



**SWACHH BHARAT MISSION (URBAN)
URBAN DEVELOPMENT DEPARTMENT
GOVERNMENT OF SIKKIM**

No.SBM(U)/UDD/147

Date: 21/10/2023

EMPLOYMENT NOTICE

Recruitment for Project Management Unit (PMU)

Urban Development Department (UDD) is the nodal agency of Government of Sikkim for implementation of the National Action for Mechanized Sanitation Ecosystem (NAMASTE) which is to be implemented in all Urban Local Bodies (ULBs) of Sikkim with the objectives to ensure zero sanitation deaths thereby assuring safety and dignity of sanitation workers.

UDD requires 1 (one) qualified professional to work under Project Management Unit (PMU) for implementation of NAMASTE Scheme.



National Campaign for Waste Segregation at Source
A Swachh Bharat Mission Urban Initiative

For Information Brochure containing eligibility conditions, work profile and format of application etc. please visit our website: <https://sbmurbansikkim.nic.in/>, and www.nskfdc.nic.in OR email at: pmusikkim@gmail.com, sikkimnamaste@gmail.com OR contact at: **9733136228** (Nodal Officer – NAMASTE)

Applications should reach to the Office of Mission Director, Swachh Bharat Mission (Urban), Urban Development Department, Government of Sikkim, Gangtok-737101 on or before 06/11/2023 (Monday) at 2:00 pm

Mission Director
Swachh Bharat Mission (Urban)

Terms and Conditions of Engagement of Project Manager in PMU for implementation of National Action for Mechanized Sanitation Ecosystem (NAMASTE) scheme.

1. Eligibility criteria for selection of Project Manager

a. Essential:

- 1) Graduate or Post Graduate degree from a recognized university in Urban Planning, Social Work, Public Policy, Business Administration, Sociology, Anthropology, Commerce, Science or other related fields, with at least 55% marks.
- 2) Two years' relevant work experience in case of Graduate candidates
- 3) Excellent communication (both oral and written) in English and the official language of the State/ UT of deployment.
- 4) Computer proficiency in MS office and proficiency of working on various mobile applications.
- 5) Age: up to 45 years as on 1st April 2023.

b. Desirable:

- 1) Relevant work experience of two (02) years for Post Graduate Candidates.

2. Selection of Project Managers

The eligible candidates shall be selected after shortlisting and personal interview.

3. Terms and conditions to deploy Project Manager

- a) The Project Managers would work on full-time basis for the project and would not be allowed to engage themselves for any other project/ work during the duration of the National Action for Mechanized Sanitation Ecosystem (NAMASTE) project.
- b) Project Managers would be selected for a period of two years. However, their engagement may be extended based on requirement and performance of Project Manager.
- c) The engagement would be purely project based and temporary. They will have no claim whatsoever for continuing their services in any capacity.
- d) The PMU would be paid monthly remuneration of Rs.45,000/- (*Rupees forty-five thousand only*) per month inclusive of applicable taxes and statutory due.
- e) PMUs would work as State Namaste Coordinators (SNCs), they would be

required to travel within the State. An amount of Rs.10,000/- (*Rupees ten thousand only*) per month has been estimated on their TA/DA, which would be paid by National Safai Karamcharis Finance & Development Corporation (NSKFDC) on actual basis upon furnishing the original bills/ tickets as the norms fixed by NSKFDC for its Executives at E-O level.

- f) Project Manager would be required to arrange a good working condition laptop and Smart mobile phone during the period of engagement for his/her use. For this, they will not be paid any extra amount.
- g) Project Manager will get benefit of one leave per month.
- h) Project Manager will not be allowed to show any political affiliation during the project period. They will work without any favor with any section of the society.
- i) Except with the prior written consent of Secretary, Urban Development Department, Project Manager shall not, at any time communicate to any person or entity any confidential information acquired in the course of the Services.
- j) The services of PMU can be terminated any time in case of non-performance and non-adherence of duty timeline.

4. Scope of Work for Project Managers under NAMASTE

- a) The proposed PMU would be called State NAMASTE Coordinator (SNC) and shall be deployed with the State Namaste Nodal Officer.
- b) Project Manager would
 - 1) Assist the concerned officer of UDD or any other organization as per the directions of NSKFDC.
 - 2) Obtain the progress of implementation of NAMASTE in the ULBS/States and make Reports
 - 3) Regular follow up with the concerned ULBS/Sates for taking action for implementation of the Scheme.
 - 4) Regular updation of MIS on the NAMASTE portal.
 - 5) Interaction on mobile with the various implementation agencies etc.
 - 6) Any other work assigned

5. How to apply

a) Eligible and interested candidates are required to apply within 10 days of appearance of this advertisement in the newspaper, on plain A-4 size paper in the application format given in this notification. They may email the filled in scanned application, duly signed at pmusikkim@gmail.com & sikkimnamaste@gmail.com. Hard copies of the application may be sent at the same time.

b) Copy of relevant documents in support of educational qualification, experience, age, address, caste certificate, Certificate of Identification (COI), Aadhar Card, Voter Card, etc. are required to be attached with the application. However, the candidates who are called for interview would be required to produce the originals.

c) Decision of Special Secretary *cum* Chairperson of the Selection Committee, Urban Development Department, on the criteria of shortlisting of candidates and their selection would be final and binding.

6. The applications should be addressed to:

The Mission Director (SBM-U)
Urban Development Department
Government of Sikkim
Gangtok-737101

APPLICATION FORM

Affix self-attested
recent passport size
photograph

Post Applied for: Project Manager/ State NAMASTE Coordinator

1. Full Name : _____

2. Father/Husband Name : _____

3. Permanent Address : _____

4. Address for correspondence/
Present Address : _____

: _____

5. Date of Birth: _____ 6. Sex: Male Female
 Others

7. Religion: _____

8. Nationality: _____

10. Category (PI. Tick):

SC	ST	OBC (STATE)	OBC (CENTRAL)	GEN

11. E-mail ID : _____

11. Telephone No. (with Std Code) : _____

12. Mobile No. (with WhatsApp facility) : _____

13. Educational Qualification:

Qualification	Subject	Percentage of marks	Year of Passing	Name of Board / University/ Institution

14. Experience:

Name of the organization	Designation	Nature of duties	Period		Duration
			From	To	

Declaration: - I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief, I understand that in the event of any information being found untrue/ false/ incorrect or if I do not satisfy the eligibility criteria, my candidates/ appointment will be cancelled / terminated, without assigning any reasons. I have read the contents of the advertisement and agree to abide by the rules, regulations and procedures for appointment to the post.

(Signature of Applicant)

Date: _____

Place: _____