

**Government of Jammu & Kashmir**  
**STATE URBAN DEVELOPMENT AGENCY(SUDA)**  
**Housing & Urban Dev. Department**  
**Civil Secretariat**  
**Srinagar/Jammu**

**ADVERTISEMENT NOTICE**

**Dated: 24.02-2014**

The J&K State Urban Development Agency (SUDA) functioning under Housing & Urban Development Department, Govt. of Jammu & Kashmir invites applications from the permanent residents of J&K State for the engagement of Technical Experts for State Mission Management Units (SMMU) and City Mission Management Units (CMMU) in the below mentioned fields on contract basis under National Urban Livelihood Mission (NULM).

**Experts Required:-**

**A- State Mission Management Units:**

1. State Mission Manager- Social Mobilization & Infrastructure
2. State Mission Manager- Skill and Livelihood
3. State Mission Manager- Financial Inclusion & Micro Enterprises
4. State Mission Manager- MIS & ME

**B- City Mission Management Units for Cities of Jammu/ Srinagar and District Headquarter towns of Kathua, Udhampur, Rajouri, Poonch, Doda, Anantnag, Pulwama, Budgam, Kupwara, & Baramulla)**

1. Manager- Social Development & Infrastructure
2. Manager Skills and Micro Enterprises

**C- City Mission Management Units for District Headquarter towns of Kathua, Udhampur, Rajouri, Poonch, Doda, Anantnag, Pulwama, Budgam, Kupwara, & Baramulla)**

1. Community Organizers. ( Females only)

***The terms and conditions are as under:-***

1. The positions are contractual nature initially for 2 years, renewal of contract shall be considered after every two years based on performance appraisal and continuation of scheme. No candidate shall have any right to continue on the said position whatsoever the circumstance may be.

2. The candidaes are required to submit application on prescribed form, alongwith requisite documents and experience certificates of relevant field.
3. Applications duly filled in shall be deposited either in person or by Regd. Post in the office of Member Secretary J&K State Urban Development Agency (SUDA)/Joint Director (P&S) Housing & Urban Dev. Department Civil Secretariat Jammu (Room No. 3/9 Mini Block) Srinagar ( Room No. G/16) alongwith the Bank Draft amounting to Rs.200/- in favour of **Member Secretary J&K SUDA by or before 20<sup>th</sup> March 2014.**
4. Renumerations, Qualifications/Experience required are given in Annexure A, B & C and is uploaded on the official website of Housing & Urban Dev. Department, J&K. i.e. [www.jkhudd.gov.in](http://www.jkhudd.gov.in).
5. Application Forms(s) incomplete in any manner shall be liable for rejection without assigning any reason.
6. Application Forms with overt writings/mutiated entries or accompanying fake/forged documents shall be liable to be rejected with or without penalty besides shall attract criminal proceedings.
7. The candidates who are eligible for applying for more than one post are required to apply on the prescribed application form separately for each post. The candidatres shall also indicate his/her option of priority in case applying for more than one post. However, preferance shall be given to the local candidates belonging to district for which candidate applies for.
8. Any qualification/experience acquired after the last date of submission of application form shall not be taken into account for any purpose.
9. The prescribed qualification reflects the bare minumim requirement of the job and mere possession thereof shall not entitle a candidate to be called for interview and also grant of weightage to the higher qualification in relevant line/discipline, shall be decided by the SUDA.

10. The candidate will be shortlisted on the basis of academic merit & experience if the number of applicants is large. The ratio in this case shall be 5:1 (minimum) and 10:1 (maximum).
11. The Degrees/Diplomas obtained through Distance Mode which are in consonance with the Govt. Order No. 252-HE of 2012 dated 30.5.2012 shall be entertained subject to such terms and conditions mentioned therein.
12. The filling of vacancy through contractual appointment is subject to availability of funds from Govt. of India under National Urban Livelihood Mission ( NULM).
13. If the performance of any contractual appointee is not found satisfactory, the SUDA shall have right to terminate the contract before the expiry of two years, with one month;s prior notice to the contractual appointee.

**Annexure- A to  
Advertisement Notice Dated 24.02.2014**

Total No. of posts advertized: 4 (Four) (For State Mission Management Unit)

S.N	Name of the Position	No. of Posts	Honorarium per month (Tentative)	Educational Qualification , Experience, Competencies & Age.
1	State Mission Manager- <b>Social Mobilization &amp; Infrastructure</b>	01	50000/	<p>Two year full time Post graduate diploma in Management/ MBA or Masters in any other relevant discipline with 5 years of experience Or Graduate from government recognized institutes with 8 years of experience in Social Development work with poverty reduction programmes of considerable size and scale.</p> <ul style="list-style-type: none"> <li>➤ The person should be Proficient with MS office; should have acknowledged capabilities in partnership management; strong analytical, conceptual and strategic thinking skills; ability to handle large scale planning; handling MIS etc. Experience of working with government institutions will be given preference.</li> <li>➤ Age as on 01.01-2014 (18 to 37 years). However, relaxation in upper age limit shall be provided as per the rules.</li> </ul>
2	State Mission Manager- <b>Skill and Livelihood</b>	01	50000/	<p>Two year full time Post graduate diploma in Management/ MBA or Masters in any other relevant discipline with 5 years of experience Or Graduate from government recognized institutes with 8 years of experience in implementation of skill training and placement programmes with considerable size and scale</p> <ul style="list-style-type: none"> <li>➤ The person should be Proficient with MS office; should have acknowledged capabilities in partnership management; strong analytical, conceptual and</li> </ul>

				<p>strategic thinking skills; ability to handle large scale planning; handling MIS etc. Experience of working with government institutions will be given preference.</p> <ul style="list-style-type: none"> <li>➤ Age as on 01.01-2014 (18 to 37 years). However, relaxation in upper age limit shall be provided as per the rules.</li> </ul>
3	State Mission Manager- <b>Financial Inclusion &amp; Micro Enterprises</b>	01	50000/	<p>Two year full time Post graduate diploma in Management/ MBA or Masters in any other relevant discipline with 5 years of experience Or Graduate from government recognized institutes with 8 years of experience in dealing with credit linkages, social security and/or micro enterprises promotion in poverty reduction programmes/ financial institutions.</p> <ul style="list-style-type: none"> <li>➤ The person should have, in addition to the above mentioned competencies, acknowledged capabilities in client management; excellent negotiation skills; ability to handle large scale recruitment; developing a theme based capacity building strategy and modules etc.</li> <li>➤ Age as on 01.01-2014 (18 to 37 years). However, relaxation in upper age limit shall be provided as per the rules.</li> </ul>
4	State Mission Manager- <b>MIS &amp; ME</b>	01	50000/	<p>Two year full time Post Graduate diploma / Masters in Computer Science, M.Sc. (computer science), B.Tech (computer science) or MCA from government recognized institute/ university with at least 5 years of experience in designing and implementation of MIS and ME for large development projects, preferably poverty reduction project and full understanding of Data Analysis Technique.</p> <ul style="list-style-type: none"> <li>➤ The person should have, in addition to the above mentioned competencies, very</li> </ul>

				<p>good documentation skills and should be very good at preparation of reports; proficient with Project Management software; Database Management systems; website development and management.</p> <p>➤ Age as on 01.01-2014 (18 to 37 years). However, relaxation in upper age limit shall be provided as per the rules.</p>
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### **Annexure- B to**

### **Advertisement Notice Dated 24.02.2014**

### **CITY MISSION MANAGEMENT UNITS FOR SRINAGAR/JAMMU CITIES AND DISTRICT HEADQUARTER TOWNS OF THE STATE.**

**Total No. of posts advertized: 12 (Ten)** One each for City Mission Management Unit of Jammu and Srinagar cities and District Headquarter towns of Anantnag, Pulwama, Budgam, Kupwara, Baramulla, Kathua, Rajouri, Poonch, Udhampur and Doda .

S.N	Name of the Position	No. of Posts	Honorarium per month (Tentative)	Educational Qualification, Experience Competencies & Age.
1	Manager-Social Development & Infrastructure	12	45000/	<p>Two year full time Post graduate diploma in Management/ MBA or Masters in any other relevant discipline with 3 years of experience Or Graduate from government recognized institutes with 6 years of experience in Social Development work with poverty reduction programmes.</p> <p>➤ The person should be Proficient with MS office; strong analytical skills; Experience of working with government institutions will be given preference.</p> <p>➤ Age as on 01.01-2014 (18 to 37 years). However, relaxation in upper age limit shall be provided as per the rules.</p>
2	Manager	12	45000/	Two year full time Post graduate

	Skills and Micro Enterprises			<p>diploma in Management/ MBA or Masters in any other relevant discipline with 3 years of experience Or Graduate from government recognized institutes with 6 years of experience in implementation of skill training and placement programmes/ credit linkage. Social security and /or micro enterprises promotion in poverty reduction programmes/ financial institutions.</p> <ul style="list-style-type: none"> <li>➤ The person should be Proficient with MS office; strong analytical skills; Experience of working with government institutions will be given preference.</li> <li>➤ Age as on 01.01-2014 (18 to 37 years). However, relaxation in upper age limit shall be provided as per the rules.</li> </ul>
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**Annexure- C to**

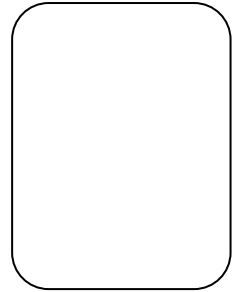
**Advertisement Notice Dated 24.02.2014**

**CITY MISSION MANAGEMENT UNITS FOR DISTRICT HEADQUARTER TOWNS OF THE STATE.**

S.N	Name of the Position	No. of Posts	Honorarium per month (Tentative)	Educational Qualification, Experience Competencies & Age.
1	Community Organizers (Female only)	10	10000/-	<p>10+2+3 Graduate from government recognized institutes or 10+2 with at least 5 years of experience in working with community on social development. Proficiency in MS Office, (Word, Excel, Power Point etc. is required.</p> <p>Age as on 01.01-2014 (18 to 37 years). However, relaxation in upper age limit shall be provided as per the rules.</p>

# Advertisement Notice Dated 24.2.2014

## APPLICATION FORMAT



1. Post Applied For: \_\_\_\_\_
2. District for which applied for : \_\_\_\_\_
3. Name of the Applicant ( Block Letters) \_\_\_\_\_
4. Father's /Husband's Name: \_\_\_\_\_
5. Date of Birth ( DD/MM/YYYY) \_\_\_\_\_
6. Permanent Residential Address: \_\_\_\_\_
7. Address for Communication: \_\_\_\_\_
8. Contact No ( Phone \_\_\_\_\_ Mobile No. \_\_\_\_\_  
Email ID. \_\_\_\_\_

### 9. EDUCATIONAL QUALIFICATION ( Details of Degrees)

S.No	Qualification	Semester/Year	Year of Passing	Maximum Marks	Marks Obtained with %age
1					
2					
3					
4					
5					
6					

### 10 EXPERIENCE:

S.No	Organization	Designation	Organization Code No.	Duration		Total Experience
				From	To	
1						
2						
3						
4						
5						

### 11. PROJECT HANDLED:

S.No	Organization	Project	Period	Brief Note



12. Achievements & Honours ( if any)

Sig. of the Applicant

Dated:

Place:

**Note:**

Enclose self attested copies of:

1. Matriculation Certificate ( DOB Certificate)
2. Detailed Resume
3. Marks Card of all examinations
4. Educational Qualification Certificates
5. Experience Certificate
6. Salary Certificate

Note:- If the candidate wants to apply for more than one district he/she has to apply separately for each district.