

MISSION DIRECTORATE
PRADHAN MANTRI AWAS YOJANA
DISPUR, GUWAHATI-6 (ASSAM)

REQUIRE PROFESSIONALS

No. TP/PMAY/1/2015/65

Dated Dispur, the 25th Oct.2016

Mission Directorate, Pradhan Mantri Awas Yojana, Assam as the State Level Nodal Agency (SLNA) for implementation of Pradhan Mantri Awas Yojana (PMAY) in Assam, invites applications from interested and eligible professionals/specialists for the following posts on contractual basis in the State Level Technical Cell (SLTC) and City Level Technical Cell (CLTC), under PMAY to assist the SLNA and the Urban Local Bodies (ULB) in discharging their roles and responsibilities assigned as per the PMAY guidelines.

Experts for State Level Technical Cell (SLTC)

Name of the Post	No. of Post	Qualification and Experience
MIS Expert	1	Please refer Terms of Reference
Project Engineer	1	
Town Planner/ Urban planner	1	
Capacity Building Expert	1	
Social Development Expert	1	
Urban Infrastructure Specialist	1	
IEC/Knowledge Management Specialist	1	
Municipal Finance Expert	1	

Experts for City Level Technical Cell (CLTC)

Name of the Post	No. of Post	Qualification and Experience
Urban Planner/Town Planner -1	32	Please refer Terms of Reference
MIS Specialist-1	36	
Municipal/Civil Engineer-1	35	
Capacity Building Specialist -1	23	

The appointment will be on contractual basis for a period of one year which is likely to be extended (may be based on performance) and the incumbent shall not have any claim for regular appointment.

HOW TO APPLY :

Interested candidates with required qualification may submit the application in standard format along with detailed CV and a certificate of highest Academic Qualification. For SLTC and CLTC, candidate shall mention name of post in the application form and the same shall be superscribed in the envelope containing the application. Selected personnels are liable to be posted any where in Assam.

Application with CV and the certificate should reach the Office of the Director, Town & Country Planning Assam , Dispur, Guwahati-781006, Assam, on or before 09/11/2016 during office hours. The applications will be scrutinized on 10/11/2016 and 11/11/2016. The list of the shortlisted candidates will be made available online on 12/11/2016 in the website www.tcpassam.gov.in/notice. Candidates are, therefore, requested to browse the website for updates and no personal correspondence shall be made to the candidate. Thereafter, only the shortlisted candidates will be interviewed scheduled to be held on 17/11/2016 at the Conference Hall of Directorate of Municipal Administration, Assam, Dispur, Guwahati-6 from 10 AM onwards. The shortlisted candidates are requested to report at Registration Desk at 9.30.am on 17/11/2016 outside the Conference Hall of Directorate of Municipal Administration.

Detail Terms of Reference for establishment of State Level Technical Cell (SLTC)/City Level Technical Cell (CLTC) positions under Housing for All (HFA) may be downloaded from www.tcpassam.gov.in/notice

Mission Director
Pradhan Mantri Awas Yojana
Dispur, Guwahati-6. Assam

Memo No. TP/PMAY/1/2015/65-A

Dated Dispur, the 25th Oct., 2016.

Copy to:-

1. The Director, Information and Public Relation, Assam, Dispur, Guwahati-6.
He is requested to publish this advertisement in Three Regional and National Dailies with at least one in vernacular language.

Mission Director
Pradhan Mantri Awas Yojana
Dispur, Guwahati-6. Assam

**MISSION DIRECTORATE
PRADHAN MANTRI AWAS YOJANA
DISPUR, GUWAHATI-6 (ASSAM)**

TP/PMAY/1/2015/66

Dated Dispur, the 25th Oct., 2016

**Terms of Reference (ToR) for the State Level Technical Cell (SLTC)/City Level Technical Cell (CLTC)
positions under Housing for All (HFA)**

Composition of State Level Technical Cell under Prime Minister Awas Yojana

Part B	Proposed team composition for HFA				Unit rate Rs per month / Specialist as per qualification (As 1st per CSMC Minutes)
	Sl No.	Designation	Qualification		
Post Graduate			Graduate	Diploma	
1	2	3	4	5	6
1	MIS Expert	1	-	-	85000.00
2	Project Engineer	1			
3	Town Planner	1	-	-	85000.00
4	Capacity Building Expert	1	-	-	85000.00
5	Social Development Expert	1	-	-	85000.00
6	Urban Infrastructure Specialist	1	-	-	85000.00
7	IEC/Knowledge Management Specialist	1	-	-	85000.00
8	Municipal Finance Expert	1	-	-	85000.00

Composition of City Level Technical Cell (CLTC) under Prime Minister Awas Yojana

Cluster no.	No. of cities	Name of the cities	No. of specialists to be recruited	No. of specialists as per qualification*			Unit rate / Specialists as per qualification (As per CSMC)			
				PG	Degree	Diploma				
1	2	3	5	6	7	8	9			
Cluster 1	1	Guwahati Municipal Corporation	Urban Planner/Town Planner -1		1		40000			
			MIS Specialist-1		1		40000			
			Municipal/Civil Engineer-1		1		40000			
			Capacity Building Specialist -1	1			60000			
Cluster 2	2	Palasbari M.B	Municipal/Civil Engineer-1		1		35000			
		N.Guwahati T.C.	MIS Specialist-1		1		35000			
Cluster 3	2	Nalbari M.B	Urban Planner/Town Planner -1		1		35000			
		Tihu T.C.	MIS Specialist-1		1		35000			
			Municipal/Civil Engineer-1		1		35000			
Cluster 4	4	Barpeta M.B.	Urban Planner/Town Planner -1		1		35000			
		Sarthebari T.C.	MIS Specialist-1		1		35000			
		Patacharkuchi T.C.	Municipal/Civil Engineer-1		1		35000			
		Pathsala T.C.	Capacity Building Specialist -1	1			45000			
Cluster 5	3	Howly T.C.	Urban Planner/Town Planner -1		1		35000			
		Barpeta Roads M.B.	MIS Specialist-1		1		35000			
		Sorbhog T.C.	Municipal/Civil Engineer-1		1		35000			
Cluster 5			Capacity Building Specialist -1	1			45000			
			Cluster 6	2	Mangaldai M.B.	Urban Planner/Town Planner -1		1		35000
					Kharupetia T.C.	MIS Specialist-1		1		35000
						Municipal/Civil Engineer-1		1		35000
Cluster 7	2	Dhubri M.B. Gauripur T.C.	Urban Planner/Town Planner -1		1		35000			
			MIS Specialist-1		1		35000			
			Municipal/Civil Engineer-1		1		35000			
			Capacity Building Specialist -1	1			45000			
Cluster 8	3	Chapar T.C.	Urban Planner/Town Planner -1		1		35000			
		Bilasipara T.C.	MIS Specialist-1		1		35000			
		Sapatgram T.C.	Municipal/Civil Engineer-1		1		35000			

			Capacity Building Specialist -1	1		45000
Cluster 9	2	Goalpara M.B.	Urban Planner/Town Planner -1		1	35000
		Lakhipur T.C.	MIS Specialist-1		1	35000
			Municipal/Civil Engineer-1		1	35000
			Capacity Building Specialist -1	1		45000
Cluster 10	2	Bongaigaon M.B.	Urban Planner/Town Planner -1		1	35000
		Abhayapuri T.C.	MIS Specialist-1		1	35000
			Municipal/Civil Engineer-1		1	35000
			Capacity Building Specialist -1	1		45000
Cluster 11	4	Doboka T.C.	Urban Planner/Town Planner -1		1	35000
		Hojai M.B	MIS Specialist-1		1	35000
		Lanka M.B.	Municipal/Civil Engineer-1		1	35000
		Lumbding M.B.	Capacity Building Specialist -1	1		45000
Cluster 12	3	Kampur T.C.	Urban Planner/Town Planner -1		1	35000
		Raha T.C.	MIS Specialist-1		1	35000
		Morigaon M.B.	Municipal/Civil Engineer-1		1	35000
			Capacity Building Specialist -1	1		45000
Cluster 13	2	Nogaon M.B.	Urban Planner/Town Planner -1		1	35000
		Dhing M.B.	MIS Specialist-1		1	35000
			Municipal/Civil Engineer-1		1	35000
			Capacity Building Specialist -1	1		45000
Cluster 14	2	Tezpur M.B.	Urban Planner/Town Planner -1		1	35000
		Dekhijuli M.B.	MIS Specialist-1		1	35000
			Municipal/Civil Engineer-1		1	35000
			Capacity Building Specialist -1	1		45000
Cluster 15	3	Rangapara T.C.	Urban Planner/Town Planner -1		1	35000
		Gohpur T.C.	MIS Specialist-1		1	35000
		Biswanath Chariali	Municipal/Civil Engineer-1		1	35000
			Capacity Building Specialist -1	1		45000
Cluster 16	4	Lakhimpur M.B.	Urban Planner/Town Planner -1		1	35000
		Dhakuakhana T.C.	MIS Specialist-1		1	35000
		Bihpuria M.B.	Municipal/Civil Engineer-1		1	35000
		Narayanpur T.C.	Capacity Building Specialist -1	1		45000
Cluster 17	2	Dhemaji T.C.	Urban Planner/Town Planner -1		1	35000
		Silapathar T.C.	MIS Specialist-1		1	35000
			Municipal/Civil Engineer-1		1	35000
Cluster 18	2	Dergaon M.B.	Urban Planner/Town Planner -1		1	35000
		Bokakhat T.C.	MIS Specialist-1		1	35000
			Municipal/Civil Engineer-1		1	35000
Cluster 19	3	Golaghat M.B.	Urban Planner/Town Planner -1		1	35000
		Sarupathar T.C.	MIS Specialist-1		1	35000
		Barpathar T.C.	Municipal/Civil Engineer-1		1	35000
		Capacity Building Specialist -1	1		45000	
Cluster 20	4	Jorhat M.B.	Urban Planner/Town Planner -1		1	35000
		Teok T.C.	MIS Specialist-1		1	35000
		Mariani T.C.	Municipal/Civil Engineer-1		1	35000
		Titabor T.C.	Capacity Building Specialist -1	1		45000
Cluster 21	1	Majuli TC*	MIS Specialist-1		1	35000
			Municipal/Civil Engineer-1		1	35000
Cluster 22	7	Nazira M.B.	Urban Planner/Town Planner -1		1	35000
		Simaluguri T.C.	MIS Specialist-1		1	35000
		Sonari M.B.	Municipal/Civil Engineer-1		1	35000
		Sibsagar M.B.	Capacity Building Specialist -1	1		45000
		Demow T.C.				
		Amguri M.B.				
		Moran T.C.				
Cluster 23	2	Dibrugarh M.B.	Urban Planner/Town Planner -1		1	35000
		Chabua T.C.	MIS Specialist-1		1	35000
			Municipal/Civil Engineer-1		1	35000
			Capacity Building Specialist -1	1		45000
Cluster 24	4	Namrup T.C.	Urban Planner/Town Planner -1		1	35000
		Naharkatia T.C.	MIS Specialist-1		1	35000
		Tinsukia M.B.	Municipal/Civil Engineer-1		1	35000
		Makum T.C.	Capacity Building Specialist -1	1		45000
Cluster 25	4	Doomdooma T.C.	Urban Planner/Town Planner -1		1	35000
		Chapakhua T.C.	MIS Specialist-1		1	35000
		Digboi T.C.	Municipal/Civil Engineer-1		1	35000
		Margherita T.C.	Capacity Building Specialist -1	1		45000
Cluster 26	2	Hailakandi M.B.	Urban Planner/Town Planner -1		1	35000
		Lala T.C.	MIS Specialist-1		1	35000
			Municipal/Civil Engineer-1		1	35000
Cluster 27	3	Silchar M.B.	Urban Planner/Town Planner -1		1	35000
		Lakhipur M.B.	MIS Specialist-1		1	35000
		Sonai T.C.	Municipal/Civil Engineer-1		1	35000

			Capacity Building Specialist -1	1		45000
Cluster 28	2	Karimganj M.B.	Urban Planner/Town Planner -1		1	35000
		Badarpur T.C.	MIS Specialist-1		1	35000
			Municipal/Civil Engineer-1		1	35000
			Capacity Building Specialist -1	1		45000
Cluster 29	2	Udalguri T.C.	Urban Planner/Town Planner -1		1	35000
		Tangla T.C.	MIS Specialist-1		1	35000
			Municipal/Civil Engineer-1		1	35000
Cluster 30	3	Bijni T.C.	Urban Planner/Town Planner -1		1	35000
		Kajalgaon T.C.	MIS Specialist-1		1	35000
		Basugaon T.C.	Municipal/Civil Engineer-1		1	35000
			Capacity Building Specialist -1	1		45000
Cluster 31	5	Diphu T.C.	Urban Planner/Town Planner -1		1	35000
		Bokajan T.C.	MIS Specialist-1		1	35000
		Dokmoka T.C.	Municipal/Civil Engineer-1		1	35000
		Hawraghat T.C.	Capacity Building Specialist -1	1		45000
		Bokolia T.C.				
Cluster 32	4	Haflong T.C.	Urban Planner/Town Planner -1		1	35000
		Maibong T.C.	MIS Specialist-1		1	35000
		Umrangshu T.C.	Municipal/Civil Engineer-1		1	35000
		Mahur T.C.	Capacity Building Specialist -1	1		45000
Cluster 33	2	Goreswar	Urban Planner/Town Planner -1		1	35000
		Rangia M.B.	MIS Specialist-1		1	35000
			Municipal/Civil Engineer-1		1	35000
Cluster 34	2	Kokrajhar M.B.	Urban Planner/Town Planner -1		1	35000
		Gossaigaon T.C.	MIS Specialist-1		1	35000
			Municipal/Civil Engineer-1		1	35000
Cluster 35	2	Hamren T.C.	MIS Specialist-1		1	35000
		Donkamokan T.C.	Municipal/Civil Engineer-1		1	35000

Note: For all the positions in SLTC and CLTC, the qualifications indicated are the minimum qualifications.

Terms of Reference (ToR) for State Level Technical Cell (SLTC)

1 Urban Planner

Qualifications and Experience

- Master's degree in Urban Planning or Regional Planning or Architecture Management with at least 5-7 years' experience in a managerial position.
- Having experience in project management with 3-5 years in a managerial position.
- Experience in working with large scale urban development/affordable housing/slum development projects /programmes.
- Experience in implementing urban reforms for States and ULBs.

Roles and responsibilities

- Handholding support to the ULBs for the preparation of HFAPoA, DPR and AIP.
- Handholding support to the ULBs in identifying slum pockets and other lands for housing development.
- As part of the slum mapping exercise, assist the ULB in identifying ownership of the land occupied by slums and mapping of the same.
- Handholding support to the ULBs in tenability analysis and choosing options for untenable slums.
- Assist the ULBs in selection of appropriate model for the in-situ slum redevelopment.
- Review the city Master Plan and provide inputs to revise it in accordance with the mandatory conditions under the Mission.
- Provide support in developing (approved) building layout plans for EWS/LIG housing.
- Provide advice to MoHUPA on increasing financial inclusion for the urban poor.
- Develop AIP on the basis of HFAPoA of the ULBs in consultations with State.
- Handholding support to States /UTs for the implementation of the slum Redevelopment and Affordable Housing programmes.
- Develop MIS formats and compilation of data from the ULBs.
- Develop periodic monitoring system for achievements under each scheme components.

2. Municipal Project /Civil Engineer

Qualifications & Experience

- Post graduate degree in Engineering with specialization in public health or civil engineering.

- ii. Having 5-7 years of experience in procurement, design, and supervision of housing and infrastructure works.
- iii. Experience in implementing new technologies in the housing sector.
- iv. Ability to assist ULBs to set standards and procedures for ensuring quality and monitoring compliance.
- v. Prior experience as municipal engineer will be an added advantage.

Roles and responsibilities

- i. Technical support in the design and implementation of housing and infrastructure works.
- ii. Provide support to the ULBs 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.
- iii. Provide support to the states to select and tie up with Engineering institutes (such as IIT) and planning institution to develop implementation methodology for Technical Submission.
- iv. Support States to select a central technical institute, an Engineering college or a Planning college for institutional support.
- v. Facilitate enabling policy framework for use of emerging and green technologies in the states.
- vi. Provide technical support in tendering process and facilitate recruitment of quality consultants for preparation of Detailed Projects Report (DPRs), HFAPoA etc.
- vii. Review and appraise the Detailed Projects Report (DPR) and provide feedback as and when necessary.
- viii. Develop and disseminate guidelines on project preparation, procurement and other related activities.
- ix. Assess the training needs in the implementation of technology submission and assist ULBs to access quality training on site or at recognized centers of excellence.
- x. Preparation of designing a scrutinizing/appraisal mechanism and a protocol for random check of projects and overall monitoring and evaluation of design and supervision of infrastructure works.
- xi. Support ULBs to prepare project monitoring formats and report on progress of construction and utilization of funds under HFA.
- xii. Any other related tasks that may be entrusted upon by the State/SLNA.

3. Urban Infrastructure Specialist

Qualifications & Experience

- i. Post graduate degree in engineering from recognized university.
- ii. Broad range of experience in urban infrastructure and a strong background in public housing sector and public health engineering especially in water supply and sanitation.
- iii. At least 5-7 years of experience in designing and managing municipal infrastructure projects.
- iv. Familiar with the rules and procedures of the Urban Local Government.

Role and Responsibilities

- i. Support ULBs in the preparation of City Action Plan.
- ii. Provide handholding support to the cities in assessing the gaps of infrastructure development in the city.
- iii. Support ULBs to ensure provision for operation and maintenance, value for money in urban infrastructure creation, and overall sustainability.
- iv. Provide support to the ULBs on regional best practices relating to project management, monitoring quality of construction, good procurement practices, PPPs etc.
- v. Any other related tasks that may be entrusted upon by State/SLNA.

4. Social Development Specialist

Qualifications & Experience

- i. Master's degree in MSW/Sociology.
- ii. 5 -7years of work experience in social and community development.
- iii. Experience of working in the development areas, preferably with urban community and slums.
- iv. Knowledge and experience in participatory planning and community mobilization.
- v. Fluency in local language is essential.

Role and responsibilities

- i. Support the ULBs to develop a pre-project consultation mechanism with the stakeholders and ensure its incorporation in the HFAPoA.
- ii. Support in conducting social analysis, social audit and community participation.

- iii. Support the ULBs in the urban poor governance, empowering the local communities, CBOs, NGOs etc. in implementing housing projects.
- iv. Devise strategies to develop platforms for interface between the service providers, ULB officials and the community in the backdrop of the housing projects.
- v. Overall assessment and reporting of the social development impact of the project.
- vi. Support in analyzing the affordability of housing loans to the poor, along with willingness to pay.
- vii. Support conducting surveys in the low-income and resettlement projects and provide technical inputs in analyzing the data.
- viii. Coordinate the social audit process at city level through Independent Facilitating Agency.
- ix. Ensure preparation of database of various stakeholder organizations (e.g. community organizations, nongovernment organizations, women's groups, and microfinance institutions involved in housing finance etc.) and participation of these organizations in the programme.
- x. Any other related tasks, including advocacy at state level, that may be entrusted upon by State/SLNA.

5. Capacity building/Institutional Strengthening Specialist.

Qualifications & Experience

- i. Master's degree in Urban Planning or management or Social Sciences.
- ii. 5-7 years of working experience in the urban development sector.
- iii. Wide knowledge and experience in implementing capacity building programme for states and ULBs.
- iv. Experience in designing, implementing and evaluating capacity building activities, preferably in the municipal environment.

Roles and responsibilities

- i. Overall responsibility for the management of Capacity Building programme in the state.
- ii. Support the State in preparing annual capacity-building plan.
- iii. Coordinate and monitor the organization of State and City level training programmes in coordination with Network of Resource Centres empanelled by MoHUPA/State.
- iv. Develop capacity building modules appropriate to the city/ULBs on HFA components and organise training programmes on these modules.
- v. Develop the database of trainers and resource persons on urban poverty alleviation, planning, community participation, social development, engineering etc.
- vi. Support city level capacity building/training coordinator in organizing training programmes and bringing in resource persons for taking sessions during training programmes.
- vii. Collate and disseminate reports of the trainings and capacity building programmes.
- viii. Develop monitoring mechanism for the training and capacity building programmes.
- ix. Support ULBs in cross learning through organising study tours and exposure visits.
- x. Develop mechanism and monitor the impacts of training programmes and document learning's from the field.
- xi. Any other related tasks that may be entrusted upon by State/SLNA.

6. MIS Expert

Qualifications & Experience

- i. Post Graduate degree in Computer Science or Electronics or MCA.
- ii. 5-7 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. Ability to work in a team and train staff to use the systems.

Roles and Responsibilities

- i. Coordination of data entry of the activities of Mission and file uploads into systems to be used by SLNA.
- ii. Support Local Bodies in coordinating/monitoring the housing demand surveys.
- iii. Work closely with the Urban Planning expert and support ULBs for the development of a MIS of land related data at state/city level that will include geo tagging references of the proposed housings.
- iv. Coordinate management of electronic data pertaining to the SLNA, including soft copies of letters, reports and numerical data. This may involve conversion of data and reports in hard copy to electronic form, as well as their storage in an organized filing system.
- v. Furnish reports/quarterly progress report to MoHUPA through SLSMC/SLNA.
- vi. Provide assistance to the City level MIS specialists as and when required.

- vii. Any other related tasks that may be entrusted upon by State/SLNA.

7. IEC/ Knowledge Management Specialist

Qualifications & Experience

- i. Post graduate degree or equivalent in Mass Communication/ Public relations/ Journalism
- ii. Experience in advocacy management preferably in urban sector.
- iii. 5-7 years of experience in conducting knowledge management activities and development of IEC strategy.
- iv. Knowledge and experience of government systems and procedures would be desirable.

Roles and Responsibilities

- i. Develop IEC/knowledge management strategy.
- ii. Develop reports and publications for the implementation of the Mission activities.
- iii. Provide inputs in documentation and dissemination of best practices in the sector and its dissemination to various stakeholders involved in the HFA Mission.
- iv. Support State to prepare media plan and its analysis.
- v. Assist in advertisements and outreach campaigns of the ULBs.

8. Municipal Finance Specialist

Qualifications and Experience

- i. Post graduate or graduate in finance from recognized university with 5-7 years of experience in municipal finance.
- ii. Experience in evaluating urban infrastructure investments, and helping city governments to use a range of options for financing projects.
- iii. Experience to advice and train staff in municipal finance, project finance and resource mobilization, public private partnerships etc.

Roles and Responsibilities

- i. Conduct an affordability analysis and gather information to prepare a sample financial model for the project for ULBs.
- ii. Support ULBs to identify finance options available for financing urban infrastructure and leveraging funds from various sources.
- iii. Provide technical guidance to State to prepare policy guidance and notes on municipal finance.

B. Terms of Reference (ToR) for City Level Technical Cell (CLTC)

1. Town Planning Specialist/Urban Planner

Qualifications & Experience

- i. Post Graduate Degree/ Post Graduate Diploma/ Degree in Urban Planning or Regional Planning or Post Graduate in Geography with specialisation in Regional Planning /Urban Geography
- ii. Minimum of 3-5 years of work experience in urban planning with experience of urban infrastructure projects/ affordable housing/slum development projects.
- iii. Experience of reform oriented projects is desirable.
- iv. Fluency in local language desirable.

Roles and responsibilities

- i. Programme design and implementation of the HFAPoA according to HFA Mission.
- ii. Identify in consultation with the local body the geographic area to be covered under HFA city plan.
- iii. Assist in identifying the slum pockets and other areas to be covered under the HFA within the city.
- iv. Assist in amending/preparing city Master Plan for earmarking land slum redevelopment and affordable housing.
- v. 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.
- vi. Assist in categorization of each slum in terms of its tenability.
- vii. Assist in selection of best model for in-situ development and deciding options for relocation of untenable slums.

- viii. 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.
- ix. Assist in integration of the data, and housing demand survey information at city level to create MIS.
- x. Develop and update databases on planning related activities.
- xi. Any other related tasks that may be entrusted upon by the head of

2. Municipal Project/Civil Engineer

Qualifications & Experience

- i. Post graduate or graduate degree in Engineering with specialization in public health engineering or diploma in Engineering.
- ii. At least 3 years of experience in procurement, design, and supervision of infrastructure works.
- iii. Ability to assist ULBs to set standards and procedures for ensuring quality and monitoring compliances.
- iv. Prior experience as municipal engineer will be an added advantage.
- v. Fluency in local language essential.

Roles and Responsibilities

- i. Identify and adapt green innovative technologies, good construction practices, disaster resistant construction, area specific design etc. to suit the local requirements.
- ii. 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.
- iii. Provide technical support in associating with technical institutes on design and supervision of infrastructure works and ensure good quality assurance.
- iv. Assess the training needs in engineering and assist ULBs to access quality training on site or at recognized centers of excellence.
- v. Review the City Plan of Actions and DPRs for precision and detail and provide feedback as necessary.
- vi. Support ULB to report with precision on progress of construction and utilization of funds under HFA.
- vii. Any other related tasks that may be entrusted upon by the head of ULB.

3. Capacity building/Institutional Strengthening Specialist

Qualifications & Experience

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

Roles and Responsibilities

- i. Prepare a capacity-building plan for the city/ULB based training need assessment.
- ii. Develop a road map and capacity building modules in local language for conducting training programmes on HFA components.
- iii. Coordinate the implementation of capacity building programmes.
- iv. Develop the database of trainers and resource persons on urban poverty alleviation, planning, community participation, social development, engineering etc.
- v. Prepare reports of the trainings and capacity building programme.
- vi. Undertake the follow up of the training and capacity building programme.
- vii. Organize study tours, exposure visits etc. to facilitate ULBs in cross learning.
- viii. Monitor the impacts of training programmes and document learning's from the field.
- ix. Any other related tasks that may be entrusted upon by the head of ULB.

4. MIS Specialist

Qualifications & Experience

- i. Post graduate/graduate in Computer Science/Electronics or MCA.

- ii. 3-5 years of work experience in Government/semi govt. / autonomous organizations/private company of repute.
- iii. Experience in software development and database management.
- iv. Fluency in local language essential.

Roles and Responsibilities

- i. Coordinate the data entry and file uploads into systems to be used by Urban Local Body (ULBs) on a regular basis.
- ii. Prepare detailed formats and ensuring the data entry in the desired MIS application.
- iii. Set up systems for measuring and monitoring and reporting progress of the projects.
- iv. Prepare quarterly progress report and submit the same to SLNA through ULB.
- v. Any other related tasks that may be entrusted upon by the head of CLTC.

Sd/-
Mission Director
Pradhan Mantri Awas Yojana
Dispur, Guwahati-6. Assam