, with older candidate placed higher
- (ii) Alphabetical order in which the names of the candidates appear.
- (iii) Marks secured in the UG examination.

ANNEXURE E : INSTRUCTIONS TO CANDIDATES FOR VAULT CREATION

Vault is a storage space for uploading all the proof of documents at one place instead of uploading the same documents repeatedly for multiple posts.

1. Fresh Vault Registration

Go to Home page.

Click "Document Vault" Menu.

Click the "Information" and read the instructions carefully before proceeding further.

Click "Vault Registration" and register using your Mobile Number.

You will receive a "Vault User Id" in the desktop screen.

Save the "Vault User Id" and preserve it for future use. At this stage a Vault is created for the applicant.

2. Use Your Vault User Id for Adding all document proofs.

Click the "Go to Login Page" button.

Login using "Vault User Id" and "Password" received in your mobile number.

If Password is not received use "Forgot Password" option to get password for your "Vault Account".

You will receive "Password" through SMS in your registered mobile.

Login to your "Vault Account". You will be prompted to reset the "Password"

Reset the password and preserve the password for future use.

3. Adding Documents in Vault

Now login to Vault Account using "Vault User Id" and "Password" created by you.

A new page "Manage Documents" will be opened which contains the "Secret Key" for your Vault Account. The "Vault User Id" and "Secret Key" will be used while uploading your documents in your online application for various posts notified by the Puducherry Examining Authority (PEA).

Upload the relevant documents by clicking "Choose File" button. In case a wrong / improper document is uploaded, the same can be

removed by clicking "Delete" button. If the document is found to be correct click "Freeze" button to confirm the upload.

Repeat the above procedure and upload all the relevant documents.

Then copy the "Secret Key" and save it.

Please Note: This secret key has to be generated for each application.

4. Linking Vault documents in the online applications

Login to the online application for any of the specific post and use "Vault Id" and "Secret Key" under "Enclosure Documents" Menu.

A new page "Enclosure Documents" will open.

Choose relevant document from "Link Document from Vault" and click "Link" button to link the document.

You can "Preview" the document to verify the correctness and can modify the document by linking the correct one.

After linking all the documents click "NEXT" button to proceed further and submit your online application.

While applying for another post use your "Vault Id" and "Password" to login to your "Vault Account" and **generate a new "Secret Key"** and use it for linking documents.

You can use two separate browsers for "Vault Account" login and "Online Application" login for quick process.

ANNEXURE F : DRAFT MODEL CONTRACT

TECHNICAL SERVICES FIXED TERM CONTRACT

BETWEEN

**CHIEF TOWN PLANNER, TOWN AND COUNTRY PLANNING DEPARTMENT,
PUDUCHERRY**

AND

Shri / Smt.

TO BE ASSIGNED TO : Town and Country Planning Department /
Implementing Agencies

AS :Designation

DATED :

AGREEMENT between the Chief Town Planner, Town and Country Planning Department,
Jawahar Nagar, Boomianpet, Puducherry (hereinafter called the **SLNA, PMAY(U)**)

AND

NAME OF SPECIALIST (hereinafter called the *Designation*), Address of Officer.

IT IS HEREBY AGREED THAT the SLNA, Pradhan Mantri Awas Yojana (Urban) 2.0 Scheme
appoints Shri / Smt. (Name) as a (Designation), under the Terms and Conditions of this Fixed
Term Contract, with the following conditions:

A. DUTIES

1. The (Specialist) shall undertake the work described in the Terms of Reference as set
out in attached SCHEDULE B.
2. The (Specialist) shall, during the course of this contract or such other period as may
be mutually agreed to, work under the direction of the **SLNA, PMAY (U)** in carrying

out his / her assignment and under the direction of the **SLNA, PMAY (U)** on a day-to-day basis.

3. The work performed by the (Specialist) shall be of a standard consistent with that normally expected from professionals engaged from the open market on a competitive basis.

B. TERMS OF ENGAGEMENT

1. **REMUNERATION:** The **SLNA, PMAY (U)** shall pay the (Specialist) for the agreed time spent in carrying out his / her assignment as per norms set out in the attached SCHEDULE A. The (Specialist) is not entitled to travel costs to join duty and to return to his / her point of recruitment, on completion of the assignment.
2. **TRAVEL AND PER DIEM:** The **SLNA, PMAY (U)** shall reimburse the (Specialist) for all reasonable official travel and other related expenses properly incurred by him / her as per eligibility of a Group B Officer of the Government of Puducherry (equivalent to level 8 of current pay matrix).
3. **INSURANCE:** The **SLNA, PMAY (U)** undertakes no responsibility in respect of life, accident, travel or any other insurance coverage for the (Specialist).
4. **TERMINATION:**
 - a) The premature termination or the suspension of the **SLNA, PMAY (U)**'s engagement, in respect of the funds with which the (Specialist) has been engaged, or significant change in the requirements of the job, for which the **SLNA, PMAY (U)** cannot be held responsible, will give rise to the right of the **SLNA, PMAY (U)** to terminate this contract.
 - b) Further, **SLNA, PMAY (U)** reserves the right to terminate this contract for any of the following reasons:
 - i. Absence of the (Specialist) from duty except as a result of sickness or accident;
 - ii. Unsatisfactory performance by the (Specialist);
 - iii. Misconduct by the (Specialist) or breach of the terms of this contract or any act or omission which in the reasonable opinion of the **SLNA, PMAY (U)**, may bring the **SLNA, PMAY (U)** into disrepute;

iv. Significant incompatibility of the (Specialist) with local personnel /officials or public/consumers.

c) Conversely, the incumbent may terminate the contract with one month notice to the **SLNA, PMAY (U)**.

In respect of termination under both (a) and (b) above the (Specialist) will be paid in accordance with this contract for work performed up to the time of termination of the engagement of the (Specialist).

5. **PENALTIES AND FINES:**

If the (Specialist) is found responsible for any loss / damage to the State Level Nodal Agency or the Implementing Agencies or found responsible for adopting illegal and foul methods or exercising any corrupt practice in collusion with any third party or officials at the workplace, **SLNA, PMAY (U)** reserves the right to terminate this contract with immediate effect. The (Specialist) is also liable to pay equivalent to the actual value of actual loss / damage to the State Level Nodal Agency within 7 days of notice to the (Specialist) and also liable for legal action in accordance with the relevant Act and Rules applicable to the U.T. of Puducherry.

C. RESTRICTIONS

Except as the **SLNA, PMAY (U)** may specifically agree in writing:

1. The (Specialist) shall work exclusively for the **SLNA, PMAY (U)** during the term of this contract and not engage in any other occupational calling whether or not for profit or payment of any kind.
2. The (Specialist) will not become involved in any political or sectarian organizations.
3. The (Specialist) shall not participate in any radio, television or like programme; or contribute to any newspaper journalistic articles or group discussions, unless called to do so.
4. The (Specialist) shall not make any commitments that may be construed as being on behalf of the **SLNA, PMAY (U)**.

5. The (Specialist) shall at all times comply with the civil and criminal laws and regulations of the country, state or place to which he / she may be domiciled or through which he / she may travel during the term of this contract.
6. The (Specialist) appreciates and accepts that:
 - a. the standard of his / her conduct whilst working in the engagement of the **SLNA, PMAY (U)** must be and remain high in all respects and that he / she has a duty not to indulge in any behaviour which gives offence to the public and **SLNA, PMAY (U)** and other personnel.
 - b. that any extensions to the existing contract or directly related follow up opportunities offered to or solicited by the (Specialist) as a direct result of his / her engagement under this contract shall be directed through and administered by the **SLNA, PMAY (U)** which may in its absolute discretion reassign or decline such involvement and in the event of the latter the **SLNA, PMAY (U)** forfeits its rights in respect of the latter.
 - c. that he / she has no right or claim or preference either for regularization or for extension of the period of the contract, on account of his / her engagement on contract basis and the (Specialist) undertakes not to make any such claim at any point of time. It is expressly stated and agreed that the (Specialist) shall not claim any right to be treated as a Government servant or be absorbed in Government service at any future point of time.

D. CONFIDENTIAL INFORMATION

1. Except with the prior written consent of the **SLNA, PMAY (U)**, the (Specialist) shall not at any time communicate to any person or entity any information acquired during the term of this contract.
2. The (Specialist) shall immediately advise the **SLNA, PMAY (U)** of any information received that could affect the business or well-being of the **SLNA, PMAY (U)**.
3. That any information acquired by the (Specialist) in the course of his / her engagement regarding the projects, policies, processes, trade secrets, finances or other affairs of the **SLNA, PMAY (U)** or the persons doing business with the **SLNA, PMAY (U)** shall be treated by the (Specialist) as secret and confidential and shall

not be disclosed by the (Specialist) to any other person, firm, organization, or Municipality either during his / her engagement with the **SLNA, PMAY (U)** or thereafter.

4. The (Specialist) will not, at any time either during his / her engagement under this contract or thereafter, utilise any information or any trading advantage coming to his / her knowledge in the course of his / her duties as (Specialist) or otherwise disclosed or communicated to him by a client of the **SLNA, PMAY (U)** or other person or persons having dealings with the **SLNA, PMAY (U)** except in the proper course of his / her duties as an (Specialist).
5. Any such trading advantage or information shall be the exclusive property of the **SLNA, PMAY (U)**.
6. All reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the (Specialist) for the **SLNA, PMAY (U)** during the term of this contract shall be confidential and become and remain the absolute property of the **SLNA, PMAY (U)**. The (Specialist) shall, not later than upon termination or expiration of this Contract, deliver all such documents to the **SLNA, PMAY (U)**, together with a detailed inventory thereof.

E. JURISDICTION

This Contract shall be entirely governed by the Government of Puducherry and no action, claim or legal proceeding shall be brought in respect of this Contract or rights arising under this contract except within the appropriate jurisdiction.

SIGNED BY THE (Specialist)

IN THE PRESENCE OF

**FOR AND ON BEHALF OF TOWN AND COUNTRY PLANNING DEPARTMENT,
PUDUCHERRY**

SCHEDULE A

These Terms of Reference are pertaining to the attached Contract dated ----- relating to the engagement of Shri / Smt. (Name), (Designation) by the Town and Country Planning Department, Puducherry which is the State Level Nodal Agency for the Pradhan Mantri Awas Yojana (Urban) 2.0 Scheme.

1. OBJECTIVE:

The Government of Puducherry intends to set up a State Level Technical Cell (SLTC) at the Town and Country Planning Department, which is the State Level Nodal Agency for the Pradhan Mantri Awas Yojana (Urban) -2.0 scheme and City Level Technical Cells (CLTC) at the Implementing Agencies Level in 3 cities viz., Puducherry (including Mahe Region), Karaikal and Yanam to get dedicated support for the implementation of the PMAY-U 2.0. The objective of setting up of SLTC/CLTC is to provide programmatic support to the U.T. of Puducherry in efficient and effective management, coordination with Central Government/UT/ Implementing Agencies for effective planning, implementation and monitoring of the scheme in U.T. of Puducherry.

2. REPORTING

The appointed Specialists would operate under the overall supervision and guidance of the State Level Nodal Agency for Puducherry and the Head of Implementing Agencies. The State Level Nodal Agency will designate the Reporting Officer at the State Level Nodal Agency / Implementing Agencies who will be responsible for assigning works to the (Specialist) and to review their performance.

3. PERIOD OF CONTRACT:

Duration of the Contract shall be for a period of two years, commencing from ----- . Any extension to the Contract shall be mutually agreed between the **SLNA, PMAY (U)** and the (Specialist), at least one month prior to the termination date.

4. LEAVE:

The (Specialist) will be entitled to the Gazetted holidays of the Government of Puducherry and 12 days of annual leave viz., one day for each month and two days of Restricted Holidays in the list of Restricted Holidays notified by the Government of Puducherry. Any other leave will be treated as unpaid.

The (Specialist) is obligated to work on 6 days a week (except Sunday) and any absence on Saturday (except gazetted holiday) will be **unpaid**.

5. DUTY STATION

The (Specialist) would be positioned in premises of ----- . It is however, on the discretion of the State Level Nodal Agency, the (Specialist) will be placed anywhere in the office of the State Level Nodal Agency / Implementing Agencies and at any places in the U.T. of Puducherry for specific assignment or period as per the requirement of the PMAY-U 2.0 Mission.

In addition to this, the (Specialist) will be required to conduct field visit to various Cities, to assist the implementing agencies, for at least 10 working days in a month in the assigned city which includes periodical inspection of houses constructed under the Mission to monitor the progress, geo-tagging, quality monitoring, social audit, IEC activities carried out under the Mission and any other activities assigned by the Ministry of Housing and Urban Affairs / State Level Nodal Agency / Implementing Agencies.

6. REMUNERATION:

Payment shall be a lump sum of ----- per month for the period of engagement under this contract, commencing on ----- and terminating on completion of two year of this assignment. All extensions and revisions will be based on annual performance reviews by the **SLNA, PMAY (U)**.

- Payment will be made monthly in arrears.
- The final payment due under this contract will not be made until the **SLNA, PMAY (U)** is satisfied that all reports required to be submitted by the (Specialist) have been lodged as required in the Terms of Reference.

7. TRAVEL:

For this assignment, travel or other incidental travel costs towards performing the official assignments will be reimbursed to the (Specialist) by the **SLNA, PMAY (U)** at admissible rates as per entitlements of a Group B officer of the Government of Puducherry (equivalent to level 8 of current pay matrix). Reimbursement of travel costs to the (Specialist) will not be applicable, if the (Specialist) is posted in any other cities for a period exceeding 2 months other than the duty station.

The travel cost also does not include the local travel in conducting field visits by the (Specialist).

8. REPORTING:

The (Specialist) shall report to the Chief Town Planner, Town and Country Planning Department or any other officer assigned by her/him. The (Specialist) shall furnish their appraisal report every 3 months in the prescribed format to the Reporting Officer, which in turn will be reviewed by the concerned Reporting Officer and the State Level Nodal Agency. The appraisal report should clearly indicate the definite measurable outcomes as per the Roles and Responsibilities of the (Specialist) along with the General works carried out during the period, details of field visits undertaken along with the purpose of visits, etc.

9. TOOLS OF TRADE:

The (Specialist) will be provided office space, furniture, etc. as necessary for fulfilling the Terms of Reference in Schedule B. The Computer / Laptop will be provided to the (Specialist) for their regular functioning based on the availability at the Duty Station. It is obligatory of the (Specialist) to utilize their personal laptop till such time the same is provided by the State Level Nodal Agency / Implementing Agencies.

SCHEDULE B

Relevant Terms of Reference by Functional Domain/Expertise

SCHEDULE C

Pertaining to the attached Contract dated relating to the engagement of (Name of Specialist) by the Town and Country Planning Department, Puducherry.

Emergency contact details.

	Contact Person – 1	Contact Person - 2
Name		
Address		
Telephone		
Relationship		
Email		

Signed: _____

Date: _____