



**PUNJAB MUNICIPAL INFRASTRUCTURE DEVELOPMENT COMPANY
DEPARTMENT OF LOCAL GOVERNMENT**

PUBLIC NOTICE

No. PMIDC/2019/ 5837

Dated: 5/7/19


Punjab Municipal Infrastructure Development Company (PMIDC), Department of Local Government, Govt. of Punjab invites applications for filling up of the following posts on contract basis:

Sr. No.	Name of the Post	No. of Posts
1.	Senior Assistant Manager (Information, Education and Communication)	01
2.	Senior Assistant Manager (Capacity Building)	01
3.	Senior Assistant Manager (Solid Waste Management) at Municipal Corporation, Jalandhar	01

The last date of submission of complete application form along with detailed CV/ resume containing the details of educational qualifications, experience along with self-attested copies of documents/ testimonials etc. is **22nd July 2019 (Monday)** up to **5:00 PM**.

Complete application can be forwarded to:

The General Manager, Punjab Municipal Infrastructure Development Company (PMIDC), Department of Local Government, Punjab Municipal Bhawan, Plot No. 3, Dakshin Marg, 5th Floor, Room No. 521, Sector 35-A, Chandigarh-160022 (India).


General Manager

REQUIRED ON CONTRACT BASIS

Name of the Office: Punjab Municipal Infrastructure Development Company (PMIDC), Department of Local Government, Govt. of Punjab.

TO BE DEPLOYED IN SOLID WASTE MANAGEMENT DIVISION, HQ.

Name of the Post, Number of Post, Qualification, Experience, Roles & Responsibilities are as under:

Name of the Post	Senior Assistant Manager (Information, Education and Communication)
Total number of Post	01
Maximum age limit as on 01.07.2019	45 years
Salary	75,000/- per month
Educational Qualification & Experience	<p><u>Qualification:</u></p> <ul style="list-style-type: none">• Post-Graduation in Social Work/ Sociology/ Journalism & Mass Communication/ Environment with not less than 55 % marks from recognized university/ Institute. <p><u>Experience:</u></p> <ul style="list-style-type: none">• Minimum 7 years of experience in the area of environment/ solid - liquid waste management/ sanitation & hygiene.• Preference will be given to the candidate having experience at National/ State level under/ in implementation of solid waste management/ sanitation & hygiene projects.• Excellent oral communication skills• Basic computer skills.
Roles & Responsibilities	<ul style="list-style-type: none">• This is an expert level position to work with senior level government and development partner functionaries to achieve the objectives of IEC activities under State and Government of India scheme.• As part of the IEC team at state level, S/he would be primarily responsible for rolling out the communication strategies across the project.• S/he will be responsible for developing and disseminating State and ULB specific IEC materials.• Partnership with training and IEC agencies (expert institutions, CSOs etc.) developed and formed for IEC Campaigns.

	<ul style="list-style-type: none"> • Development of periodic Situation Analyses/ Issue Briefs/ Theme Papers on work done. • Prepare monthly, quarterly and yearly IEC plan of action and activity calendar at state and district level. • Develop Newsletter/Case studies/ documentation of best practices/ learnings. • Develop the concepts and designs of campaign materials as necessary. • Assist department in developing guidelines, manuals and technical notes on Programme Communication. • Coordinate dissemination of available IEC materials for SWM to all ULBs. • S/he will also have to undertake extensive field visit to ensure the quality project/program interventions. • Assist department in organizing review meetings, seminars, workshops on communication for sanitation / hygiene education. • Any work assigned by PMIDC.
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REQUIRED ON CONTRACT BASIS

Name of the Office: Punjab Municipal Infrastructure Development Company (PMIDC), Department of Local Government, Govt. of Punjab.

TO BE DEPLOYED IN SOLID WASTE MANAGEMENT DIVISION, HQ.

Name of the Post, Number of Post, Qualification, Experience, Roles & Responsibilities are as under:

Name of the Post	Senior Assistant Manager (Capacity Building)
Total number of Post	01
Maximum age limit as on 01.07.2019	45 years
Salary	75,000/- per month
Qualification & Experience	<p><u>Qualification:</u></p> <ul style="list-style-type: none">• Post-Graduation in Social Work/ Sociology/ Psychology/ Environment with not less than 55 % marks from recognized university/ Institute. <p><u>Experience:</u></p> <ul style="list-style-type: none">• Minimum 7 years of experience in the area of environment/ solid - liquid waste management/ sanitation & hygiene.• Preference will be given to the candidate having experience at National/ State level under/ in implementation of solid waste management/ sanitation & hygiene projects.• Excellent oral communication skills• Basic computer skills.
Roles & Responsibilities	<ul style="list-style-type: none">• This is an expert level position to work with senior level government and development partner functionaries to achieve the objectives of the capacity building under State and Government of India scheme.• S/he would be responsible for providing technical leadership to the State and Urban Local Bodies in the implementation of Training and Capacity Building plan.• Support PMIDC in developing strategy of capacity building on SWM in Urban Local Bodies.• Assess the training facilities available (training readiness) in the State for all the levels of functionaries focusing on Urban Local Bodies and support departments in further strengthening the same.• Support the department in developing training modules/ packages/ curriculum for

	<p>functionaries of various levels and identify apt methodologies.</p> <ul style="list-style-type: none"> • Pre-test of training modules and scale up the modules in the entire states. • S/he would develop tools for assessing the effectiveness and quality of training/ capacity building efforts. • Organizing and developing sustainable programme for Training of Trainers, and coordinate with external trainers. • Establishing Monitoring & Evaluation system for capacity building activities and support the State in ensuring quality of training programmes. • Liaising effectively with development partners in order to maximize potential synergies and internalize effectively on lessons learnt from the past programmes/ experiences. • Preparation of training modules/ training materials/ training calendar at State/ District and Block level. • Completing additional tasks within capacity building activities as instructed by the PMIDC. • Any work assigned by PMIDC.
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REQUIRED ON CONTRACT BASIS

Name of the Office: Punjab Municipal Infrastructure Development Company (PMIDC), Department of Local Government, Govt. of Punjab.

TO BE DEPLOYED AT MUNICIPAL CORPORATION, JALANDHAR.

Name of the Post, Number of Post, Qualification, Experience, Roles & Responsibilities are as under:

Name of the Post	Senior Assistant Manager (Solid Waste Management)
Total number of Post	01
Maximum age limit as on 01.07.2019	45 years
Salary	75,000/- per month
Qualification & Experience	<ul style="list-style-type: none">• Degree in Civil/ Mechanical/ Chemical Engineering/ Environmental Engineering.• Minimum 7 years of experience in handling the Municipal Solid Waste Management/ Urban Public Infrastructure in Public or Private sector.• Preference will be given to the candidate with experience in the Solid Waste Management.• Excellent oral communication and reading skills.• Basic computer skills including MS office, Internet and web based activities.
Roles & Responsibilities	<ul style="list-style-type: none">• Identify problems in field and communication to EE (SWM), ULB & SSP on a daily basis.• Randomly check a joint inspection report of Sanitary Inspector & SWM service provider's supervision.• Randomly daily field inspection of SWM operation such as street sweeping, door to door collection, secondary collection points.• Randomly weekly inspection of Processing & Disposal facility.• Identify problem areas in SWM and recommend improvements.• Suggest temporary dumping points in the city for C&D waste.• Inspect quality tests and checks during laying of bottom and cover liners in sanitary landfill construction.• Witness sampling of ground water quality monitoring wells in sanitary landfill and ensure independent testing.• Any work assigned by Project Manager.

GENERAL INSTRUCTIONS

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1. The mode of recruitment for all the posts shall be purely on contract basis.
2. Recruitment for all the posts shall be for a period of 3 years with PMIDC, and extendable further at the discretion of PMIDC.
3. Reading and oral communication of Punjabi language is necessary. Candidate(s) who do not know Punjabi, if they are otherwise suitable, the confirmation of their selection will be subject to the condition that they acquire working knowledge of Punjabi language within 6 months from the date of joining.
4. Applicants need to mention their E-mail ID, Contact number(s) and postal address very clearly and correctly. The same will be used by PMIDC to communicate to the applicants.
5. No TA or other expenses will be admissible to the candidate for appearing in the interview.
6. Any canvassing or personal follow up with an intention of inducting the process of recruitment by and on behalf of any candidate shall lead to immediate cancellation of the candidature. In case of any dispute, the decision of the PMIDC management shall be final.
7. Educational qualifications obtained through correspondence courses are not eligible.
8. Application of the candidates is liable to be rejected at any stage of the recruitment process or even after recruitment or joining, if any information provided by the candidate is found false or is found not to be in conformity with eligibility criteria mentioned in the advertisement.
9. Only eligible candidate will be called for the interview.
10. In case of any dispute, legal jurisdiction shall be at Chandigarh.
11. Interested candidates are requested to submit their application on or before **22nd July 2019 (Monday)** up to **5:00 PM** in the office of Punjab Municipal Infrastructure Development Company, 5th Floor, Punjab Municipal Bhawan, Plot No. 3, Dakshin Marg, Sector 35-A, Chandigarh.
