

From

Director, Urban Local Bodies,  
Haryana, Bays No. 11-14, Sector-4,  
Panchkula, e-mail :- [dulbhry@gmail.com](mailto:dulbhry@gmail.com)

To

✓ The State Informatics Officer,  
National Informatics Centre (Haryana Unit),  
New Haryana Civil Secretariat, Chandigarh

Memo No: TA II/ DULB/2014/ 32904

Dated: 10-7-2014

**Subject: Advertisement regarding appointment of Project Management Specialists.**

\*\*\*\*\*

Please find enclosed herewith copy of notice for appointment of Project Management Specialists and terms of references with the request to upload the same on the website of the State Government at [www.haryana.gov.in](http://www.haryana.gov.in).

DA: As above

Executive Engineer-I,  
for Director, Urban Local Bodies,  
Haryana, Panchkula.

**CC:**

1. Nodal Officer, Web Portal is requested to upload the notice for appointment of Project Management Specialists and terms of references on the website of ULB i.e. [www.ulbhry.org](http://www.ulbhry.org).

---

**APPOINTMENT OF PROJECT MANAGEMENT SPECIALISTS**

Applications are invited for the following posts from competent and qualified candidates purely on contractual basis at fixed monthly remuneration upto a maximum of Rs.55,000/- (plus TA /DA as permissible to Executive Engineer of ULB ) to provide technical skills/ services in establishing a Project Management Unit (PMU), which is envisaged to play a critical role in enhancing overall efficiency in implementation of various programmes/ schemes of Govt. of India and State Govt. and to ensure their effective and timely implementations.

- Project Engineer Specialist in Infrastructure Projects (One)
- Project Engineer Specialist in Public Health (One)
- Project Engineer Specialist in Building & Roads (One)
- Project Engineer Specialist in Solid Waste Management (One)
- Project Engineer Specialist in Electrical Engineering (One)
- Capacity Building/ Training Coordinator (One)
- Municipal Finance Expert (One)

The prescribed form of application along-with Terms of Reference (TOR), academic qualifications & experience, scope of work (SOW) of each specialist can be obtained from the office of Director, Urban Local Bodies, Haryana, Panchkula. The set of application along-with TOR can also be downloaded from the website of Urban Local Bodies Department at [www.ulbhry.org](http://www.ulbhry.org) or from the website of State Government at [www.haryana.gov.in](http://www.haryana.gov.in).

Complete application along-with attested copies of relevant supporting documents properly enveloped may be submitted to the office of Director, Urban Local Bodies, Haryana, BAYS No. 11-14, Sector 4, Panchkula latest by 4.8.2014 on any working day during office hours.

**DIRECTOR**

**Terms of Reference (TOR) for engaging seven specialists (purely on contract basis on a fixed remuneration) for establishing a Project Management Unit (PMU) at the level of Headquarter, ULB.**

Applications are invited for the following seven posts from competent and qualified candidates purely on contractual basis at fixed monthly remuneration upto a maximum of Rs.55,000/- (plus TA as permissible under rule) to provide technical skills/services in establishing a Project Management Unit (PMU), which is envisaged to play a critical role in enhancing overall efficiency in implementation of various programmes/ schemes of Govt. of India and State Govt. and to ensure their effective and timely implementations.

Complete application along-with attested copies of relevant supporting documents properly enveloped may be submitted to the office of Director, Urban Local Bodies, Haryana, BAYS No. 11-14, Sector 4, Panchkula latest by 4.8.2014 on any working day during office hours. In case of holiday on the last date of submission of applications then the next working day shall be treated as the last date of submission of applications. In no case, application(s) received after due date shall be entertained.

The selected candidates will be paid fixed remuneration upto a maximum of Rs.55,000/- per month (plus TA as permissible under rule) depending upon their academic qualification and work experience.

The prescribed application form can be obtained from the office of Director, Urban Local Bodies, Haryana, Panchkula. The set of application along-with TOR can also be downloaded from the website of Urban Local Bodies Department at [www.ulbhry.org](http://www.ulbhry.org) or from the website of State Government at [www.haryana.gov.in](http://www.haryana.gov.in).

The Director, Urban Local Bodies, Haryana, Panchkula (Competent authority) shall have the right to increase or decrease the number of posts or not selecting any candidate against any category. The competent authority reserves the right to reject any application or all applications without assigning the reason(s). The Competent Authority may extend/ postpone the period of submission of applications. No TA/ DA shall be paid for attending the interview(s). Incomplete or application(s) without attested supporting documents or conditional application(s) are liable to be rejected without assigning any reason(s).

## **1. Project Engineer Specialist in Infrastructure Projects: (One) purely on contractual basis**

### **Qualifications and Experience:**

- The candidate should be within the age group of 30 to 65 years and should possess a Graduate degree in Engineering in Civil having minimum of five years experience in procurement, design, and supervision of infrastructure works and ability to assist ULBs to set standards and procedures for ensuring quality and monitoring compliance.

Or

Retired Executive Engineer having minimum five years experience / Superintending Engineer/ Chief Engineer from Government / Semi Govt. / Autonomous organizations / Private Company of repute.

- Should possess Computer skills (MS office, Internet browsing, Autocad).

### **Remuneration:**

Rs. 55,000/- (TA/DA as applicable to Executive Engineer of ULB).

### **Scope of Work:**

- To provide technical support as necessary in design and implementation of slum infrastructure works - water supply, drainage, roads, solid waste etc,
- To facilitate recruitment of quality consultants for preparation of DPRs.
- To provide technical advice in tendering process, design and supervision of infrastructure works,
- To review the Detailed Projects Report (DPR) for precision in detail and provide feedback as necessary,
- To support ULBs to prepare project monitoring formats and report with precision on progress of construction and utilization of funds under RAY, JnNURM, SJSRY, NULM etc.
- To develop and disseminate guidelines on project preparation, procurement and other related activities,
- To assess the training needs in engineering and assist ULBs to access quality training on site or at recognized centres of excellence,
- Provide advice for the improvement of the day to day activities of the ULBs' public health and sanitation services.
- Any other related tasks that may be entrusted upon by the head of technical cell at State level.

## **2. Project Engineer Specialist in Public Health Engineering: (One) purely on contractual basis**

### **Qualifications and Experience:**

- The candidate should be within the age group of 30 to 65 years and should possess Graduate degree in Engineering in Civil having minimum of five years experience in Public Health Engineering, procurement, design, and supervision of infrastructure works and ability to assist ULBs to set standards and procedures for ensuring quality and monitoring compliance.

Or

Retired Executive Engineer having five years experience / Superintending Engineer/ Chief Engineer from Government / Semi Govt./ Autonomous

organizations / Private Company of repute related to Public Health Engineering.

- Should possess Computer skills (MS office, Internet browsing, Autocad).

**Remuneration:**

Rs. 55,000/- (TA/DA as applicable to Executive Engineer of ULB).

**Scope of Work :**

- To provide technical support as necessary in design and implementation of water supply, drainage, etc,
- To provide technical advice in tendering process, design and supervision of infrastructure works, water supply, drainage and sewerage.
- To provide advice for the improvement of the day to day activities of the ULBs' public health and sanitation services.
- Any other related tasks that may be entrusted upon by the head of technical cell at State level.

**3. Project Engineer Specialist in Building & Roads: (One) purely on contractual basis.**

**Qualifications and Experience:**

- The candidate should be within the age group of 30 to 65 years and should possess Graduate degree in Engineering in Civil having minimum of five years experience in Building & Roads, procurement, design, and supervision of infrastructure works and ability to assist ULBs to set standards and procedures for ensuring quality and monitoring compliance.

Or

Retired Executive Engineer having five years experience / Superintending Engineer/ Chief Engineer from Government / Semi Govt./ Autonomous organizations / Private Company of repute related to Building & Roads .

- Should possess Computer skills (MS office, Internet browsing, Autocad).

**Remuneration:**

Rs. 55,000/- (TA/DA as applicable to Executive Engineer of ULB).

**Scope of Work:**

- To provide technical support as necessary in design and implementation of Building & Roads, ROB, etc
- To provide technical advice in tendering process, design and supervision of infrastructure works like Building & Roads, ROB, etc
- To provide advice for the improvement of the day to day activities of the ULBs related to Building & Roads, ROB, etc.
- Any other related tasks that may be entrusted upon by the head of technical cell at State level.

#### **4. Project Engineer Specialist in Solid Waste Management: (One) purely on contractual basis**

##### **Qualifications and Experience:**

- The candidate should be within the age group of 30 to 65 years and should possess Graduate degree in Engineering in Civil/ Environment/ MBBS having minimum of five years experience in Solid Waste Management, procurement, design, and supervision of infrastructure works and ability to assist ULBs to set standards and procedures for ensuring quality and monitoring compliance.

Or

Retired Executive Engineer having five years experience / Superintending Engineer/ Chief Engineer/ Medical Health Officer/ Environment Engineer from Government / Semi Govt./ Autonomous organizations / Private Company of repute having 7 years experience in Solid Waste Management .

- Should possess Computer skills (MS office, Internet browsing, Autocad).

##### **Remuneration:**

Rs. 55,000/- (TA/DA as applicable to Executive Engineer of ULB).

##### **Scope of work:**

- To provide technical support as necessary in design and implementation of Solid Waste Management & Sanitation.
- To provide technical advice in tendering process, design and supervision of infrastructure works like Solid Waste Management & Sanitation.
- To provide advice for the improvement of the day to day activities of the ULBs related to Solid Waste Management & Sanitation.
- Any other related tasks that may be entrusted upon by the head of technical cell at State level.

#### **5. Project Engineer Specialist in Electrical: (One) purely on contractual basis**

##### **Qualifications and Experience:**

- The candidate should be within the age group of 30 to 65 years and should possess Graduate degree in Engineering in Electrical having minimum of five years experience in Electrical works such as Urban street lighting, traffic signals, etc, procurement, design, and supervision of infrastructure works and ability to assist ULBs to set standards and procedures for ensuring quality and monitoring compliance.

Or

Retired Executive Engineer having five years experience / Superintending Engineer/ Chief Engineer from Government / Semi Govt./ Autonomous organizations / Private Company of repute related to Electrical works.

- Should possess Computer skills (MS office, Internet browsing, Autocad).

##### **Remuneration:**

Rs. 55,000/- (TA/DA as applicable to Executive Engineer of ULB).

**Scope of Work :**

- To provide technical support as necessary in design and implementation of Urban Electrification such as street lighting, traffic signals, comparison of different types of luminors, their energy saving, flux calculations, economy in expenditure, operation & maintenance, etc.
- To provide technical advice in tendering process, design and supervision of infrastructure works like Electrical works such as street lighting, traffic signals, etc.
- To provide advice for the improvement of the day to day activities of the ULBs related to Electrical works.
- Any other related tasks that may be entrusted upon by the head of technical cell at State level.

**6. Capacity Building/Training Coordinator: (One) purely on contractual basis****Qualifications and Experience:**

- The candidate should be within the age group of 30 to 65 years and should possess Masters or doctoral degree in Urban Planning and Management, Social Sciences, with practical experience of working in the development areas, preferably in urban development having minimum of five years experience in urban sector, wide knowledge and experience in implementing governance reforms. Training in organizational behaviour and management of institutional change processes. Fluency in English and Hindi language will be essential.
- Should possess Computer skills (MS office, Internet browsing).

**Remuneration:**

Rs. 50,000/- (TA/DA as applicable to Executive Engineer of ULB).

**Scope of Work:**

- To assess barriers and constraints, training requirements, institutional weaknesses, absorptive capacity constraints to implement slum infrastructure projects and urban reforms, issues of sustainability of created assets, and other social and institutional risks at state and ULB level.
- To advise in developing capacity building modules in local language for conduct of training programmes on RAY, JNNURM, SJSRY, NULM etc.
- To support in building the database of trainers and resource persons on urban poverty alleviation, planning, community participation, social development, engineering etc.
- To support city level capacity building/training coordinator in organizing training programmes and bringing in resource persons for taking sessions during training programmes.
- To advise, collate and disseminate reports of the trainings and capacity building Programme.
- To develop mechanism to undertake the follow up of the training and capacity building programmes.
- To support ULBs in cross learning through organizing study tours, exposure visits.

- To ensure that women elected representatives and other marginalized groups attend the training programmes and contribute in implementing RAY, JNNURM, SJSRY, NULM etc. in cities.
- To develop mechanism and monitor the impacts of training programmes and document learnings from the field.
- To organize training to State level officials and non-officials in various guidelines, manuals, tools and techniques for Slum-free City Planning, urban poverty alleviation and oversee the support from the select nodal institutions on capacity building/training programmes and handholding support on GIS Mapping, Slum Survey & MIS, Slum-free City Planning and Legislative Framework for Inclusive City Planning.
- To organize studies, surveys etc. to document lessons and disseminate good practices across the state, through state initiatives.
- Any other related tasks that may be entrusted upon by the head of technical cell at State level.

## **7. Municipal Finance Expert: (One) purely on contractual basis**

### **Qualifications and Experience:**

- The candidate should be within the age group of 30 to 65 years and graduate degree in Finance from recognized university/ CA/ ICWA.
  - Skills to evaluate urban infrastructure investments, and helping city governments to examine and use a range of options for financing projects.
  - Experience to advice and train staff in municipal finance, project finance and resource mobilization, public private partnerships etc.
- Should possess Computer skills (MS office, Internet browsing, Tally).

### **Scope of Work:**

The Municipal Finance Expert will need to play a key role in the accounting reforms initiatives and guide ULBs to move to the accrual accounting system and undertake all preparatory work, data migration, Training initiatives, piloting, implementation, trial runs, etc. of the reforms.

Render advice on all financial matters; facilitate recruitment of local professional accounting firms appointed for implementation of modern accounting systems at the ULB; Assist in relevant training programmes; provide feedback to SLNA on constraints being faced in implementation the accrual accounting and any other financial procedures of JNNURM; facilitate auditing of accounts.

### **Guidelines for submission of the application:**

The application should be typed neatly in the prescribed format (Annexure I). The terms and conditions may be seen at Annexure II. Attested copies of the testimonials regarding qualification/ experience may also be attached. The application may be sent to the office of Director, Urban Local Bodies, Haryana, BAYS No. 11-14, Sector 4, Panchkula.

**DIRECTOR**



## APPLICATION FORM FOR PROJECT MANAGEMENT SPECIALIST IN THE DIRECTOR, URBAN LOCAL BODIES, HARYANA

- 1 Name of post applied for :
- Name of personnel (in block letters)
- 2
- 3 Address for correspondence :  
(in block letters)
- 4 Tel. No. and e-mail address :
- 5 Date of birth :
- 6 Nationality :
- 7 Academic Qualification :
- 8 Date of retirement (if retired) :
- 9 Name of Organization from which :  
retired

Passport size  
photograph paste  
here

10. Details of employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient: -

Office/ Institution/ Organisation	Post held	From	To	Scale of pay	Nature of duties

### DECLARATION

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief and nothing has been concealed/ distorted. If at any time I am found to have concealed/ distorted any material information or information regarding my antecedents, my contract shall be liable to be summarily terminated without notice/ compensation. I understand that the appointment is on a purely short term contract basis on consolidated emoluments without any other remuneration or allowances or other privileges of a government employee. In case of selection, I agree to abide by the terms and conditions finalized at the time of appointment.

Signature of the applicant  
Name.....

Place:

Date:

## **Terms and conditions**

- The appointment is purely on a contract basis and any service rendered will not bestow right for regularization of service or privileges of a government employee.
- The appointment is on full-time basis and it would not be permitted to take up any other assignment during the period of Consultancy.
- The consolidated monthly remuneration will be upto a maximum of Rs.55,000/.
- No other allowances viz. Dearness Allowance, Transport Allowance, Medical reimbursement, LTC etc. is admissible. They will also not be entitled for pension, provident fund or residential accommodation or personal staff.
- Travelling Allowance as entitled for Executive Engineer of Urban Local Bodies for approved tour will be admissible.
- Expert shall be eligible for not more than one day leave each month and holidays during the period of consultancy.
- The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificate/s. Service Tax, as applicable shall be payable extra, at the prevalent rates.
- The additional terms of appointment for expert shall be one year and contract can be renewed by mutual agreement with approval of the competent authority.
- Contract can be terminated by either side by giving one month's notice or payment of one month's consolidated emoluments in lieu thereof.
- Contract can be terminated without notice by the competent authority if at any time, information, past or present, concerning the individual which is detrimental to national security is received or his activities are found to be damaging to the interests of Director, Urban Local Bodies, Haryana Panchkula.
- They are liable to be posted at any office of Director, Urban Local Bodies, Haryana Panchkula.

\*\*\*