

# **Terms of Reference (ToR) for City Mission Manager- Skills & Livelihood under DAY-NULM**

## **1. Scope of work:**

The person selected for these positions will assist State Project Officer, SMMU/ City Project Officer, CMMU in operationalizing the respective components of DAY-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 State Project Officer, SMMU/ City Project Officer, CMMU. The person should have good command on writing and speaking both Hindi, English and the regional language.

## **2. Educational Qualifications, Experience and Competencies:**

SL. No.	Name of Position	No. of Position	Category	Educational Qualification	Upper Age Limit on the date of interview	Monthly Consolidated Remuneration
01	<b>City Mission Manager- (Skills &amp; Livelihood)</b>	<b>01</b>	<b>SC-01</b>	<p><b>Two-year full time Post Graduate Diploma in Management / MBA in relevant field with 03 years of post-qualification relevant work experience.</b></p> <p style="text-align: center;"><b>Or</b></p> <p><b>Masters in relevant discipline with 03 years of post-qualification relevant work experience.</b></p> <p style="text-align: center;"><b>Or</b></p> <p><b>Graduate from government recognized Institute with 06 years of post-qualification relevant work experience.</b></p> <p><b><u>Key Competencies</u> - The person should be Proficient with MS office (Word, Excel, Power point) etc., with Strong analytical skills. Experience of working with government institutions will be given preference.</b></p>	<b>50 Years</b>	<b>Rs. 50,000/- to Rs. 60,000/-</b>

## **3. Key Responsibility Areas:**

### **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.
- (vii) Ensure reporting against KRAs.
- (viii) Work closely with other Managers at the city level for successful implementation of DAY- NULM.
- (ix) Perform any other related tasks assigned by the City Project Officer, CMMU/ .

## **Terms of Reference (ToR) for Community Organisers under DAY-NULM**

### **1. 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 Hindi, English and the regional language.

### **2. Educational Qualifications, Experience and Competencies:**

SL. No.	Name of Position	No. of Position	Category	Educational Qualification	Upper Age Limit on the date of interview	Monthly Consolidated Remuneration
01	Community Organiser (CO)	06	UR-03 BC I – 01 SC - 02	<p><b>Intermediate (10+2) in any discipline. Candidates should have at least 5 years of experience in working with community on social development.</b></p> <p><b>Key Competencies - The person should be Proficient with MS office (Word, Excel, power point etc.</b></p>	50 Years	Rs. 13,000/-

### **3. Key Responsibility Areas:**

- (i) Ensure Social Mobilisation of urban poor in his or her operational area – directly or through Resource Organisations (ROs).
- (ii) Facilitate community in forming into groups/federations.
- (iii) Facilitate implementation of various programmes/aspects related to DAY-NULM in his/her operational area.
- (iv) Develop community level comprehensive database on infrastructure, assets and social aspects, update the database periodically.
- (v) Support and strengthen Self Help Groups (SHGs) and their federations including the SHGs of disabled/differently abled persons in accessing convergent services.
- (vi) Promote SHG-Bank linkage.
- (vii) Establish liaison with government departments for convergence.
- (viii) Assist in surveys related to DAY-NULM.
- (ix) Support implementation of development works like community contracts, O&M of community assets, etc.
- (x) Document the working of good practices.
- (xi) Organize and attend community level meetings trainings, as per the need.
- (xii) Submit periodic reports as necessary.
- (xiii) Any other tasks/ duties as assigned from time to time by City Project Officer, CMMU.

#### 4. General Instruction:

- a) No traveling allowance etc. will be admissible to the candidates for appearing in interview.
- b) The department/Directorate reserves the right to modify and/or change / cancel the number of vacancies without assigning any reason whatsoever. Additional vacant positions in equivalent/comparable posts may also be filled through this announcement.
- c) 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 possible.
- d) The list of Selected & Waitlist candidates shall be uploaded on the website - [www.udhd.jharkhand.gov.in](http://www.udhd.jharkhand.gov.in)
- e) Any dispute arising out of, or connected with this contractual 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.
- f) Candidates, after final selection may have to undergo training programme. 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.
- g) On the day of Walk-in-Interview, candidates arriving at the venue are to follow the COVID-19 appropriate behaviour and Govt of Jharkhand guidelines prevalent on the subject at all times.
- h) Candidates are to wear mask and follow social distancing during the entire process of interview.
- i) Candidates with any symptoms of COVID-19 infection are not to visit the venue of interview.
- j) Candidates are to bring along a self-declaration that he/she has taken vaccine for COVID-19 or the vaccination certificate in this regard.
- k) Candidates are to fill up their Bio-data/curriculum vitae in the specified format (available on [www.udhd.jharkhand.gov.in](http://www.udhd.jharkhand.gov.in) under recruitment tab) and must bring all the Educational, Professional & Experience Certificates, Caste Certificates, Domicile Certificates and Non-Creamy Layer (NCL) certificates in original along with 02 sets of self-attested photocopies of the same at the time of WALK-IN-INTERVIEW. *The caste, domicile & NCL certificates should not be older than twelve months.***
- l) In the event of excess number of candidates are registered by stipulated time, the interview may extend to next feasible dates. Hence, candidates are requested to make arrangement on their own for stay in Ranchi.

## 5. Terms & Conditions:

- a) The positions are purely contractual in nature and co- terminus with the project.
- b) 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.
- c) The candidate must be citizen of India.
- d) Age limit of candidate is below **50 years** at the time of interview.
- e) 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 as per the prevalent rules.
- f) 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.
- g) As per the above said resolution, terminated employees from Urban Development & Housing dept. will not be eligible for the selection process.
- h) 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.
- i) The department/Directorate reserves the right to cancel/postpone the appointment wholly or partly if so required.
- j) The successful candidates will have to sign a contractual agreement in the format prescribed by the 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.
- k) The successful candidates will have to submit an affidavit that after completion of the project their candidature will terminate automatically.
- l) The contract shall not confer any right or claim of extension/absorption in the department.
- m) The contract shall be effective from the date of actual contractual engagement.
- n) All successfully recruited candidates may be given an initial contract for a period of 2 years.
- o) Their selection *inter alia* will be subject to medical fitness of prescribed standards.

Sd/-

**Director**

Directorate Municipal Administration,  
Urban Development & Housing Department.

**APPLICATION FORM**  
(Curriculum Vitae/Bio-data)

Position Applied for: \_\_\_\_\_

Paste Recent  
Passport Size  
Photograph

**1. PERSONAL DETAILS**

<b>Name of the Candidate</b>	_____	_____
	(First Name)	(Surname)
<b>Father's Name</b>	_____	_____
<b>Mother's Name</b>	_____	_____
<b>Address:</b>	<u>Permanent</u>	<u>Present</u>
<b>Mobile/Phone No.</b>		
<b>Telephone-Residence</b>		
<b>Alternate CONTACT NO.</b>		
<b>Email ID.</b>		
<b>Date Of Birth: (DD/MM/YYYY)</b>		
<b>Category: Unreserved (UR)/ SC/ ST/ BC-I/ BC-II/ EWS</b>		
<b>Sex: (Male/ Female/ Others)</b>		

**2. EDUCATION QUALIFICATION (Recent First)**

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

### 3. EMPLOYMENT/WORK EXPERIENCE DETAILS

Name & Address of Employer	Designation Held	Duration		Experience		Brief Description of Responsibilities	Name & Designation of Reporting Authority
		From	To	Years	Months		
<b>Total Experience</b>							

### 4. ADDITIONAL EDUCATIONAL QUALIFICATION

Course Name	Duration	Institution	Course Details	Marks obtained

### 5. KEY COMPETENCIES/ SKILLS/ TECHNICAL SKILLS

S. No.	Computer Skills	Detail
	<b>Other Skills</b> relevant to the applied Post.	
	<b>Competencies</b> relevant to the applied Post.	

**6. Languages Known**

Sl No.	Language Known	Read	Write	Speak
1.				
2.				
3.				

7. Have you ever been **offered/appointed/resigned/terminated** from any position under UD&HD, Govt of Jharkhand? Please specify: Yes /NO

**If yes**, then provide the details in the box below.

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

Reference 1 ( <u>Name, Official Address, Phone &amp; Email</u> )	Reference 2 ( <u>Name, Official Address, Phone &amp; Email</u> )

8 **Self Declaration:** I, ....., hereby declare that the information furnished above is true and correct and also matched with the data fed in the application and to the best of my knowledge & belief. Any substantial deviation from the facts shall make my candidature liable for rejection and other legal action.

Date:

Place:

**(Signature of the Applicant)**

**Note:**

1. The Curriculum Vitae is an important document to describe yourself in brief. Please write only genuine and verifiable data.
2. The data in Curriculum Vitae must be in conformity with the details in the application, else, your candidature may be rejected.
3. In case of CGPA, candidate should mention the exact percent up to two decimal points as per the conversion methodology adopted/ governed by the concerned university.
4. Candidates have to bring two copies of self-attested recent passport size photographs.
5. Candidates have to bring at least one Valid photo ID proof with a self-attested copy of it.