Urban Administration and Development

(Urban Development and Housing Dept. GoMP)
Palika Bhawan, Bus Stop No. 6, Shivaji Nagar, Bhopal – 462016
www.mpurban.gov.in

Appointment

UAD, Bhopal implementing National Action for Mechanized Sanitation Ecosystem (NAMASTE) scheme in M.P. UAD invites applications for the **1 post of "STATE NAMASTE COORDINATOR"** on contract basis and consolidated remunerations of Rs. 45,000/- p.m. Interested Candidates may sent their resume on **Himanshu.singh@mpurban.gov.in or babita.markam@mpurban.gov.in by 20.09.2024.** Candidates can see the TOR & Application Form other details in "Advertisement" section on our website – www.mpurban.gov.in

Other eligibility criteria and relevant details may be downloaded from "Advertisement" section on website – www.mpurban.gov.in

Merit list will be prepared and based on the merit list of applicants only top 20 applicants will be invited for the interview.

Commissioner

Eligibility criteria for selection of PMU (Madhya Pradesh)

A. Essential:

(i) **Graduate or Post Graduate degree from a recognized university** in in urban planning, Social Work, public policy, business administration, Sociology, Anthropology, Commerce, Science or other related fields, with at least 55% marks.

(ii) **Two years' relevant work experience in case of Graduate candidates**

(iii) Excellent communication (both oral and written) in English and the official language of the State/UT of deployment.

(iv) Computer proficiency in MS Office and proficiency of working on various mobile applications.

(v) Age between 21 years to 35 years.

B. Desirable:

(i) Relevant work experience of two (02) years for Post Graduate Candidates.

C. Selection of PMU Managers

The candidates shall be selected and deployed by the concerned State Namaste Nodal Officer

D. Terms and Conditions to deploy PMU

a) The PMU would work on full-time basis for the project and would not be allowed to engage themselves for any other project/ work during the duration of the NAMASTE project. Any changes in PMU deployment would be only after approval of NSKFDC/Ministry.

b) PMU would be selected for a period of two year with a possibility of extension for one year, subject to requirement and satisfactory performance.

c) The engagement of PMU would be done by the concerned State NAMASTE Nodal Officer. The engagement would be purely project based. They will have no claim whatsoever for continuing their services in any capacity.

d) The PMU would be paid monthly remuneration of Rs 45000/- per month inclusive of applicable taxes and statutory dues.

e) NSKFDC would make payment to the PMU upon certification of attendance and satisfactory working of PMU and submission of brief write up of works performed during the month, by the State Namaste Nodal Officer.

f) Since these PMUs would work as State Namaste Coordinators (SNCs), they would be required to travel within the State. An amount of Rs. 10,000/- per month has been estimated on their TA/DA, which would be paid by NSKFDC on actual basis upon furnishing the original bills/tickets at the norms fixed by NSKFDC for its Executives at E-0 level.

g) PMU would be required to arrange a good working condition laptop and mobile during the period of engagement for his/her use. For this, they will not be paid any extra amount.

h) PMU will get benefit of one leave per month.

i) PMU will not be allowed to show any political affiliation during the project period. They will work without any favour with any section of the society.

j) Except with the prior written consent of NSKFDC, PMU shall not, at any time, communicate to any person or entity any confidential information acquired in the course of the Services.

k) The services of PMU can be terminated with notice of one month in case of non- performance and non-adherence of duty timeline.

E. Scope of Work for PMU Managers under NAMASTE

a. The proposed PMU would be called State NAMASTE Coordinator (SNC) and shall be deployed with the State Namaste Nodal Officer.

b. SNC would report the progress of implementation in the ULBs of the State assigned, to the State Namaste Nodal Officer and also assist the State Namaste Nodal Officer incoordination and regular follow up with the concerned ULBs for taking action for implementation of the Scheme.

c. SNC would report the progress periodically and as and when required during implementation of NAMASTE and any other report or information, in respect of ULBs of the assigned State, to NSKFDC in the mode as

F. Marking Criteria for selection of candidates.

Weightage Distribution for Deputation of State NAMASTE Coordinator, Madhya Pradesh					
S.no	**Detailed Criteria's**	**Points**	**Detailed Criteria**	**Break up of Points**	**Remarks**
1	**Educational Qualification**	65			
			Class 10th	10	- Points will be based on the percentage obtained by the candidate. (i.e. 7.0 Points for candidate having 70% Marks in 10th Standard)
			Class 12th	15	- Points will be awarded based on the percentage obtained by the candidate. For example, a candidate with 70% marks in the 12th Standard will receive 10.5 points. Points will be rounded to two decimal places.
			Bachelor's Degree	20	- Essential qualification in the field of urban planning, Social Work, public policy, business administration, Sociology, Anthropology, Commerce, Science or other related fields, with at least 55% marks. - Points will be based on the percentage obtained by the candidate. (i.e. 14.0 Points for candidate having 70% Marks in Bachelor's degree) - Candidates are required to convert their CGPA into Percentage as per their university CGPA conversion formula. - Candidates are also required to submit a copy of their respective university CGPA conversion formula (if not submitted the CGPA will directly convert to percentage i.e 7.0 will be considered as 70%)
			Master's Degree	20	- Essential qualification in the field of urban planning, Social Work, public policy, business administration, Sociology, Anthropology, Commerce, Science or other related fields, with at least 55% marks. - Points will be based on the percentage obtained by the candidate. (i.e 14.0 Points for candidate having 70% Marks in Master's degree) - Candidates are required to convert their CGPA into Percentage as per their university CGPA conversion formula. - Candidates are also required to submit a copy of their respective university CGPA conversion formula (if not submitted the CGPA will directly convert to percentage i.e 7.0 will be considered as 70%)
2	**Work Experience**	15	Work Experience of Minimum 2 Year's	10	- Minimum 2 years of Work experience in the field of **urban planning, Social Work, public policy, business administration, Sociology, Anthropology, Commerce, Science.**
			Additional work Experience	5	- Each relevant additional year of experience gets 1 point each, with maximum of 5.

			Work experience Managerial competency Overall Suitability		
	Grand Total (1+2+3+4)			**100 Marks**	

संचालनालय, नगरीय प्रशासन एवं विकास, म.प्र., भोपाल
Directorate, Urban Administration & Development, M.P., Bhopal

Palika Bhawan, Near 6 No. Bus
Shivaji Nagar, Bhopal – 462016
Tel. 0755-2558796, 2675337
Email:himanshu.singh@mpurban.g
Website: www.mpurban.gov.in

APPLICATION FOR
THE POST OF NAMASTE STATE COORDINATOR

Name (in capital Letters)	:		Recent Pass Size Color Pl with signature
Father's / Husband's Name	:		
Date of Birth (In numbers)	:		
(In words)			
Address for correspondence Pin Code:…..		Permanent Address Pin Code:……..	
Contact No.	:		
Email id	:		

Educational Qualifications:

Qualification	Board/University	Year of Passing	Percent Marks (Rounded up to 2 decimals)	Subjects
10th				
12th				
Graduation				
Post-Graduation				
Diploma if any				
Any other				

(Self-attested copies of mark sheets and Degree certificate ought to be attached along with application in a single pdf file)

Working Experience:

Name of Employer/ Agency/Department with address (City & State)	Date of Joining	Date of Relieving	Experience in Years & Months	Job Title/ Designation	Job Responsibilities

Note: Please attach a 2 pages CV including any other relevant information in a separate sheet.
(Self-attested copies of work experience certificate ought to be attached along with application in a single pdf file)

Declaration

I, …….. solemnly declare that the above information is true to the best of my knowledge and belief. There is no Court Case/Departmental Enquiry/Legal action held against me so far and/or pending against me under any Department/Court of Law.

Place:…….
Date:……..

Signature:……..

Name of Applicant:……..