



**SWACHH BHARAT MISSION
SURAT MUNICIPAL CORPORATION
(visit us at www.suratmunicipal.gov.in)
WALK- IN - INTERVIEW**

The following Individuals / Professionals possessing required qualifications for the following positions (on contractual basis) for the requirements of Swachh Bharat Mission Project may walk in for the personal interview to be conducted for preparation of selection/ waiting list for the following contractual posts on 12/09/2017 at New Standing Committee Room, 3rd floor of New annexe building, Muglisara, Surat are requested to remain present at 11:00am positively.

1. MIS Officer No. of post : 01

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| Qualification & Experience | <ul style="list-style-type: none"> ➤ Post graduate/graduate/diploma in Computer Science/Electronics or MCA/PGDCA. ➤ 3-5 years of work experience in government / semi govt. / autonomous organizations/private company of repute. ➤ Experience in software development and database management. ➤ Fluency in local language essential. |
| Roles and responsibilities | <ul style="list-style-type: none"> ➤ Coordinate the data entry and file uploads into systems to be used by SMC on a regular basis. ➤ Prepare detailed formats and ensuring the data entry in the desired MIS application. ➤ Set up systems for measuring and monitoring and reporting progress of the projects. ➤ Prepare quarterly progress report and submit the same to Swachh Bharat Mission through SMC. ➤ Any other related tasks that may be entrusted upon by the head of SMC. |
| Type of Appointment | Contractual Appointment |
| Emoluments | Upto Rs 40,000/- fixed per month considering the educational qualification/working experience & performance of the candidate during the personal interview. |

2. Social and Community Development officer No.of Posts: 1

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| Qualification & Experience | <ul style="list-style-type: none"> ➤ Post graduate/graduate or diploma in Social Sciences, with practical experience of working with community/slums in the urban area. ➤ 3-5 years experience in undertaking social and community development initiatives and appraisals in the municipal environment. ➤ Experience in participatory methods, social mobilization, social analysis. ➤ Knowledge and experience in participatory planning and community mobilization. |
| Roles and responsibilities | <p>The social development specialist will work SBM towards implementation of social reforms, strengthening and empowerment of communities, internalizing stakeholder consultations into operating procedures and practices and optimizing the community participation. In addition, the specialist will be responsible for the following:</p> <ul style="list-style-type: none"> ➤ Support the SMC in the urban poor governance, empowering the local communities, ensuring social development, community participation. ➤ Developing a consultation mechanism with the stakeholders (before project implementation) and ensure its incorporation in the SMC. ➤ Provide support to SMC in building partnerships with the local communities and mobilizing people in pursuit of Scheme's objective. ➤ Organize workshops to raise awareness about the specific roles and functions of community ➤ Prepare and coordinate additional surveys required for the purpose of the study to be done in Swachh Bharat Mission ➤ Design and conduct training on community development and empowerment to the key Stakeholders on the scheme. ➤ Undertake social audit of the projects under Swachh Bharat Mission ➤ Work closely with the IEC expert for knowledge dissemination. ➤ Prepare a database of community organizations, non government organizations, women's groups, and microfinance institutions involved in interested in activities required to be done for strengthening of Swachh Bharat Mission ➤ Monitor expenditure on improvement of urban services to the poor and overall social impact of projects. ➤ Any other related tasks that may be entrusted upon by the head of Swachh Bharat Mission. |
| Type of Appointment | Contractual Appointment |
| Emoluments | Upto Rs 50,000/- fixed per month considering the educational qualification/working experience & performance of the candidate during the personal interview. |

3. Communication officer No. of post: 01

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| Qualification & Experience | <ul style="list-style-type: none">➤ Post Graduate/ graduate /diploma in Mass Communication/ Public relations/ Journalism/ Social Work/ Development.➤ Experience in advocacy management preferably in urban sector.➤ 2 years of experience in conducting knowledge management activities and preparation of IEC strategy.➤ Knowledge and experience of government systems and procedures.➤ Fluency in local language essential. |
| Roles and responsibilities | <ul style="list-style-type: none">➤ Provide support to the SMC in preparation and execution of IEC /knowledge management strategy.➤ Ensure generation of reports and publications as required for the programme based on appropriate research and data analysis.➤ Provide inputs in documentation and dissemination of best practices in the sector and its dissemination to various stakeholders involved in the SWACHH BHARAT MISSION.➤ Support SMC to prepare media plan and it's analysis.➤ Assist in advertisements and outreach campaigns of the SMC. |
| Type of Appointment | Contractual Appointment |
| Emoluments | Upto Rs 40,000/- fixed per month considering the educational qualification/working experience & performance of the candidate during the personal interview. |

4. Finance Officer No. of post: 01

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| Qualification & Experience | <ul style="list-style-type: none">➤ Post graduate or graduate degree in finance or equivalent qualification from recognized university.➤ Experience in helping State/UT governments and ULBs to examine and use a range of options for financing housing projects.➤ Experience in training ULB staff on municipal finance, project finance and resource mobilization. |
| Roles and responsibilities | <ul style="list-style-type: none">➤ Provide support to the ULBs on methods of increasing financial inclusion for the urban poor.➤ Undertaking financial analysis on SBM finance for the implementation of the programme.➤ Provide the inputs to MIS specialist to generate MIS.➤ Maintain financial formats and provide inputs to it.➤ Co-ordinate with various HFIs, Banks, private bodies for ensuring possible support.➤ Carry out overall monitoring and supervision of the finance part. |
| Type of Appointment | Contractual Appointment |
| Emoluments | Upto Rs 40,000/- fixed per month considering the educational qualification/working experience & performance of the candidate during the personal interview. |

The interested candidates fulfilling qualifications should remain present for the personal interview with the application in prescribed application form, uploaded on official website of Surat Municipal Corporation : www.suratmunicipal.gov.in, detailed advertisement is also uploaded on above official website. Candidate should bring all necessary certificate & documentary proof , ID proof (original + two attested copies) during interview. A candidate who knowingly or willfully furnishes incorrect or false particulars or suppresses necessary information will be disqualified and if appointed he/she will be liable to be dismissed from service without any prior notice.

No. PRO/326/2017-18
DATE :28/08/2017

Sd/-M. Thennarasan
MUNICIPAL COMMISSIONER,
SURAT MUNICIPAL CORPORATION.

16.

Details of Experience :-

| Name of Institution | Date | | Designation & Nature of Work | Salary (Drawn) | Experience in | |
|---------------------|-----------|---------|------------------------------|----------------|---------------|-------|
| | from date | To date | | | Year | Month |
| | | | | | | |
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Attached Document:-(Please attached attested copies of relevant documents/certificates only)

(Please tick mark (✓)in the applicable bracket for the actual documents only)

1. Birth Certificate ()
2. School leaving Certificate ()
3. Diploma Mark sheet () Certificate ()
4. Graduation Mark sheet () Certificate ()
5. Post Graduation Mark sheet () Certificate ()
6. Caste Certificate ()
7. Experience Certificate on letter pad only ()
8. CCC () CCC+ () any other certificate related to Computer Education ()
9. Attempt Certificate if any ()
10. PAN Card
11. ADHAR Card
12. Other information (if any).

DECLARATION

I hereby declare that the particulars furnished in application are correct and if information or proof provided by me is found incorrect / fake or manipulated, my candidature stands disqualified and I will liable to be dismissed, if appointed.

PLACE :-

DATE :-

Signature of the Applicant.