



## HIRING OF PROFESSIONALS FOR THE PROJECT APPRAISAL & MONITORING UNIT UNDER JNNURM

The Building Materials & Technology Promotion Council (BMTPC) invites applications from interested professionals to join Project Appraisal & Monitoring Unit for BSUP and IHSDP Projects under JNNURM and ensuing other Mission projects for identified cities in India. BMTPC has been identified by Government of India as a Project Appraisal and Monitoring Agency for implementation of Jawaharlal Nehru National Urban Renewal Mission (JNNURM). To enhance the overall capacity for effective implementation of the Mission, BMTPC is in the process of augmenting Project Appraisal & Monitoring Unit and require professionals to be hired on contractual/deputation basis for JNNURM Monitoring Unit and Project Appraisal & Monitoring Unit:

- |   |               |
|---|---------------|
| <b>1 Civil Engineer</b>                 | <b>1 No.</b>  |
| <b>2 Information Technology Officer</b> | <b>2 Nos.</b> |

**Terms of engagement:-** The engagement of the professionals will be initially for a period of six months which may be extended further based on the periodical review of performance and requirement upto maximum of 2 years which will be decided by the competent authority. The remuneration for the above mentioned posts will be based on the qualification, experience in the respective field and assessment in the interview. The employment will be governed by standard contractual agreement.

**Statement of qualification:-** For information about roles and responsibilities of appraisal & monitoring cell, specialized knowledge and qualification for professionals for each post and other details, please visit [www.bmtpc.org](http://www.bmtpc.org).

**Age Limit:-** The candidates applying for the above posts must not be less than 25 years as on 01.01.2011.

**Last Date:-** 15 days from the date of publication of the advertisement in the Employment News.

**How to apply:-** Interested candidates may download the application form from the website of BMTPC. The candidates are requested to submit the duly filled application form at the following address clearly mentioning the Post applied for on the envelope:

The Executive Director, **BMTPC**  
Core-5A, First Floor, India Habitat Centre, Lodhi Road, New Delhi-110003  
Phone No. +91-11-24654695, 24638096, Fax No: +91-11-24642849  
E-mail: [bmtpc@del2.vsnl.net.in](mailto:bmtpc@del2.vsnl.net.in), Website: [www.bmtpc.org](http://www.bmtpc.org)

# Building Materials & Technology Promotion Council

Ministry of Housing & Urban Poverty Alleviation, Govt. of India

## **HIRING OF PROFESSIONALS FOR THE PROJECT APPRAISAL & MONITORING UNIT IN BMTPC FOR JNNURM ACTIVITIES**

The Building Materials & Technology Promotion Council invites applications from interested professionals to join Project Appraisal & Monitoring Unit for BSUP and IHSDP Projects under JNNURM and ensuing other Mission projects for identified cities in India. BMTPC has been identified by Government of India as a Project Appraisal and Monitoring Agency for implementation of Jawaharlal Nehru National Urban Renewal Mission (JNNURM). To enhance the overall capacity for effective implementation of the Mission, BMTPC is in the process of augmenting Project Appraisal & Monitoring Unit and require professionals to be hired on contractual basis for JNNURM Monitoring Unit:

- |                                  |        |
|----------------------------------|--------|
| 1 Civil Engineer                 | 1 No.  |
| 2 Information Technology Officer | 2 Nos. |

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E-mail: [bmtpc@del2.vsnl.net.in](mailto:bmtpc@del2.vsnl.net.in), Website: [www.bmtpc.org](http://www.bmtpc.org)

# **HIRING OF PROFESSIONALS FOR THE PROJECT APPRAISAL & MONITORING UNIT IN BMTPC FOR JNNURM ACTIVITIES**

## **Information about Project Appraisal & Monitoring Unit**

BMTPC has been designated as the Appraisal and Monitoring Agency for the projects under Jawaharlal Nehru National Urban Renewal Mission (JNNURM) by Mission Directorate, Ministry of Housing & Urban Poverty Alleviation. Appraisal and monitoring of these projects involves in-depth study, analysis and critical evaluation as per guidelines of JNNURM. The Council is also actively involved in conducting capacity building programmes for ULBs under JNNURM on the advice of the Ministry in various parts of the country. The monitoring of BSUP and IHSDP projects includes physical and financial progress, implementation of reforms. Monitoring Agency analyzes the projects output alongwith the quarterly report furnished by the State Government/ Union Territory to the JNNURM Directorate and shall also undertake field visits for physical verification of implementation. The outcome of such analyses along with the corrective measures suggested, if any, is furnished to the JNNURM directorate every month. Therefore, the BMTPC has established the Project Appraisal & Monitoring Unit for effective implementation of these projects.

## **Terms of Engagement**

The professionals will be engaged on contract basis. The engagement of the professionals will be initially for a period of six months and may be extended further based on periodical review of performance and requirement maximum upto 2 years which will be decided by the competent authority. The remunerations for contractual hiring of the individual professionals will be commensurate with the qualification, experience, performance during interview and recommendation of the Selection Committee, which will be final & binding. The employment will be governed by standard contractual agreement. The minimum remuneration at the joining will be fixed as given under:

1 Civil Engineer	:	Rs. 65,000 per month
2 Information Technology Officer	:	Rs. 45,000 per month

The enhancement of remuneration will be corresponding to the Central DA rates announced by the GOI, only after completion of one year of service.

## **TERMS OF REFERENCE OF PROFESSIONALS**

### **1. Civil Engineer**

#### **Scope of Work**

The ToR is not limited to the services indicated below. The Council shall incorporate more activities in the related field that are relevant to the job as required from time to time.

- Project appraisal, monitoring and use of latest software for project management, preparation and checking of cost estimates.
- Support ULB officials in formulating and implementing projects and provide handholding support as required
- Third Party Inspection and Monitoring.

## Qualifications and Experience

### **Essential**

- (i) Diploma in Civil Engineers with minimum 12 years experience in the field. OR
- (ii) B.E./B.Tech/AMIE (Civil) with minimum 10 years experience in the field.

### **Desirable**

- Post Graduate Diploma in management
- Experience in usage of computers
- Ability to work in a team and train staff on the job

## ToR for Recruitment

### **Contract :**

Persons possessing the prescribed essential educational qualifications preferably with Post Graduate Degree in the relevant discipline can be considered for contract appointment. Period of contract will be six months initially by Agreement between the BMTPC and the appointee and extendable for maximum of 2 years. The minimum age limit for contract appointment shall not less than 25 years.

## **B. Information Technology Officer**

### **Scope of work**

Managing database and MIS, Preparation of Monitoring Statements, online Monitoring and Data Analysis, Upkeep & Maintenance of Integrated Poverty Management System (IPoMS), Analysis of Quarterly Progress Reports.

### **The ToR shall include, but not restricted to the following:**

- Coordination of data entry and file uploads into systems used by the CELL/ ULB on a regular basis.
- Coordinate management of electronic data pertaining to the ULB, including soft copies of letters, reports and numerical data. This may involve conversion of data and reports in hard copy to electronic form, as well as their storage in an organized filing system.
- Assisting Cell officials in operating IT systems on a daily basis; provide handholding support when required.

## Qualifications and Experience

### **Essential**

- (i) B.E.(IT)/MCA/M.Sc (Computer Science/IT) (with minimum 60%) having minimum 8 years experience in the field (persons already working in similar areas may be preferred).

### **Desirable**

- Good Knowledge of software development & project management, database management, MIS etc.
- Ability to work in a team and train staff on the job to use the systems and assist in day to day issues related to IT.

## ToR for Recruitment

### **Contract :**

Persons possessing the prescribed essential educational qualifications preferably with Post Graduate Degree in the relevant discipline can be considered for contract appointment. Period of contract will be six months initially by Agreement between the BMTPC and the appointee and extendable for maximum of 2 years. The minimum age limit for contract appointment shall not less than 25 years.



**Building Materials & Technology Promotion Council**  
 (Ministry of Housing & Urban Poverty Alleviation, Govt. of India)  
 (Application Form for Monitoring Cell, JNNURM)

With reference to your advertisement in newspaper dated \_\_\_\_\_

Post applied for: \_\_\_\_\_

Paste here your recent passport size photograph & sign it across

1. **Full Name** (in Block Letters)

Mr./Ms


2. **Candidates address for correspondence**


PIN: 

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Tel Nos. **Mobile:** \_\_\_\_\_

**Land Line with STD Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_

3. **Indicate category to which you belong (SC/Person with disability/OBC)** \_\_\_\_\_

4. **Gender (Male/ Female):** \_\_\_\_\_

5. **Nationality :** \_\_\_\_\_

6. **Date of Birth:** \_\_\_\_\_

7. **Educational & Professional Qualification:** Matriculation onwards –

Examination Passed	Name of the Institute/ University	Subject studied	Year of passing	% of aggregate marks

**8. Particulars of experience:**

Name of the department served	Designation	Period of service		Nature of duties performed	Remarks
		From	To		

(Additional sheet may be enclosed for any other details of experience)

**9. List of three References alongwith Testimonials, if any.**

**10. Father's/ Husband's Name:**

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**11. Permanent address of the candidate:**


**PIN:**

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**12. Languages Known (mark tick) in appropriate category:**

- (a) \_\_\_\_\_ (Read)(Write)(Speak)    (b) \_\_\_\_\_ (Read)(Write)(Speak)  
(c) \_\_\_\_\_ (Read)(Write)(Speak)    (d) \_\_\_\_\_ (Read)(Write)(Speak)

I hereby declare that the information furnished above by me is true to the best of my knowledge and belief and that nothing material has been concealed. I undertake to abide by the terms & Conditions of the appointment.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature of the Candidate**

Signature  
(Head of Department) with official seal

*(In case of employee from Government/ PSU/Autonomous Body, the application should be countersigned by the Head of Department).*