

## PROGRAMME MANAGEMENT UNIT(PMU) under ( BSUP & IHSDP )

Sr. No.	Name of post	Job Profile	Qualification Essential.	Experience	Upper Age Limit	No. of Posts	Place of posting	Consolidated amount payable.
1.	<b>Project Specialist (Housing &amp; Slum Development).</b>	He/She shall provide overall leadership and support in Project Planning i.e. preparation of DPR, CDP and operationalising thereof. Implementation of Reforms as per JNNURM guidelines, Activities Planning and scheduling to avoid time and cost overruns quality assurance and bench marking, preparation of utilization certificates, financial closure of project and accordingly completion certificates.	B.E. or M.E. Civil/ Town Planner ( degree in Town Planning). Desirable : Degree/ Diploma in Management.	Having 7-10 years of experience in managerial position in a large state Govt PSU in the area of township planning, and should have experience in Slum-Dev. and local infrastructure, including in-situ slum Development must have strong communication and computer skills. an early involvement within JNNURM will be added advantage.	50 years	1	Shimla, but requires to tour hectically throughout the State.	Rs. 40,000/-
2.	<b>Specialist Social Dev. Urban Poverty Management</b>	He/She will do the Socio-economic survey for beneficiary, oversee the timely preparation and periodic updating of city's poverty. Profile establish. Network with Civil Society and Private Sector and other line departments such as health, education and social	Master or doctoral degree in Social Sciences <u>Desirable</u> : Degree in Economics and Diploma in Management.	7-10 years in a responsible position in issues relating to urban poor/ slum dwellers and in the field of Education, Health, Community Mobilization, MIS,	48 years	1	Shimla, but requires to tour hectically throughout the State.	35,000/- P.M.

		Welfare in order to bring convergence of their schemes with BSUP/IHSDP will look after SJSRY. Must have knowledge of PMES, Monitor and report progress of reforms organize studies surveys and disseminate good practices across the State.		and Capacity Building activities and should have strong computer skills.				
3.	<b>Specialist MIS</b>	He/She SHALL BE responsible for devising communication strategies to make the communities aware of their responsibility in keeping cities clean, preserving and helping in making the investment secure and complying with requirement of reforms. The specialist shall help establish mechanism for dialogue between elected representatives, staff and clients. He/She shall prepare / implement projects related to community development network (CDM) to assess community participation fund. The specialist will also support speedy internalization of MIS of JNNURM and accurate reporting through the same and strive to improve the IT system of JNNURM pro actively. The specialist will continuously assess the training needs at the ULB level and assist ULB's to assess quality training on site, encourage use of IT and E-	Degree in Sociology / Social work / Communication and Degree/ Advanced Diploma in Computer Programming.	Experience in the filed of Education, health, community mobilization, poverty alleviation, monitoring and evaluation, MIS etc. Experience in designing, capacity building activities, preferably in the municipal environment. Any earliest involvement with JNNURM will be an added advance.	45 years	1	Shimla, but requires to tour hectically throughout the State.	35,000/- P.M.

		learning among staff of the ULB's.						
4.	<b>Research and Training Coordinator.</b>	He/She shall be responsible for putting in place core research, advocacy and coordination capacity, build database in the areas of urban poverty, slums, skills development housing, and construction, develop concept notes and undertake research and guidance tasks in area or urban poverty. The expert will coordinate all training and capacity building programmes for the state & ULB staff in the areas of Urban Poverty including JNNURM projects and livelihood programmes. Expert will develop and coordinate Annual Training Programme in the area of implementation of JNNURM. The expert will closely work with MIS expert to develop a data base on assessment of skill requirement of staff at local level and update it regularly.	Master or doctoral degree in Social Science/ Economics/ Statistics/ Management.	Should have Experience of Research in areas related to the Urban Poor, Coordination skills, ability to work in a team with other professionals. Experience in dealing with the State Govt. / Local Bodies/Resource Centres/ NGO/ Communities. Computer skills are also required.	45 years	1	Shimla, but requires to tour hectically throughout the State.	30,000/-

## PROGRAMME IMPLEMENTATION UNIT(PIU) under ( BSUP & IHSDP )

Sr. No.	Name of post	Job Profile	Qualification Essential.	Experience	Upper Age Limit	No. of Posts	Place of posting	Consolidated amount payable.
1.	<b>Project Coordinator (Housing &amp; Slum Development).</b>	He/She shall provide overall leadership and support in Project Planning i.e. preparation of DPR, CDP and operationalising thereof. Implementation of Reforms as per JNNURM guidelines, Activities Planning and scheduling to avoid time and cost overruns quality assurance and bench marking, preparation of utilization certificates, financial closure of projects and completion certificates.	B.E. or M.E. Civil/ Town Planner ( degree in Town Planning).	Having 5-10 years of experience in managerial position in a large state Govt PSU in the area of township planning, and should have experience in Slum-Dev. and local infrastructure, including in-situ slum Development must have strong communication and computer skills. An early involvement within JNNURM will be added advantage.	50 years	2	Shimla & Hamirpur but requires to tour hectically throughout the State.	Rs. 25,000/-
2.	<b>Livelihoods Development Specialist.</b>	He/She shall be responsible for improving quality of project design, implementation and reporting by providing intellectual leadership and input on social needs of the urban poor. He/She will ensure that the development plan are tailor made for each slum keeping in view the occupation pattern and socio-economic mileu of the incumbents. He / She will assist project	Degree in Sociology/ Social work/ communication/ entrepreneurship development.	5-7 years experience in a responsible position in issues relating to urban poor/ slum dwellers/ Micro finance/ Micro enterprise. Experience in Designing and conducting socio economic surveys. Social development projects in the field of education,	45 years	2	Shimla & Hamirpur but requires to tour hectically throughout the State.	25,000/- P.M.

		specialist/ urban poverty management specialist.		health, community, mobilization, poverty alleviation, monitoring and evaluation etc. Any earlier involvement with JNNURM will be an added advantage.				
3.	<b>Research Officer.</b>	He/She shall be responsible for strengthening the capacity of personnel at State & ULB levels in the context of BSUP/IHSDP and Urban Poverty. The expert will facilitate preparation of livelihoods, improvement plans, roadmaps for pro-poor reforms and internalizing new approaches (“best practices”) at State and ULB level. The expert will prepare urban poverty profile of state and cities, integration of employment generation, skill development and programmes related top health, Education and Social Security.	Master or doctoral degree in Social Science/ Economic Desirable : Diploma/ Degree in Management.	3-7 years experience in area of research relating to urban poor/ slum dwellers.	45 years	2	Shimla & Hamirpur but requires to tour hectically throughout the State.	20,000/- P.M.

## PROGRAMME MANAGEMENT UNIT(PMU) under ( UIG )

Sr. No.	Name of post	Job Profile	Qualification Essential.	Experience	Upper Age Limit	No. of Posts	Place of posting	Consolidated amount payable.
1.	<b>Programme Manager / (Team Leader).</b>	He/She shall specifically facilitate judicious and timely actions for implementating State reforms as per agreed time frame in the MoA. He/She shall be responsible for public private partnership project and crediting of ULB., efficiate operation of the PMES, capacity building programmes.	Degree in Urban Planning Desirable : Degree / Diploma in Management.	Having 5-10 years of experience in managerial position in a large state Govt PSU in the area of township planning, and should have experience in Urban Planning and must have strong communication and computer skills. An early involvement within JNNURM will be added advantage.	50 years	1	Shimla, but requires to tour hectically throughout the State.	Rs. 40,000/-
2.	<b>Public Works and Public Health Engineer.</b>	He/She will provide technical advise on tendering process of the sewerage, water supply and solid waste management project. He/ She shall be responsible for the preparation of the DPR, capacity buildings of the ULB's.	Degree in Civil Engineer. <u>Desirable :</u> Degree/ Diploma in Management.	5 years experience in a responsible position in issues relating to urban development MIS, and Capacity Building activities and should have strong computer skills.	48 years	1	Shimla, but requires to tour hectically throughout the State.	35,000/- P.M.
3.	<b>MIS Expert.</b>	He/She shall be responsible for devising communication strategies to make the communities aware of their responsibility in	Degree in Information Technology	Experience in the filed of alleviation, monitoring and evaluation, MIS etc.	45 years	1	Shimla, but requires to tour	35,000/- P.M.

		<p>keeping cities clean, preserving and helping in making the investment secure and complying with requirement of reforms. The specialist shall help establish mechanism for dialogue between elected representatives, staff and clients. He/She shall prepare / implement projects related to community development network (CDM) to assess community participation fund. The specialist will also support speedy internalization of MIS of JNNURM and accurate reporting through the same and strive to improve the IT system of JNNURM pro actively. The specialist will continuously assess the training needs at the ULB level and assist ULB's to assess s quality training on site, encourage use of IT and E-learning among staff of the ULB's.</p>		<p>Experience in designing, capacity building activities, preferably in the municipal environment. Any earliest involvement with JNNURM will be an added advance.</p>			<p>hectically throughout the State.</p>	
4.	<b>Municipal Finance Expert.</b>	<p>He/She shall be responsible for accounting reforms incentives, and guide ULB to move to accrual based accounting system, ensure speedy implementation of reforms with respect to Property Tax and user charges and shall be responsible for the implementation of all reforms related to the Financial matters.</p>	<p>Degree in Finance Management. Desirable : Chartered Accountant.</p>	<p>Should have Experience to train staff in municipal finance, project finance and resource mobilization, public private partnerships etc.</p>	45 years	1	<p>Shimla, but requires to tour hectically throughout the State.</p>	35,000/-

## PROGRAMME IMPLEMENTATION UNIT(PIU) under (UIG)

Sr. No.	Name of post	Job Profile	Qualification Essential.	Experience	Upper Age Limit	No. of Posts	Place of posting	Consolidated amount payable.
1.	<b>Information Technology Officer.</b>	He/She shall be responsible for implementing e-governance reforms i.e. property tax, accounting, water supply and other utilities birth and death registration, citizen grievance, monitoring personal management system e-procurement and assist ULB officials in operating I System .	B.E. in Computer Science. Electronics and Communication Engineering/ MCA / MSc. Computer Science. <u>Desirable :</u> Degree / Diploma in Management.	Having 2-3 years of experience in installation and managing I.T. System, ability to work in a team and trains staff on the job to use the systems. Preferably functional in English and Local language.	45 years	1	Shimla but requires to tour hectically throughout the State.	Rs. 25,000/-
2.	<b>Urban Planning Officer.</b>	He/She shall be responsible for preparation of DPR, CDPs and for implementation reforms as committed with the state and ULB's He/She shall be responsible to develop, update and store database on services delivery indicatives of ULB, ensure updation of base maps, including GIS maps for the ULB on periodic basis.	Master degree in planning with specialization in urban and planning or infrastructure planning. <u>Desirable :</u> Degree / Diploma in Management.	Having 3-4 years experience of various infrastructure development projects	45 years	1	Shimla but requires to tour hectically throughout the State.	25,000/- P.M.
3.	<b>Environmental Officer.</b>	He/She shall be responsible for all activities relating to improving	B.E./ B-Tech. Civil Engineer,	Minimum 5 years experience in design and	45	1	Shimla but requires to	25,000/- P.M.

		environmental quality of the city and ULB's, preparation and implementing of environmental management plan. Preparation and implementation solid waste plan also shall provide technical support in implementation following reforms rain water harvesting tanks in all buildings, 100% cost recovery of solid waste, bye laws on reuse of recycled water.	Chemical Engineer with certification course in Environmental Engineering/ Environment Management.	operation of STP / WTP /SWP. Experience in uses of computer will be preferred.	years		four hectically throughout the State.	
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## Non Technical Posts.

<b>Sr No.</b>	<b>Name of post.</b>	<b>No. of post</b>	<b>Upper Age limit</b>	<b>Qualification</b>	<b>Experience.</b>	<b>Remuneration</b>
1.	Accountant	1	60 years	B.Com	At least 3 years experience.	Rs.8,000/- per month
2.	Sr. Assistant.	1	-do-	+2	10 Years experience as Assistant.	Rs.8,000/- per month
3.	Computer Operator	1	18-35	+2 and diploma in computer applications.	3 years experience, should be well conversant with MS word, excel & Power Point etc.	Rs.8,000/- per month
4.	Jr. Assistant.	1	-do-	+2	5 years experience as a clerk.	Rs.6,000/- per month
5.	Peon	2	18-35	Matric	-	Rs.4,500/- per month
6.	Chowkidar	1	-do-	Middle	-	Rs.4,500/- per month