

**MEGHALAYA URBAN DEVELOPMENT AUTHORITY
SHILLONG**

No. MUDA/MON/23/2016-17/55

Dated Shillong, the 10th July 2017

ADVERTISEMENT

Applications are invited by Meghalaya Urban Development Authority from interested candidates to fill up the following posts in the City Level Technical Cells (CLTCs), for the implementation of Pradhan Awas Yojana Housing for All (Urban) in Meghalaya.

CITY LEVEL TECHNICAL CELL (CLTC)

Sl. No	Position	No. of Post	Posting
1	Municipal/Civil Engineer	2 Nos.	Cluster 1 (Tura, Williamnagar, Resubelpara & Baghmara) & Cluster 2 (Nongstoin & Mairang)
2	Capacity Building/ Institutional Strengthening	3 Nos.	Cluster 1 (Tura, Williamnagar, Resubelpara & Baghmara), Cluster 2 (Nongstoin & Mairang), Cluster 3 (Shillong, Jowai & Nongpoh)
3	Social Development	2 Nos.	Cluster 2 (Nongstoin & Mairang) & Cluster 3 (Shillong, Jowai & Nongpoh)
4	Municipal Finance Specialist	1 No.	Cluster 2 (Nongstoin & Mairang)
5	Urban Planner / Town Planning Specialist	1 No.	Cluster 3 (Shillong, Jowai & Nongpoh)

Bio- data (with contact details) and passport size photo to be submitted in the prescribed format to the following address. The name of the post may be superscribed in the envelope.

The Secretary,
Meghalaya Urban Development Authority (MUDA),
Parking cum Shopping Complex, Police Bazar,
Meghalaya, Shillong - 793001

Last date for receipt of application is **25th July, 2017**

Details of the advertisement may be downloaded from the website www.meghalaya.gov.in

-Sd/-

Secretary

Meghalaya Urban Development
Authority, Shillong.

No. MUDA/MON/23/2016-17/55-A

Dated Shillong, the 10th July 2017

Copy to:

1. The P.A. to the Minister I/c Urban Affairs Department & Chairman, Meghalaya Urban Development Authority, Shillong for kind information of the Hon'ble Minister.
2. The Director, Urban Affairs, Meghalaya, Shillong.
3. The Director, Information & Public Relations, Meghalaya, Shillong with a request to cause publication of the Advertisement in 1(one) issue of local newspaper like The Shillong Times and Mawphor
- ✓ 4. The State Informatics Officer, National Informatics Centre, Meghalaya, Shillong along with enclosure with a request to kindly upload the above advertisement in the Website.


Secretary

Meghalaya Urban Development
Authority, Shillong.

**MEGHALAYA URBAN DEVELOPMENT AUTHORITY
SHILLONG**

GENERAL INSTRUCTIONS:

1. Candidates already in employment of State / Central or Govt. / Undertakings / Autonomous Bodies Public Sector Enterprises should apply through proper channel.
2. Incomplete application will not be considered.
3. Application in the prescribed format (with separate application for each post) along with the attested copies of certificates with regard to date of birth, qualification, category, experience and three recent passport size colour photographs (one pasted on the application format) may be sent to the Secretary, Meghalaya Urban Development Authority, Parking cum Shopping Complex, Police Bazar, Meghalaya, Shillong - 793001 within 30 days from the date of publication of this advertisement.
4. The Incomplete applications without copies of certificate etc. and those not conforming to the job specifications as above and received later than the specified date will be rejected.
5. Mere fulfillment of requirements laid down in the advertisement does not guarantee / qualify a candidate for test and interview.
6. The Certificate of Scheduled Tribe / Scheduled Caste / Ex-Serviceman / Persons with Disability should be in proper prescribed form and issued by the appropriate authority.
7. The decision of the selection committee is not liable for challenge and the same shall stand final and binding on each candidate.
8. The Management will have discretion for rejecting any application without assigning any reasons and no correspondence in this regard will be entertained.

**MEGHALAYA URBAN DEVELOPMENT AUTHORITY
SHILLONG**

FORMAT OF APPLICATION

1. Post applied for :

2. Name (in Block letters) :

3. Father's Name :

4. Date of Birth :

5. Address for communication:

6. Contact Number(s) :

7. Category (SC/ST/OBS/General):

8. Academic/Technical/Professional Qualifications: Attach photocopies of Certificate.

Affix Passport size photo duly attested by gazetted officer
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Sl. No	Name of Exam	Year of Passing	Univ / Board	Div / Class / Grade	Subjects	% of marks

Sl. No	Name of Employer / Org	Period From – To	Designation	Pay Scale / Pay	Nature of Duties	Reasons for leaving

I solemnly declare that the Statement made by me in this form are correct to the best of my knowledge and belief.

Dated:

Signature of the Candidate

**MEGHALAYA URBAN DEVELOPMENT AUTHORITY
SHILLONG**

CITY LEVEL TECHNICAL CELL (CLTC)

I. Post Title: Municipal/Civil Engineer
Duration: 1 Year

Qualifications & Experience

- Post graduate or graduate degree in Engineering with specialization in public health engineering or diploma in Engineering.
- At least 3 years of experience 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.

Role and responsibilities

- 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 centres 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 IIFA.
- Any other related tasks that may be entrusted upon by the head of ULB.

Terms of Employment:

The incumbent will be retained on a contractual basis for a maximum period of 12 months (May be extendable upto 36 months) from the date of commencement of the contract. The gross emolument of the incumbent is Rs. 45,000 per expert per month for the post graduate degree holders, Rs. 35,000 per expert per month for the graduate degree holders, Rs. 25,000 for diploma holders subject to norms applicable for term consultants, including tax deductions as applicable.

MEGHALAYA URBAN DEVELOPMENT AUTHORITY SHILLONG

2. Post Title : Capacity building/Institutional Strengthening Specialist
Duration : 1 Year

Qualifications & Experience

- Post graduate/graduate or diploma in the development sector (urban development or social development).
- 3-5 years of experience in training and capacity building programmes.
- Knowledge of adult learning methodology and capacity building experience in the urban sector.
- Experience in capacity assessment, curricula development, course organization, training, and training impact evaluations.
- Knowledge and experience of government systems and procedures.
- Knowledge of local language is essential.

Role and responsibilities

- Prepare a capacity-building plan for the city/ULB based training need assessment.
- Develop a road map and capacity building modules in local language for conducting training programmes on IIFA components.
- Coordinate the implementation of capacity building programmes.
- Develop the database of trainers and resource persons on urbanpoverty alleviation, planning, community participation, social development, engineering etc.
- Prepare reports of the trainings and capacity building programme.
- Undertake the follow up of the training and capacity building programme.

- Organize study tours, exposure visits etc to facilitate ULBs in cross learning.
- Monitor the impacts of training programmes and document learning's from the field.
- Any other related tasks that may be entrusted upon by the head of ULB.

Terms of Employment:

The incumbent will be retained on a contractual basis for a maximum period of 12 months (May be extendable upto 36 months) from the date of commencement of the contract. The gross emolument of the incumbent is Rs. 45,000 per expert per month for the post graduate degree holders, Rs. 35,000 per expert per month for the graduate degree holders, Rs. 25,000 for diploma holders subject to norms applicable for term consultants, including tax deductions as applicable.

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3. Post Title : Social Development Specialist
Duration : 1 Year

Qualifications & Experience

- 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.

Role and responsibilities

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:

- 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, non-government 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.

Terms of Employment:

The incumbent will be retained on a contractual basis for a maximum period of 12 months (May be extendable upto 36 months) from the date of commencement of the contract. The gross emolument of the incumbent is Rs. 45,000 per expert per month for the post graduate degree holders, Rs. 35,000 per expert per month for the graduate degree holders, Rs. 25,000 for diploma holders subject to norms applicable for term consultants, including tax deductions as applicable.

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4. Post Title : Municipal Finance Specialist
Duration : 1 Year

Qualifications & Experience

- Graduate degree in finance or equivalent qualification from recognized university with 3-5 yrs. experience.
- Skills to evaluate urban infrastructure investments, and helping city governments to examine and use a range of options for financing projects.

Role and Responsibilities

- Prepare Financial Operating Plans for the city in line with Mission guidelines.
- Provide technical support to the ULBs/city level bodies to implement the financial plan.
- Prepare specialized training materials/modules, process manuals, procedures, toolkits, guidelines and other related activities for undertaking capacity building programmes on financial management.
- Provide training and capacity building programmes on finance and related matter to elected representatives and officials of ULBs on resource mobilization in partnership with national level financial institutions.
- Assess city counterpart funding of the projects and explore alternative financing options.
- Conduct economic and financial viability assessments of the projects.
- Conduct an analysis of affordability and gather information to prepare a sample financial model for the ULB.
- Conduct financial sustainability analyses for revenue-generating subprojects.
- Any other related activities as decided by the administrative head of the ULB.

Terms of Employment:

The incumbent will be retained on a contractual basis for a maximum period of 12 months (May be extendable upto 36 months) from the date of commencement of the contract. The gross emolument of the incumbent is Rs. 45,000 per expert per month for the post graduate degree holders, Rs. 35,000 per expert per month for the graduate degree holders, Rs. 25,000 for diploma holders subject to norms applicable for term consultants, including tax deductions as applicable.

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5. Post Title : Town Planning Specialist/Urban Planner.
Duration : 1 Year

Qualifications & Experience

- 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.

Role and responsibilities

- 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 upon by the head of CLTC.

Terms of Employment:

The incumbent will be retained on a contractual basis for a maximum period of 12 months (May be extendable upto 36 months) from the date of commencement of the contract. The gross emolument of the incumbent is Rs. 45,000 per expert per month for the post graduate degree holders, Rs. 35,000 per expert per month for the graduate degree holders, Rs. 25,000 for diploma holders subject to norms applicable for term consultants, including tax deductions as applicable.