

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

The Director,  
Information, J&K,  
Jammu.

No: HUD/Plan/14/2014

Dated 10.02.2015

Subject:- Publishing of Notice with regard to Advertisement Notice dated 10.2.2014 of J&K SUDA.

Sir,

The J&K State Urban Dev. Agency ( SUDA) functioning under Housing & Urban Dev. Department earlier published Adv. . Notice dated 8.8.2014 for engagement of Technical Experts and Community Organizers for City Mission Management under NULM scheme for Leh & Kargil districts . Due to poor response only a few applications were received which also got damaged due to flash floods in Srinagar. In view of this Deptt. intends to publish extension of said advertisement notice for inviting fresh applications of the already advertised posts.

In this context, enclosed please find herewith the revised Adv. Notice Dated 10.2.2015 of J&K State Urban Development Agency of Housing & Urban Dev. Department, J&K Jammu and to request you to publish the above referred Notice in the local dailies of the State (both English/Urdu) for 3 consecutive days.

Yours faithfully,

Sd/-

(P. S. Kakroo )

Joint Director (P&S)

Housing & Urban Dev. Department

Member Secretary

J&K State Urban Dev. Agency

Encl: a/a ( Four leave)

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

**ADVERTISEMENT NOTICE**

**Dated: 10.02.2015**

In continuation to Advertisement Notice dated 08.08.2014, 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 City Mission Management Units (CMMU) of district headquarter towns of **Leh & Kargil** in the below mentioned fields on contract basis under National Urban Livelihood Mission (NULM).

**Experts Required:-**

**City Mission Management Units for District Headquarter towns of Leh & Kargil.**

1. Manager- Social Development & Infrastructure
2. Manager Skills and Micro Enterprises
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 (Room No. 3/18 3<sup>rd</sup> Floor Mini Block Ground Floor) Civil Secretariat Jammu alongwith the Bank Draft amounting to Rs.200/- in favour of **Member Secretary J&K SUDA by or before 25<sup>th</sup>, February 2015.**
4. Renumerations, Qualifications/Experience required are given in Annexure A & B 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/mutilated 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 candidates shall also indicate his/her option of priority in case applying for more than one post. However, preference 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 minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for interview or selection 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.

Sd/-

Joint Director (P&S)  
Housing & Urban Dev. Department  
Member Secretary  
J&K State Urban Dev. Agency

**Annexure- A to**

**Advertisement Notice Dated 10.02.2015**

**CITY MISSION MANAGEMENT UNITS FOR DISTRICT HEADQUARTER TOWNS OF LEH & KARGIL .**

**Total No. of posts advertized: 04 (Four)** One each for District Headquarter towns of Leh & Kargil.

| S.N | Name of the Position                        | No. of Posts | Honorarium per month (Tentative) | Educational Qualification, Experience Competencies & Age.   |
|-----|---|--------------|----------------------------------|---|
| 1   | Manager-Social Development & Infrastructure | 2            | 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> <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 01.01-2015 (18 to 40 years). However, relaxation in upper age limit shall be provided as per the rules.</li></ul> |
| 2   | Manager Skills and Micro Enterprises        | 2            | 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 implementation of skill training and placement programmes/ credit linkage. Social security and /or micro enterprises</p>  |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  | <p>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 01.01-2015 (18 to 40 years). However, relaxation in upper age limit shall be provided as per the rules.</li></ul> |
|--|--|--|--|--|

**Annexure- B to**  
**Advertisement Notice Dated 10.2.2015**

**CITY MISSION MANAGEMENT UNITS FOR DISTRICT  
HEADQUARTER TOWNS OF LEH & KARGIL .**

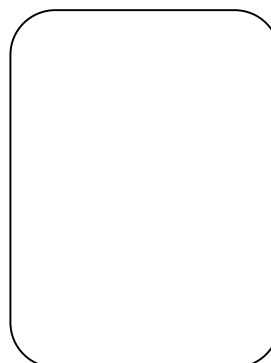
| S.N | Name of the Position               | No. of Posts | Honorarium per month (Tentative) | Educational Qualification, Experience Competencies & Age.   |
|-----|------------------------------------|--------------|----------------------------------|---|
| 1   | Community Organizers (Female only) | 02           | 10000/-                          | 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.<br>Age as on 01.01-2015 (18 to 40 years). However, relaxation in upper age limit shall be provided as per the rules. |

Sd/-

Joint Director (P&S)  
Housing & Urban Dev. Department  
Member Secretary  
J&K State Urban Dev. Agency

## Advertisement Notice Dated 21.10.2014

### APPLICATION FORMAT



**Post Applied For:** \_\_\_\_\_

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

| S.No | Qualification | Semester/Yea | Tear 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)

**Signature of the Applicant**

Dated:

Place:

#### 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.