

**STATE PROGRAM MANAGEMENT GROUP
NAMAMI GANGE, UTTARAKHAND**

COMMON APPLICATION FORM

1	Advertisement Date:	
2	(a) Name of the assignment applied for and Job code:	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Affix a recent passport size photograph duly attested by the candidate </div>
2	(b) Period required to join if selected:	
3	Name in full (in capital letters)	
4	Father's/Husband's name	
5	Date of birth (DD/MM/YYYY): Age as on the date of application:	
6	Nationality	
7	Sex	
8	Communication with PINCODE	
9	Permanent address with PINCODE .	
10	Have you ever been convicted by a Court of Law or is there any criminal case/disciplinary action pending against you?	
11	Have you ever been convicted by a Court of Law or is there any criminal case/disciplinary action pending against you?	Yes/No If YES please give details in separate sheets

12. Educational/Professional and Technical Qualifications (Starting from class 12) *Do not attach any copies/originals, they would be required at the time of interview/ verification:*

Sl.	Examination Passed	Name of the Board/University	Duration of Degree/ Diploma/ Training	Year of Passing	CGPA/% of Marks	Specialization

13. Details of employment in reverse chronological order (Attach separate sheet, if necessary).

Sl.	Department/Organisation	Post Held	Experience in Months	Period of Employment		Scale of Pay/Consolidated Pay
				From	To	

14	Pay in the Pay Band and Grade Pay / Pay in the pay scale, and total emoluments in the post currently held:			
15	Are you a member of any professional body? If yes, give details			
16	References:			
(i)	Name:			
	Designation & Organisation:			
	Postal address:			
	Phone Number	Landline:	Mobile:	
	E-Mail ID:			
(ii)	Name:			
	Designation & Organisation:			
	Postal address:			
	Phone Number	Landline:	Mobile:	
	E-Mail ID:			
(iii)	Name:			
	Designation & Organisation:			
	Postal address:			
	Phone Number	Landline:	Mobile:	
	E-Mail ID:			
17	Additional remarks such as special qualification or experience not covered in the preceding columns.			
18	Language Competency:			
	English:			
	Hindi:			
	(pl mention 'Yes' or 'No' against each)	Read	Write	Speak

DECLARATION

I hereby declare that I have carefully read and understood the instructions/ general conditions, contained in the above and notes given down below and that all the entries in this form are true to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the assignment applied for. In the event of suppression or distortion of any fact, like category or educational qualification or experience, made in my application form, I understand that I will be denied any engagement in the SPMG, Namami Gange, Uttarakhand and if already engaged for any assignment in the SPMG, Namami Gange, Uttarakhand, my engagement will be terminated forthwith.

Place:

Date:

Signature of Applicant

General Conditions

1. The assignments are open only to Indian nationals and nationals of member countries of The World Bank. However candidates are required to have competency in Hindi language in addition to English.
2. Screening Criteria: In case of more applications, apart from above mentioned criteria screening will be done based on relevant skill set, experience and professional qualifications.
3. How to apply: **Applications in the prescribed form can be submitted in person at the SPMG office, 117 Indira Nagar, Dehradun or by email (scanned format) to spmgngrba.utk01@gmail.com latest by 13-11-2017 before 5:00 PM.**
4. The envelope should be super scribed with the assignment applied for and the Job Code.
5. Only Short-listed candidates will be called for interview. Candidates will be informed by email only and no separate communication will be sent. At the time of interview, they should bring Original Certificates of qualifications and experience and a photocopy of these.
6. No TA /DA will be paid for appearing for the interview.
7. The professional qualification mentioned against each assignment should have been obtained by the applicants under a regular course.
8. SPMG, NAMAMI GANGE, UTTARAKHAND reserves the right to fill up the assignment or increase/decrease the number of assignments or even to cancel the whole process of engagement without assigning any reasons thereof.
9. Canvassing in any form and bringing any influence, political or otherwise will be treated as a disqualification for the assignment applied for and SPMG, Namami Gange, Uttarakhand reserves the right not to consider such applicants for the selection process.
10. The SPMG, Namami Gange, Uttarakhand reserves the right to relax requirements pertaining to any of the assignment at its discretion.

Place:

Date:

Signature of Applicant

TERMS OF REFERENCE (TOR)

JOB TITLE	:	River Front Development Specialist
PAY SCALE	:	Contractual- Rs. 70,000-1,00,000 Consolidated
LOCATION	:	Dehradun, Uttarakhand
CONTRACT TERM	:	One year with possibility for extension
START DATE	:	After issuance of appointment letter
RESPONSIBLE To	:	Program Director, SPMG, Namami Gange, Uttarakhand

BACKGROUND :

State Program Management Group, State Ganga Committee, Namami Gange Uttarakhand (SPMG, Namami Gange, Uttarakhand) is a registered Society under Society Registration Act 1860 and working under the aegis of Drinking Water Department, Govt. of Uttarakhand. The mandate of the society includes implementation of World Bank assisted 'National Mission for Clean Ganga (NMCG)' in 'Uttarakhand State under the Ministry of Water Resources (MoWR) Govt. of India.

REQUIRED SKILLS AND EXPERTISE:

- Spatial planning, urban planning, urban public policy, urban design or landscape architecture.
- Previous experience in Centrally Sponsored/Externally Aided Project is an advantage.
- Good analytical, solution defining and creative skills.
- Experience working with infrastructure teams on projects is a must.
- Have the capability to work with multi-disciplinary teams, including different stakeholders.
- Fluency in written and spoken Hindi and English

QUALIFICATION AND EXPERIENCE:

- Master's degree in Urban Planning or a related discipline with 5 years of professional work experience in the fields of urban planning, urban public policy etc.

SHORT LISTING OF ELIGIBLE CANDIDATES FOR FINAL INTERVIEW:

Only the shortlisted shall be called for an interview.

FINAL SELECTION FOR THE POST OF RIVER FRONT DEVELOPMENT SPECIALIST:

Final merit list of candidates shall be made by interview marks as secured by the candidates.

TERMS AND CONDITION:

1. Candidates will be selected, based on evaluation criteria for short listing and then interview for one year and services may continue as per further requirements.
2. Candidate should be physically fit to travel in hilly terrain.
3. Applicants working in Govt. sector or undertakings shall not require prior NOC from their employer for interview. The candidate will have to be relieved from parent department within 15 days time of issuance of appointment letter and if not relieved his/her candidature will be cancelled.
4. Only those candidates, whose applications are found suitable as per the prescribed qualifications and experience shall only be called for interviews, for which no TA/DA etc. shall be permissible.
5. The mode of selection is sole discretion of the employer and no query of any candidate will be entertained after selection of the candidate.
6. Applicant should mention only relevant experience desired in qualification and experience to assess the experience required for post mentioned in Qualification and Experience.
7. After the selection, the candidate will have to sign an agreement before joining his duty.
8. The engagement under above does not confer any right/claim whatsoever either explicitly or implicitly for any regular appointment in SPMG.
9. The competent authority reserves right to withdraw the previously mentioned advertisement/posts without issuing any prior notice.
10. Incomplete applications will not be considered.
11. Any relevant information pertaining to recruitment will be sent on candidate's e-mail id mentioned in the application form.
12. The completed application form in prescribed format with self attested copies of all certificates with two latest and self attested passport size photographs should be submitted personally or by registered post by super scribing the words "APPLICATION FOR THE POST OF River Front Development Specialist" to the **Program Director, State Program Management Group, Namami Gange, Uttarakhand, 117 Indira Nagar, Dehradun 248006, Uttarakhand** latest by 13-11-017. Signed application after scanning may be sent by e-mail at [spmgnrba.utk01@gmail.com](mailto:spmgngrba.utk01@gmail.com)


Finance Director

TERMS OF REFERENCE (TOR)

JOB TITLE	:	Assistant Manager (Civil)
Pay Scale	:	Deputation- Rs. 15,600-39,100, Grade Pay 5400 Contractual- Rs. 40,000 to 70,000 Consolidated
Location	:	Dehradun, Uttarakhand
Service term	:	Deputation or Contract (One Year) with possibility for extension
Start date	:	After issuance of appointment letter
Responsible to	:	Program Director, SPMG, Namami Gange, Uttarakhand

BACKGROUND:

State Program Management Group, State Ganga Committee, Namami Gange Uttarakhand is a registered Society under Society Registration Act 1860 and working under the aegis of Drinking Water Department, Govt. of Uttarakhand. The mandate of the society includes implementation of World Bank assisted 'National Mission for Clean Ganga (NMCG)' in 'Uttarakhand State under the Ministry of Water Resources, River Development & Ganga Rejuvenation, Govt. of India.

Required Skills and Expertise

- Assist in receiving Annual Plans and Technical data from Executive Agencies and compilation of plans, data for state level activities.
- Scrutiny of Detailed Project Reports.
- Site inspection of ongoing project by Executing Agencies.

Qualification and Experience

- Graduate in Civil Engineering and 6 years proven experience in the field of wastewater sewerage under Government/Semi-Government/Government undertaking/external aided projects.

SHORT LISTING OF ELIGIBLE CANDIDATES FOR FINAL INTERVIEW:

Only the shortlisted shall be called for an interview.

FINAL SELECTION FOR THE POST OF ASSISTANT MANAGER (CIVIL)

Final merit list of candidates shall be made by interview marks as secured by the candidates.

TERMS AND CONDITION:

1. Candidates will be selected, based on evaluation criteria for short listing and then interview for one year and services may continue as per further requirements.
2. Candidate should be physically fit to travel in hilly terrain.
3. Applicants working in Govt. sector or undertakings shall not require prior NOC from their employer for interview. The candidate will have to be relieved from parent department within 15 days time of issuance of appointment letter and if not relieved his/her candidature will be cancelled.
4. Only those candidates, whose applications are found suitable as per the prescribed qualifications and experience shall only be called for interviews, for which no TA/DA etc. shall be permissible.
5. The mode of selection is sole discretion of the employer and no query of any candidate will be entertained after selection of the candidate.
6. Applicant should mention only relevant experience desired in qualification and experience to assess the experience required for post mentioned in Qualification and Experience.
7. After the selection, the candidate will have to sign an agreement before joining his duty.
8. The engagement under above does not confer any right/claim whatsoever either explicitly or implicitly for any regular appointment in SPMG.
9. The competent authority reserves right to withdraw the previously mentioned advertisement/posts without issuing any prior notice.
10. Incomplete applications will not be considered.
11. Any relevant information pertaining to recruitment will be sent on candidate's e-mail id mentioned in the application form.
12. The completed application form in prescribed format with self attested copies of all certificates with two latest and self attested passport size photographs should be submitted personally or by registered post by super scribing the words "APPLICATION FOR THE POST OF Assistant Manager (Civil)" to the **Program Director, State Program Management Group, Namami Gange, Uttarakhand, 117 Indira Nagar, Dehradun 248006, Uttarakhand** latest by 13-11-2017. Signed application after scanning may be sent by e-mail at spmgnrba.utk01@gmail.com


Finance Director

TERMS OF REFERENCE (TOR)

- JOB TITLE** : Assistant Manager (Finance)
- Pay Scale** : Contractual- Rs. 40000-70000 Consolidated
- Location** : Dehradun, Uttarakhand
- Service term** : One year Contract with possibility for extension
- Start date** : After issuance of appointment letter
- Responsible to** : Program Director, SPMG, Namami Gange, Uttarakhand

BACKGROUND:

State Program Management Group, State Ganga Committee, Namami Gange Uttarakhand is a registered Society under Society Registration Act 1860 and working under the aegis of Drinking Water Department, Govt. of Uttarakhand. The mandate of the society includes implementation of World Bank assisted 'National Mission for Clean Ganga (NMCG)' in 'Uttarakhand State under the Ministry of Water Resources, River Development & Ganga Rejuvenation, Govt. of India.

Required Skills and Expertise

- Assist in receiving Annual Plans from Executive Agencies and compilation of plans, data for state level activities.
- Responsible for proper accounting of SPMG as per NGRBA framework and World bank guidelines.
- Maintain the account on Tally software

Qualification and Experience

CA/M.Com with 06 Years relevant experience in a Accountancy reputed firm/Government/Semi Government office. Good knowledge of Tally Software.

SHORT LISTING OF ELIGIBLE CANDIDATES FOR FINAL INTERVIEW:

Only the shortlisted shall be called for an interview.

FINAL SELECTION FOR THE POST OF ASSISTANT MANAGER (FINANCE):

Final merit list of candidates shall be made by interview marks as secured by the candidates.

TERMS AND CONDITION:

1. Candidates will be selected, based on evaluation criteria for short listing and then interview for one year and services may continue as per further requirements.
2. Candidate should be physically fit to travel in hilly terrain.
3. Applicants working in Govt. sector or undertakings shall not require prior NOC from their employer for interview. The candidate will have to be relieved from parent department within 15 days time of issuance of appointment letter and if not relieved his/her candidature will be cancelled.
4. Only those candidates, whose applications are found suitable as per the prescribed qualifications and experience shall only be called for interviews, for which no TA/DA etc. shall be permissible.
5. The mode of selection is sole discretion of the employer and no query of any candidate will be entertained after selection of the candidate.
6. Applicant should mention only relevant experience desired in qualification and experience to assess the experience required for post mentioned in Qualification and Experience.
7. After the selection, the candidate will have to sign an agreement before joining his duty.
8. The engagement under above does not confer any right/claim whatsoever either explicitly or implicitly for any regular appointment in SPMG.
9. The competent authority reserves right to withdraw the previously mentioned advertisement/posts without issuing any prior notice.
10. Incomplete applications will not be considered.
11. Any relevant information pertaining to recruitment will be sent on candidate's e-mail id mentioned in the application form.
12. The completed application form in prescribed format with self attested copies of all certificates with two latest and self attested passport size photographs should be submitted personally or by registered post by super scribing the words "APPLICATION FOR THE POST OF Assistant Manager (Finance)" to the Program Director, State Program Management Group, Namami Gange, Uttarakhand, 117 Indira Nagar, Dehradun 248006, Uttarakhand latest by 13-11-2017. Signed application after scanning may be sent by e-mail at spmgngrba.utk01@gmail.com


Finance Director

TERMS OF REFERENCE (TOR)

Job Title	:	Sr. Finance Management Specialist
Pay Scale	:	Contractual- Rs. 80000-110000 Consolidated
Location	:	Dehradun, Uttarakhand
Service term	:	One year Contract with possibility for extension
Start date	:	After issuance of appointment letter
Reporting to	:	Program Director, SPMG, Namami Gange, Uttarakhand

BACKGROUND:

State Program Management Group, State Ganga Committee, Namami Gange Uttarakhand is a registered Society under Society Registration Act 1860 and working under the aegis of Drinking Water Department, Govt. of Uttarakhand. The mandate of the society includes implementation of World Bank assisted 'National Mission for Clean Ganga (NMCG)' in 'Uttarakhand State under the Ministry of Water Resources, River Development & Ganga Rejuvenation, Govt. of India.

Required skills and expertise

- Assistant in Financial management accounting, and disbursements.
- Facilitate audits and address issues raised in audit reports.
- Developing and using effective systems for financial management (including related information management, monitoring, and reporting) for the NGRBA program compatible with government systems.
- Strong skills in financial management.
- Experience with working on financial management aspects of World Bank projects desirable.
- Facilitation (including appropriate training) of Central and State NGRBA-related staff on financial management arrangements.
- Experience working with government FM system.
- Previous experience in Centrally Sponsored/Externally Aided Project is an advantage.

Qualification and Experience:

CA/MBA (Finance)/Master degree in Finance with 10 Years relevant experience in a reputed firm/Government/Semi Government office.

SHORT LISTING OF ELIGIBLE CANDIDATES FOR FINAL INTERVIEW:

Only the shortlisted shall be called for an interview.

FINAL SELECTION FOR THE POST OF Sr. FINANCIAL MANAGEMENT SPECIALIST:

Final merit list of candidates shall be made by interview marks as secured by the candidates.

TERMS AND CONDITION:

1. Candidates will be selected, based on evaluation criteria for short listing and then interview for one year and services may continue as per further requirements.
2. Candidate should be physically fit to travel in hilly terrain.
3. Applicants working in Govt. sector or undertakings shall not require prior NOC from their employer for interview. The candidate will have to be relieved from parent department within 15 days time of issuance of appointment letter and if not relieved his/her candidature will be cancelled.
4. Only those candidates, whose applications are found suitable as per the prescribed qualifications and experience shall only be called for interviews, for which no TA/DA etc. shall be permissible.
5. The mode of selection is sole discretion of the employer and no query of any candidate will be entertained after selection of the candidate.
6. Applicant should mention only relevant experience desired in qualification and experience to assess the experience required for post mentioned in Qualification and Experience.
7. After the selection, the candidate will have to sign an agreement before joining his duty.
8. The engagement under above does not confer any right/claim whatsoever either explicitly or implicitly for any regular appointment in SPMG.
9. The competent authority reserves right to withdraw the previously mentioned advertisement/posts without issuing any prior notice.
10. Incomplete applications will not be considered.
11. Any relevant information pertaining to recruitment will be sent on candidate's e-mail id mentioned in the application form.
12. The completed application form in prescribed format with self attested copies of all certificates with two latest and self attested passport size photographs should be submitted personally or by registered post by super scribing the words "APPLICATION FOR THE POST OF Sr. Finance Management Specialist" to the **Program Director, State Program Management Group, Namami Gange, Uttarakhand, 117 Indira Nagar, Dehradun 248006, Uttarakhand** latest by 13-11-2017. Signed application after scanning may be sent by e-mail at spmgngrba.utk01@gmail.com


Finance Director

TERMS OF REFERENCE (TOR)

Job Title	:	Communication Specialist
Pay Scale	:	Contractual- Rs. 70000-110000 Consolidated
Location	:	Dehradun, Uttarakhand
Service term	:	One year Contract with possibility for extension
Start date	:	After issuance of appointment letter
Reporting to	:	Program Director, SPMG, Namami Gange, Uttarakhand

BACKGROUND:

State Program Management Group, State Ganga Committee, Namami Gange Uttarakhand is a registered Society under Society Registration Act 1860 and working under the aegis of Drinking Water Department, Govt. of Uttarakhand. The mandate of the society includes implementation of World Bank assisted 'National Mission for Clean Ganga (NMCG)' in 'Uttarakhand State under the Ministry of Water Resources, River Development & Ganga Rejuvenation, Govt. of India.

Required skills and expertise

- Lead public outreach activities of the Namami Gange Programme in Uttarakhand.
- Development of materials for public awareness on key Ganga related issues.
- Organize various IEC events, workshops, trainings etc. for public awareness & participants (physical or online to stimulate public participation (e.g. competitions, discussion forums).
- Strong written communication skills and experience in the design and development of communication content.
- Fluency in Hindi and English.

Qualification and Experience

- Graduate and PG Diploma in Journalism & Mass Communication with 8 yrs experience in concerned field.

SHORT LISTING OF ELIGIBLE CANDIDATES FOR FINAL INTERVIEW:

Only the shortlisted shall be called for an interview.

FINAL SELECTION FOR THE POST OF COMMUNICATION SPECIALIST:

Final merit list of candidates shall be made by interview marks as secured by the candidates.

TERMS AND CONDITION:

1. Candidates will be selected, based on evaluation criteria for short listing and then interview for one year and services may continue as per further requirements.
2. Candidate should be physically fit to travel in hilly terrain.
3. Applicants working in Govt. sector or undertakings shall not require prior NOC from their employer for interview. The candidate will have to be relieved from parent department within 15 days time of issuance of appointment letter and if not relieved his/her candidature will be cancelled.
4. Only those candidates, whose applications are found suitable as per the prescribed qualifications and experience shall only be called for interviews, for which no TA/DA etc. shall be permissible.
5. The mode of selection is sole discretion of the employer and no query of any candidate will be entertained after selection of the candidate.
6. Applicant should mention only relevant experience desired in qualification and experience to assess the experience required for post mentioned in Qualification and Experience.
7. After the selection, the candidate will have to sign an agreement before joining his duty.
8. The engagement under above does not confer any right/claim whatsoever either explicitly or implicitly for any regular appointment in SPMG.
9. The competent authority reserves right to withdraw the previously mentioned advertisement/posts without issuing any prior notice.
10. Incomplete applications will not be considered.
11. Any relevant information pertaining to recruitment will be sent on candidate's e-mail id mentioned in the application form.
12. The completed application form in prescribed format with self attested copies of all certificates with two latest and self attested passport size photographs should be submitted personally or by registered post by super scribing the words "APPLICATION FOR THE POST OF **Communication Specialist**" to the **Program Director, State Program Management Group, Namami Gange, Uttarakhand, 117 Indira Nagar, Dehradun 248006, Uttarakhand** latest by 13-11-2017. Signed application after scanning may be sent by e-mail at spmgngrba.utk01@gmail.com


Finance Director

TERMS OF REFERENCE (TOR)

Job Title	:	Team Assistant (Social & General)
Pay Scale	:	Contractual- Rs. 20000-35000 Consolidated
Location	:	Dehradun, Uttarakhand
Service term	:	One year Contract with possibility for extension
Start date	:	After issuance of appointment letter
Reporting to	:	Program Director, SPMG, Namami Gange, Uttarakhand

BACKGROUND:

State Program Management Group, State Ganga Committee, Namami Gange Uttarakhand is a registered Society under Society Registration Act 1860 and working under the aegis of Drinking Water Department, Govt. of Uttarakhand. The mandate of the society includes implementation of World Bank assisted 'National Mission for Clean Ganga (NMCG)' in 'Uttarakhand State under the Ministry of Water Resources, River Development & Ganga Rejuvenation, Govt. of India.

Required skills and expertise

- Maintain close contact with urban/rural local bodies, social grounds, NGOs and other stakeholders of the projects
- Assist public outreach activities of the NGRBA.
- Assist in organizing events to stimulate public participation .
- Acquaintance with topography, language & culture of Uttarakhand state.
- Assist in documentation and record keeping of data in SPMG office.

Qualification and Experience

Bachelors Degree in Management/Social work, Sociology or the Social Science with 4 yrs experience in community development and social management. Knowledge of and experience for World Bank's Project & Social Communications preferable.

SHORT LISTING OF ELIGIBLE CANDIDATES FOR FINAL INTERVIEW:

Only the shortlisted shall be called for an interview.

FINAL SELECTION FOR THE POST OF TEAM ASSISTANT (SOCIAL & GENERAL):

Final merit list of candidates shall be made by interview marks as secured by the candidates.

TERMS AND CONDITION:

1. Candidates will be selected, based on evaluation criteria for short listing and then interview for one year and services may continue as per further requirements.
2. Candidate should be physically fit to travel in hilly terrain.
3. Applicants working in Govt. sector or undertakings shall not require prior NOC from their employer for interview. The candidate will have to be relieved from parent department within 15 days time of issuance of appointment letter and if not relieved his/her candidature will be cancelled.
4. Only those candidates, whose applications are found suitable as per the prescribed qualifications and experience shall only be called for interviews, for which no TA/DA etc. shall be permissible.
5. The mode of selection is sole discretion of the employer and no query of any candidate will be entertained after selection of the candidate.
6. Applicant should mention only relevant experience desired in qualification and experience to assess the experience required for post mentioned in Qualification and Experience.
7. After the selection, the candidate will have to sign an agreement before joining his duty.
8. The engagement under above does not confer any right/claim whatsoever either explicitly or implicitly for any regular appointment in SPMG.
9. The competent authority reserves right to withdraw the previously mentioned advertisement/posts without issuing any prior notice.
10. Incomplete applications will not be considered.
11. Any relevant information pertaining to recruitment will be sent on candidate's e-mail id mentioned in the application form.
12. The completed application form in prescribed format with self attested copies of all certificates with two latest and self attested passport size photographs should be submitted personally or by registered post by super scribing the words "APPLICATION FOR THE POST OF **Team Assistant (Social & General)**" to the **Program Director, State Program Management Group, Namami Gange, Uttarakhand, 117 Indira Nagar, Dehradun 248006, Uttarakhand** latest by 13-11-2017. Signed application after scanning may be sent by e-mail at [spmgnrba.utk01@gmail.com](mailto:spmgngrba.utk01@gmail.com)


Finance Director