

Government of Jharkhand <u>Urban Development & Housing Department</u> **Directorate of Municipal Administration**

Advertisement No. 02 / न0प्र0नि0 / NULM-नया नियुक्ति / 05 / 2018 - 1022 / Ranchi/Dated: 25 / ८/२०२०

Recruitment Notice

<u>Various Positions for Recruitment on Contractual Basis under Deendayal Anthoydaya</u> <u>Yojana- National Urban Livelihood Mission (DAY-NULM)</u>

Applications are invited from the eligible candidates to fill following positions in the **State Mission Management Unit (SMMU) and City Mission Management Unit (CMMU)**, constituted under the Directorate of Municipal Administration, Urban Development & Housing Department, Project Building, Dhurwa, Ranchi as per provisions of Ministry of Housing and Urban Affairs (MoHUA), Govt. of India on contractual basis for implementation of Deendayal Anthoydaya Yojana- National Urban Livelihood Mission (DAY-NULM) in Jharkhand:

2 3 1 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Name of Post	Total No. of	Category					Monthly Consolidated
	Traine of 1 oot	Posts	UR	ST	SC	BC-I	BC-II	Remuneration
1	State Mission Manager-HR & Capacity Building	1	1	0	0	0	0	Rs. 65,000/- to Rs.75,000/-
2	City Mission Manager- Social Development & Infrastructure	8	6	2	0	0	0	
3	City Mission Manager- Skills & livelihoodsl	6	1	2	1	1	1	Rs. 50,000/- to
4	City Mission Manager – Financial Inclusion & Micro Enterprises	3	1	1	0	1	0	Rs. 60,000/-
5	City Mission Manager - MIS &ME	3	1	1	0	1	0	
6	Community Organiser (CO)	33	14	13	4	0	2	Rs. 10,000/-
* No. of	vacancies may increase or decrease, su	ibject to r	equire	ment				

- 2. Due to unavoidable circumstances the previous recruitment vide: Advertisement No. 02/न0प्र0नि0/NULM-नया नियुक्ति/05/2018—1342/Dated:30.05.2019 has been cancelled. A separate notice will be issued/published via website/local newspaper for reimbursement of the Application Fees paid by the applicants for it.
- 3. The engagement of professionals will be purely on contractual basis. Details on Terms of Reference (ToR) and General Terms & Conditions of engagement, required qualification, and experience for the respective position and other details may be viewed and downloaded from the website-www.udhd.jharkhand.gov.in or http://recruitment.jharkhand.gov.in.
- **4.** Application form (attached) as prescribed in the website should be strictly applied online through http://recruitment.jharkhand.gov.in or any other portal/website will be informed via local newspaper.
- 5. Applicant must apply the online application along with scanned copy of the proof of age, educational qualifications, work experience, key competencies (if any), caste certificates, residential certificates etc. is to be attached compulsorily.
- 6. A non-refundable fees of Rs. 1100/- (Rupees One thousand one hundred only) for the post S. No.-1 to S. No.-5 is to be paid and Rs. 500/- (Rupees five hundred only) for the post S. No. 6 is to be paid through online Payment Gateway only.

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- The application form made available by offline/postal/hand/ any other mode except above shall not be entertained and summarisely rejected.
- 8. The dates for applying online application is from 26th August' 2020 to 9th September'2020 till 5:00 pm.

Sd/-

Director

Director Municipal Administration Urban Development & Housing Department

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Terms of Reference (ToR) for City Mission Manager Unit (CMMU) Positions under DAY-NULM

Scope of work:

The person selected for these positions will assist the City Project Officer, CMMU in operationalizing the respective components of NULM at the city level. The position is a contractual engagement, initially for a period of two years which may consist of probation for a period of six months from the date of joining. Renewal of contract may be done after two years based on performance appraisal. The incumbent will directly report to the City Project Officer, CMMU. The person should have good command on writing and speaking both English and the regional language.

Educational Qualifications, Experience and Competencies:

S.N	Position	Education and Experience Particulars	Competencies	Remuneration per month
1.	State Mission Manager- HR & Capacity Building	Two year full time Post Graduate Diploma in Management/ MBA or Masters in any other relevant discipline with 5 years of experience or Graduate from government recognized institutes with 8 years of experience in staff recruitment, training and capacity building work with state level projects.	The person should have, in addition to the above mentioned competencies, acknowledged capabilities in client management; excellent negotiation skills; ability to handle large scale recruitment; developing a theme based capacity building strategy and modules etc.	Rs. 65,000/- to Rs.75,000/-
2.	City Mission Manager -Social Development & Infrastructure	Two year full time Post Graduate Diploma in Management/ MBA or Masters in any other relevant discipline with 5 years of experience or Graduate from government recognized institutes with 6 years of experience in social Development work with poverty reduction programmes.	The person should be Proficient with MS office; strong analytical skills; Experience of Working with government institutions will be given preference.	Rs. 50,000/- to Rs.60,000/-
3.	City Mission Manager -Skills and Livelihoods	Two year full time Post Graduate Diploma in Management/ MBA or Masters in any other relevant discipline with 5 years of experience or Graduate from government recognized institutes with 6 years of experience in implementation of skill training and placement programmes.	The person should be Proficient with MS Office; strong analytical skill; Experience of working with government institutions will be given preference.	Rs. 50,000/- to
4.	City Mission Manager – Financial Inclusion & Micro Enterprises	Two year full time Post Graduate Diploma in Management/ MBA or Masters in any other relevant discipline with 5 years of experience or Graduate from government recognized institutes with 6 years of experience in dealing with credit linkages, social security and/or micro enterprises promotion in poverty reduction programmes/ financial institutions.	The person should be Proficient with MS office strong analytical skills Experience of working with governmen institutions will be given preference.	to Rs. 60,000/-

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5.	Manager – MIS & ME	Two year full time Post Graduate diploma / Masters in Computer Science, M.Sc. (computer science), B.Tech (computer science) or MCA from government recognized institute/ university with at least 3 years of experience in designing and implementation of MIS and ME for large development projects, preferably poverty reduction project.	rows good documentation	Rs. 50,000/- to Rs. 60,000/-
6.	Community Organiser (CO)	Intermediate (10+2) in any discipline. Candidates should have at least 5 years of experience in working with community on social development.	The person should be Proficient with MS	Rs. 10,000/-

Key Responsibility Areas:-

State Mission Manager - HR & Capacity Building

- i. Ensure that city adheres to the guidelines prescribed by DAY-NULM.
- ii. Prepare work plan for implementation of CB&T component in the State.
- iii. Responsible for the CB&T targets of the state.
- iv. Ensure CMMU structures are established and staffed across all cities in the state.
- v. Identifying technical and capacity building resources agencies, regular interface with them and engage them for building the capabilities of the stakeholders of DAY-NULM.
- vi. Responsible for providing need based Technical Assistance to the City Mission management Units.
- vii. Support the resource agencies in capability building/ sensitization of CMMUs within or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required.
- viii. Arranging for appropriate linkages with relevant agencies/departments in order to strengthen the capacities of the staff and other stakeholders of DAY-NULM.
- ix. Reporting against KRAs.
- x. Work closely with other State Mission Managers at the state level for successful implementation of DAY-NULM.
- xi. Perform any other related tasks assigned by the Statae Mission Director, SULM.

<u>City Mission Manager - Social Development & Infrastructure</u>

- xii. Ensure that city adheres to the guidelines prescribed by NULM.
- xiii. Develop work plan for implementation of Social mobilisation component for the city.
- xiv. Responsible for the SM&ID, USVs & SUH targets of the city with respect to community mobilisation, SHGs, Federations, Revolving Fund, CLCs, Vendor development plan, Vendor Markets development and Shelters for Urban homeless etc.
- xv. Ensure the SHGs, ALF and CLF structures are established in the city.
- xvi. Responsible for providing need based Technical Assistance to Community Organisers (COs).
- xvii. Arranging for appropriate linkages with relevant agencies/departments and integrate Social mobilisation agenda in implementing of DAY-NULM.
- xviii. Ensure reporting of the Social mobilisation and institution Development component.
- xix. Work closely with other Managers at the city level for successful implementation of DAY-NULM.
- xx. Perform any other related tasks assigned by the City Project Officer, CMMU.

City Mission Manager - Skills and Livelihoods

- i. Ensure that the city adhere to the EST & P guidelines prescribed by DAY-NULM.
- ii. Prepare work plan for EST & P agenda for the city.
- iii. Responsible for the EST & P targets of the city.
- iv. Ensure Identification of Skill Training Providers (STPs) at the city level and monitoring the performance quality of the STPs and other agencies involved.
- v. Responsible for providing need based Technical assistance to COs.





vi. Ensure linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes, and other relevant agencies.

Ensure reporting against KRAs. vii.

Work closely with other Managers at the city level for successful implementation of DAY-NULM. viii.

ix. Perform any other related tasks assigned by the City Project Officer, CMMU.

City Mission Manager - Financial Inclusion and Micro Enterprises

i. Ensure that the city adhere to the guidelines prescribed by DAY-NULM.

ii. Prepare work plan for Universal Financial Inclusion (UFI) and Self Employment Programme (SEP) agenda for the city.

Responsible for UFI & SEP targets of the city. iii.

- Ensure the bank linkages for SHGs and its members at the city level. iv.
- Facilitate access to credit for micro enterprises set up by the urban poor at the city level. V.

vi. Responsible for providing need based Technical Assistance to COs.

Arranging for appropriate linkages with relevant agencies/departments and integrate vii. Universal Financial Inclusion and Self-employment programme agenda in implementing of -DAY-NULM.

viii. Ensure reporting against KRAs

Work closely with other Managers at the city level for successful implementation of NULM ix.

xxi. Perform any other related tasks assigned by the City Project Officer, CMMU.

City Mission Manager - MIS & ME

i. Prepare work plan for monitoring of the components of DAY-NULM.

- ii. Responsible for the ensuring proper implementation of MIS at the city level, compilation of information at the city level and submission of the same to the state.
- III. Undertake real time monitoring of the scheme at the city level.

Responsible for timely submission of information to state.

Responsible for providing need based Technical Assistance to COs. vi.

- Adhere to all monitoring and reporting systems like baseline study, MPRs, Process vii. documentation etc. at city level.
- Work closely with other Managers at the city level for successful monitoring of DAY-NULM. viii.

Perform any other related tasks assigned by the City Project Officer, CMMU. ix.

Terms of Reference (ToR) for Community Organiser (CO) under DAY-NULM

Scope of work:

The person selected for this position will cover least at least 3000 urban poor families at the city level. S/he will interact and will have direct interface with the urban poor and assist them in accessing all the benefits of DAY-NULM. The position is a contractual engagement, initially for a period of two years. Renewal of contract may be done after two years based on performance appraisal. The incumbent will report to the City Project Officer, CMMU or any other officer assigned by him. The person should have good command on writing and speaking both English and the regional language.

Key Responsibility Areas

Community Organiser (CO)

Ensure that the social mobilisation of urban poor in his or her operational area - directly or through Resource Organisations (ROs).

Facilitate community in forming into groups/federations.

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- iii. Facilitate implementation of various programmes/aspects related to NULM in his/her operational area operational area.
- iv. Develop community level comprehensive database on infrastructure, assets and social. aspects, update the database periodically.
- V. Support and strengthen SHGs and their federations including the SHGs of disabled. persons in accessing convergent services.
- Promote SHG-Bank linkage. vi.
- vii. Establish liaison with government departments for convergence.
- Assist in surveys related to DAY-NULM. viii.
- Support implementation of development works like community contracts, O&M of community ix. assets, etc.
- Document the working of good practices. X.
- xi. Organize and attend community level meetings trainings, as per the need.
- Submit periodic reports as necessary. X.
- Xi. Any other tasks/ duties as assigned from time to time by the CPO.

General Instruction:

- 1. No traveling allowance etc. will be admissible to the candidates for appearing in written exam/
- The date, time and venue of written test/practical test/skill test/Interview will be decided by the department at its administrative convenience and then will be intimated to the concerned candidates.
- 3. The department/Directotate reserves the right to modify and/or change the number of vacancies without assigning any reason whatsoever. Additional vacant positions in equivalent/comparable posts may also be filled through this announcement.
- 4. Information regarding any subsequent modification/ alteration/ addition/ deletion made in the provisions of this notice will be given to the candidates during the interview or earlier, as far as
- The list of shortlisted candidates will be uploaded on the website www.udhd.jharkhand.gov.in / http://recruitment.jharkhand.gov.in under the notice section. The shortlisted candidates would have to appear in Ranchi for further process of recruitment on the date and time communicated to them through email/mobile only provided in the application form and they have to bear the cost of transport and logistics etc.
- Last Date for submission of Application is 944 September' 2020 till 05:00PM.
- 7. Any dispute arising out of, or connected with this contract appointment on different vacant post conducted by Directorate of Municipal Administration, Department of Urban Development & Housing, Govt. of Jharkhand shall be resolved by the Director, Directorate of Municipal Administration, Urban Development & Housing Department, Govt. of Jharkhand, whose decision shall be final and binding upon all the parties.
- have to undergo training programme. after final selection may Candidates During the training if a candidate is found unfit for the post, s/he shall be removed & wait-listed candidates shall be replaced after due verification.

General Information. Terms & Conditions:

- The positions are purely contractual in nature and co-terminus with the project.
- 2. The total number of vacancies as indicated above will be filled up as per the requirement strictly in accordance with merit. The number of vacancies may increase or decrease, subject to requirement.
- 3. The candidate must be citizen of India.
- Age limit of candidate is below 60 years at the time of joining.
- 5. All successfully recruited candidates will have to undergo probation for a period of 6 months from the date of joining. If the performance is not satisfactory during the probation period, concerned competent authority may take suitable action, including termination of the services of the successful candidates by giving a notice period of at least three month.
- 6. Resolution No.-4684/Dated-21.07.2017 of Urban Development & Housing Department; Govt. of Jharkhand will be applicable on all candidates for the purpose of appointment.

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7. As per the above said resolution, terminated employees from Urban Development & Housing dept. will not be eligible for the selection process.

8. The contractual engagement shall not confer any right or claim of extension/absorption in the Urban Local Body under the Urban Development & Housing Department, Govt. of Jharkhand.

9. The department/Directorate reserves the right to cancel/postpone the appointment wholly or partly if so required.

10. The successful candidates will have to sign a contractual agreement in the format prescribed by the

11. Directorate, Municipal Administration as per DAY-NULM guidelines and for this e-stamp paper of Rs. 100/- for indemnity bond is to be submitted after on the joining day.

12. The successful candidates will have to submit an affidavit that after completion of the project their

candidature will terminate automatically.

13. The contract shall not confer any right or claim of extension/absorption in the department.

14. The contract shall be effective from the date of actual contractual engagement.

15. All successfully recruited Technical experts may be given an initial contract for a period of 2 years.

How to Apply:

1. Candidates will find the whole advertisement at bottom left side as Latest Recruitments of the http://recruitment.jharkhand.gov.in.

2. Candidates has to register herself/himself on recruitment portal using Register tab on the Home page of http://recruitment.jharkhand.gov.in. For which the whole process flow has been

attached as Annexure-I.

3. During applying online process applicant has to pay a non-refundable fees of Rs. 1100/-(Rupees One thousand one hundred only) for the post S. No.-1 to S. No.-5 is to be paid and Rs. 500/- (Rupees five hundred only) for the post S. No. 6 is to be paid through online Payment Gateway only.

4. After successful online payment candidate will get payment receipt and his/her application process will be completed. Candidate should keep safely his/her Applicant Req. ID and

password.

5. For any difficulty send e-mail on jharkhand.recruitment@rediffmail.com at least last day before closure of application deadline i.e. 9nd September' 2020 till 05:00PM.

Sd/-

Director

Directorate Municipal Administration, Urban Development & Housing Department.

APPLICATION FORM

Position Applied For:	Paste Recent Passport Size Photograph
1. PERSONAL DETAILS	
Name of the Candidate	(Surname)

Name of the Candidate	(First Name)	(Surname)
Father's Name		-
Mother's Name	•	Present
Address:	Permanent	
Control Control		
Mobile/Phone No.		
Telephone-Residence	14-1-1-1-2-2000	
Telephone-Office		
Email Id.		
Date Of Birth: (DD/MM/YY)		
Category: (ST/SC/General/EBCI/BCII) Sex: (Male/Female)		

2. EDUCATION QUALIFICATION (Recent First)

Qualification	University/Institution	Main Subjects	Completion Year	Division/ Grade	Marks %
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1		1 1 1			
		,		-	

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3. EMPLOYMENT/WORK EXPERIENCE DETAILS

Name &	Duration		Experience		Brief	Name & Designation	
Address of Employer	Designation	From	То	Years	Months	Description of Responsibilities	of Reporting Authority
				7.11			
		78.81					
		Sent I		- may la	11,120 1	- 1 - 1	
		Total Expe	erience	:			

4. ADDITIONAL EDUCATIONAL QUALIFICATION

Course Name	Duration	Institution	Course Details	Marks obtained
9				

5. KEY COMPETENCIES/SKILLS/TECHNICAL SKILLS

S.No.	Computer Skills	ì	Detail	
	·			
	Other Skills relevant to the applied post			
				TB TT
	Competencies relevant to the applied post			
	post			



6. REFERENCE (Two Persons To Whom You Have Professionally Reported)

Reference 1 (Name, Official Address, Phone & Email)	Reference 2 (Name, Official Address, Phone & Email)
	:
	* -
* * * * * * * * * * * * * * * * * * * *	

7. DECLARATION

I do hereby declare that all statements made in the application are true, complete and correct to t	the
best of my knowledge and belief. In the event of any information being found false or incorrect	at
any point of time, my candidature/ appointment may be cancelled/ terminated without any notice.	

Date:

Place:

(Signature of the Applicant)



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Web Application (Recruitment Portal)

Government of Jharkhand

Recruitment Portal

This portal is use to provide online and paperless, transparent recruitment process and also saves time and money. It attract and empower an increasing number of applicants to apply and build positive impression of recruitment process. It also helps to recruit best candidate for organization.

Address

https://recruitment.jharkhand.gov.in/

Overview

General instructions for Application : -

Step-1: Registration

- Navigate the website link (https://recruitment.jharkhand.gov.in)
- Now, click on "Register" for Registration.
- Then your registration id is displayed on the screen and your password is the mobile number which you have submitted.

Step-2: Fill all the mandatory details

- Now, you have to login. Go to the Personal Details option then add new option and fill your basic details such as name, father's name, mother's name, gender etc.
- After filling all details, click on "Save" button.
- Fill your Academic details & click on Save Button.
- Fill your Experience details & click on Save Button.
- Fill your Technical details & click on Save Button.

Step-3: Upload Scanned Images

• Click Upload Documents for the submission of necessary documents.

Step-4: Recruitment Details

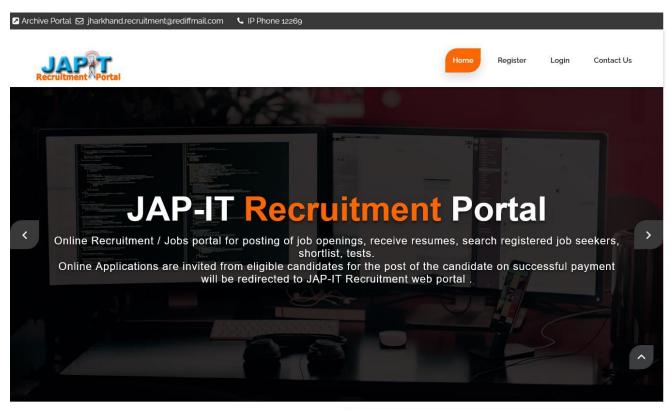
- After submitting all details, Click on Recruitment list.
- Choose a recruitment by clicking View option.
- After Proceed, fill the data and Apply .
- Make payment.

Step-5: Printout of Application Form

- Preview your application on View Application option and click on "print image" button.
- Take the printout of the completely filled application form.
- Take extra printouts of it and keep it for future references.

In case you encounter any difficulties in filling/submitting the form please contact us at the email ID: jharkhand.recruitment@rediffmail.com

Government of Jharkhand



ABOUT US

Welcome to JAP-IT Recruitment Portal

Jharkhand Agency for Promotion of Information Technology (JAP-IT) was conceptualized to accelerate the growth of Information Technology in Jharkhand and implement the policies of the State Govt. in the area of IT.

The broad objectives were to provide IT inputs to Governments Departments, Agencies and to assist them in computerization and networking, to co-ordinate with investors and industry, trade organizations and financial institutions in public and private sector. With above objectives, JAP-IT geared up for implementing the projects assigned to them and succeeded in disseminating the strides made by DOIT, Jharkhand through participation in various exhibitions, seminars etc among the leading IT players of the country and thereby attracting them in the state of Jharkhand.

General instructions for Application : -

Step-: Registration

- $\bullet \ \ Navigate \ the \ website \ link \ (http://recruitment.jharkhand.gov.in)$
- Now, click on "Register" for Registration.
- Then your registration id is displayed on the screen and your password is the mobile number which you are provided.
- Now, click on "Login" for login.

LATEST

Recruitments

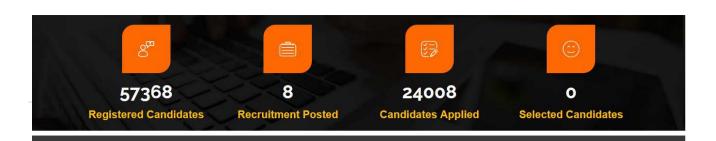
'Fee is not refundable

*Register and Login to Apply

▲ Cancellation of PMMVY

= झारखण्ड गृह रक्षा वाहिनी हजारीबाग म**ें** गृह रक्षकों े का ऑनलाईन आवेदन आमंत्रन (आवेदन की तारीख 30 जनवरी 2020 तक बढ़ा दी गई है) I **372 kb I**Last dale : 31/67/2020 LATEST

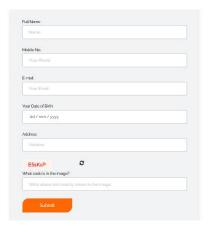
Results



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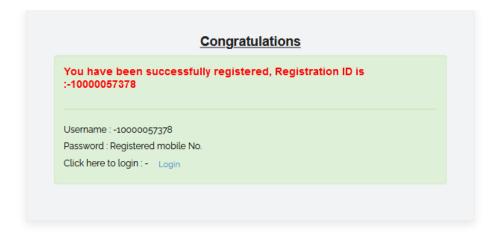
Register

Click Register and fill details for first time user.



Login Id & Password

Login id is auto generated and password is mobile number entered. After login candidate may change password.



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Login

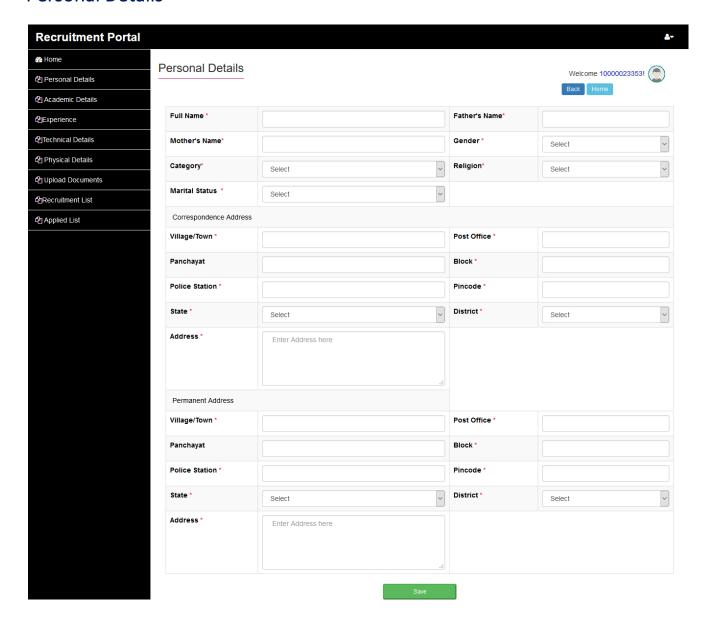
Login using valid credentials provided.

Login	
Please enter Registration No./UserId	
Please enter password	
gAar4N 2	
Write above text exactly shown in the image.	
Forgot Password?	
Login	
	Please enter Registration No./UserId Please enter password C Write above text exactly shown in the image. Forgot Password?

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Applicant Dashboard

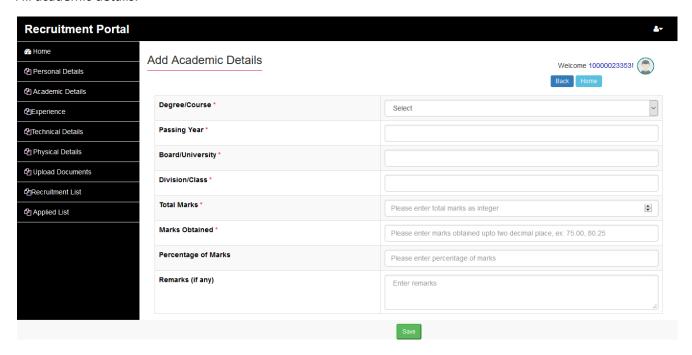
Personal Details



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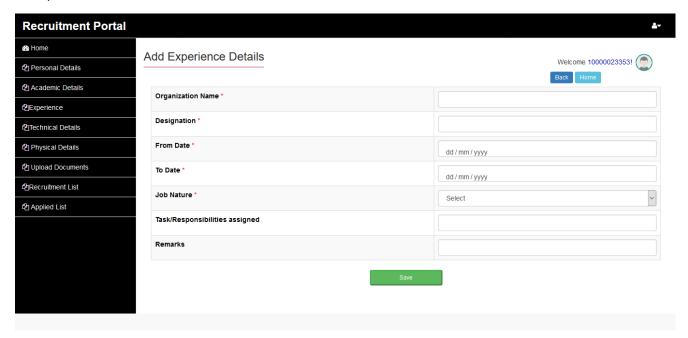
Academic Details

Fill academic details.



Experience

Fill experience data.

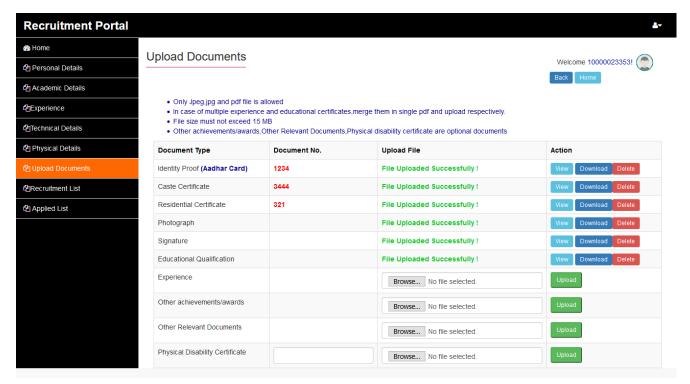


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Upload Documents

Upload Scanned Images

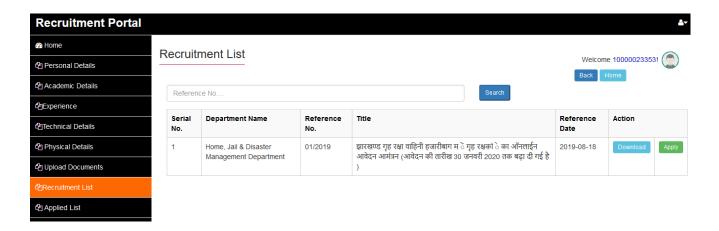
• Click Upload Documents for the submission of necessary documents.



Recruitment

Recruitment Details

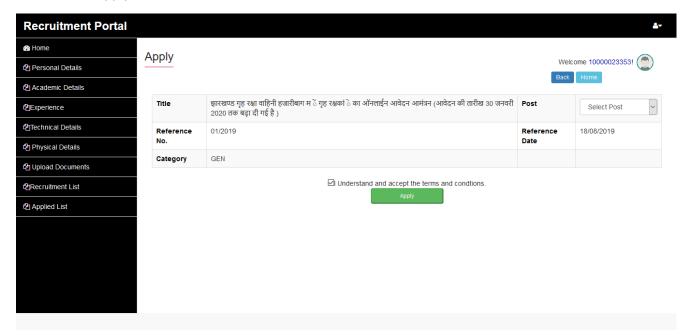
• After submitting all details, Click on Recruitment list.



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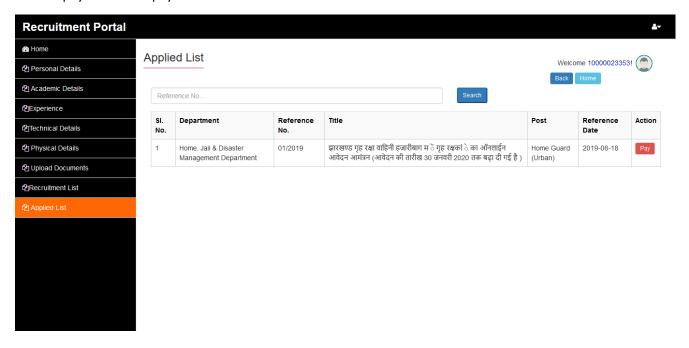
Select Post

Select Post & Apply.



Payment

Click on pay button for payment.



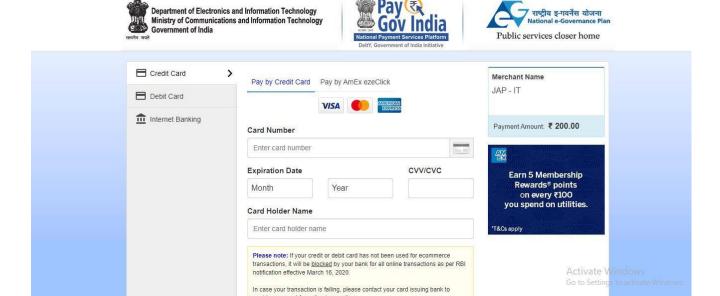
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Payment Gateway

Visa, Master and American express credit card is accepted.

Rupay Debit card is accepted.

Internet banking.



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Application Submitted

After successful payment, application gets submitted and machine generated confirmation email sent to candidate.

