

GOVERNMENT OF MEGHALAYA
DIRECTORATE OF URBAN AFFAIRS :: MEGHALAYA :: SHILLONG.

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No. DUA(U)R/4/2023/114,

Dated Shillong, the 9th September, 2024.

Recruitment for PMU

Applications are invited from interested candidates for filling up the post of Project Manager under Project Management Unit (PMU) for implementation of National Action for Mechanised Sanitation Ecosystem (NAMASTE) Scheme.

The details are as follows :-

Sl.No	Name of Post	No. of Post	Period	Emoluments
1.	Project Manager	1	2 years (Engagement may be extended based on requirement and performance. The engagement is purely temporary and no claim whatsoever for continuing the service in any capacity).	₹ 45,000/- pm

Terms and condition is enclosed herewith.

Sd/-
Director, Urban Affairs,
Meghalaya, Shillong.

Memo. No. DUA(U)R/4/2023/114-A,

Dated Shillong, the 9th September, 2024

1. The Director of Information and Public Relations, Meghalaya, Shillong with a request to get this advertisement publish in at least one issue of a Local Paper.
2. The State Informatic Officer, NIC, Meghalaya Shillong with a request to upload in the website of State Government and in the official website of the Urban Affairs Department on the given link megurban.gov.in/advertisement.html. A soft copy of the advertisement is enclosed herewith.
3. Accounts Branch, Directorate of Urban Affairs.
4. Office Notice Board

[Signature]
Director, Urban Affairs,
Meghalaya, Shillong.

Terms and Conditions of Engagement of Project Manager in PMU for implementation of National Action for Mechanized Sanitation Ecosystem (NAMASTE) Scheme.

1. Eligibility criteria for selection of Project Manager

a. Essential:

- 1.) Graduate or Post Graduate degree from a recognized university in Urban Planning, Social Work, Public Policy, Business Administration, Sociology, Anthropology, Commerce, Science or other related fields, with at least 55% marks.
- 2.) Two years relevant work experience in case of Graduate candidates.
- 3.) Excellent communication (both oral and written) in English and the official language of the State/UT of deployment.
- 4.) Computer proficiency in MS office and proficiency of working on various mobile applications.
- 5.) Age between 21 years to 35 years. (as on 31.09.2024)

b. Desirable:

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

2. Selection of Project Managers

The eligible candidates shall be selected after shortlisting and personal interview.

3. Terms and conditions to deploy Project Manager

- a) The Project Managers 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 National Action for Mechanized Sanitation Ecosystem (NAMASTE) project.
- b) Project Managers would be selected for a period of two years. However, their engagement may be extended based on requirement and performance of Project Manager.
- c) The engagement would be purely project based and temporary. They will have no claim whatsoever for continuing their services in any capacity.
- d) The PMU would be paid monthly remuneration of Rs.45,000/- per month inclusive of applicable taxes and statutory due.
- e) 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 PHED on actual basis upon furnishing the original bills/tickets as the norms as fixed by NSKFDC for its Executives at E-O Level.
- f) The Project Manager would be required to arrange good working condition laptop and smart mobile phone during their period of engagement for his/her use. For this, they will not paid any extra amount.
- g) Project Manager will get benefit of one leave per month.
- h) Project manager 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.
- i) Except with the prior written consent of Director, Urban Affairs, Meghalaya shall not, at any time communicate to any person or entity any confidential information acquired in the course of the Services.
- j) The Services of PMU can be terminated anytime in case of none performance and non-adherence of duty timeline.

4. Scope of Work for Project 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) Project Manager would:-

- 1) Assist the concerned Officer of DAU or any other organization as per the directions of NSKFDC.
- 2) Obtain the progress of implementation of NAMASTE in the ULBs/States and make Reports.
- 3) Regular follow up with the concerned ULBs/State for taking action for implementation of the Scheme.
- 4) Regular updation of MIS on the NAMASTE Portal.
- 5) Interaction on mobile with the various implementation agencies etc.
- 6) Any other work assigned.

5. How to apply

a.) Eligible and interested candidates are required to apply **within 7 days of appearance of this advertisement in the newspaper**, on plain A-4 size paper in the application format given in this notification.

b.) Copy of relevant documents in support of educational qualification, experience, age, caste, address, identity, etc. are required to be attached with the application. However, the candidates who are called for interview would be required to produce the originals. The following are the documents acceptable as proof of address/identity :-

Document acceptable as proof of address	Document acceptable as proof of identity
1. Aadhar	1. Aadhar
2. Passport	2. Passport
3. Driving License	3. Driving License
4. Election Commission ID Card	4. Election Commission ID Card
5. Ration Card with Address	5. Ration Card with Address
6. Telephone Bill (fixed line)	6. Current Passbook of any Scheduled Bank with photograph
7. Electricity/Water (for upto last three months)	
8. Sale/lease agreement of House Property	
9. Current Passbook of any Scheduled Bank	

c.) Decision of Director, Urban Affairs, Meghalaya, Shillong on the criteria of shortlisting of candidates and their selection would be final and binding.

6. The application should be addressed to:

Directorate of Urban Affairs,
Meghalaya, Raitong Building,
Secretariat Hills, Shillong.

APPLICATION FORM

Post Applied: for Project manager

Affix SELF
ATTESTED recent
Passport size
photograph

1. Full Name : _____

2. Father/Husband Name: _____

3. Permanent Address : _____

4. Address for Correspondence/
Present Address : _____

5. Date of Birth: _____ 6. Sex : Male: Female

7. Religion : _____ 8. Nationality : _____

9. Category (Please Tick):

SC	ST	OBC	EXSM	PH	UR

10. Email ID : _____

11. Telephone No. (with STD Code):

12. Mobile No. : _____

13. Educational Qualification :

Qualification	Subject	Percentage of Marks	Year of Passing	Name of Board/University/Institution

14. Experience :

Name of the Organization	Designation	Nature of Duties	Period		Duration
			From	To	

Declaration:- I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief, I understand that in the event of any information being found on true/false/incorrect or if I do not satisfy the eligibility criteria, my candidates/appointment will be cancelled/terminated, without assigning any reasons. I have read the contents of the advertisement and agree to abide by the rules, regulation and procedures for appointment to the post.

(Signature of Applicant)

Date : _____

Place : _____

