



સુરત મહાનગરપાલિકા
ગોરધનદાસ ચોખાવાલા માર્ગ, મુગલીસરા, સુરત
(વેબસાઈટ : <https://www.suratmunicipal.gov.in>)
વોક ઈન ઈન્ટરવ્યુ



સુરત મહાનગરપાલિકાના ડીપાર્ટમેન્ટ ઓફ એફોર્ડેબલ હાઉસીંગ ખાતે પ્રધાનમંત્રી આવાસ યોજના (શહેરી) ૨.૦ અંતર્ગત સીટી લેવલ ટેકનીકલ સેલ (CLTC) માં ઉપસ્થિત કરવામાં આવેલ નીચે પત્રકમાં દર્શાવેલ જગ્યાઓ ૧૧ માસ માટે કરારીય ધોરણે માસિક ફીક્સ વેતનથી ભરતી કરવા તથા પ્રતિક્ષાયાદી બનાવવાના હેતુસર નીચે જણાવેલ તારીખ તથા સમયે વોક-ઈન-ઈન્ટરવ્યુ રાખવામાં આવેલ હોય, નિયત લાયકાત ધરાવતા ઈચ્છુક ઉમેદવારોએ અસલ પ્રમાણપત્રો સાથે પ્રમાણિત નકલો તથા ફોટોગ્રાફ સહિત નિયત ફોર્મમાં અરજી સાથે ત્રીજો માળ, સ્થાયી સમિતિ ખંડ, ન્યુ એનેક્ષી બિલ્ડીંગ, મુગલીસરા, સુરત ખાતે હાજર રહેવા જણાવવામાં આવે છે.

(અરજીનો નમૂનો સુરત મહાનગરપાલિકાની વેબસાઈટ ઉપરથી મળી શકશે.)

પત્રક

ક્રમ	જગ્યાનું નામ	સંખ્યા	ફીક્સ માસિક અવેજ
૧.	સિવિલ એન્જીનીયર	૧	પી.જી. ડીગ્રી - ૪૫,૦૦૦/- ડીગ્રી- ૪૦,૦૦૦/-
૨.	એમ.આઈ.એસ. એક્સપર્ટ	૧	પી.જી. ડીગ્રી - ૪૫,૦૦૦/- ડીગ્રી- ૪૦,૦૦૦/-
૩.	સોશયલ ડેવલપમેન્ટ એક્સપર્ટ	૧	પી.જી. ડીગ્રી - ૪૫,૦૦૦/- ડીગ્રી- ૪૦,૦૦૦/-
૪.	ફાયનાન્સીયલ મેનેજમેન્ટ એન્ડ એકાઉન્ટીંગ એક્સપર્ટ	૧	પી.જી. ડીગ્રી - ૪૫,૦૦૦/- ડીગ્રી- ૪૦,૦૦૦/-
૫.	આઈઈસી એક્સપર્ટ	૧	પી.જી. ડીગ્રી - ૪૫,૦૦૦/- ડીગ્રી- ૪૦,૦૦૦/-

ઉપરોક્ત જગ્યાઓ નિયમ મુજબ ફીક્સ વેતનથી કરાર આધારીત ભરતીના નિયમો અને શરતો આધિન ભરવામાં આવશે. અન્ય કોઈ પણ જાતના ભથ્થા અને નાણાકીય લાભ ચૂકવવામાં આવશે નહીં.

ઉક્ત લાયકાત ધરાવતા ઉમેદવારે તા.૧૧/૦૩/૨૦૨૬ ના રોજ સવારે ૮:૦૦ થી ૧૧:૦૦ કલાક સુધીમાં ઉક્ત સરનામે સ્વખર્ચે હાજર રહી રજીસ્ટ્રેશન કરાવવાનું રહેશે. અરજદારે <https://www.suratmunicipal.gov.in> ની વેબસાઈટ પર મુકવામાં આવેલ વિગતવાર જાહેરાત જોઈ લેવાની રહેશે. વધુ વિગત માટે મધ્યસ્થ મહેકમ (રીક્રુટમેન્ટ) વિભાગનો ફોન નં.૦૨૬૧-૨૪૨૩૭૫૧-૫૬ એક્સ-૨૩૧ ઉપર સંપર્ક કરવો.

નં.પીઆર.ઓ./૭૦૦/૨૦૨૫-૨૬
તા.૦૩/૦૩/૨૦૨૬

સહી-
ડેપ્યુટી મ્યુનિ.કમિશનર(ડી.)
સુરત મહાનગરપાલિકા.



સુરત મહાનગરપાલિકા
ગોરધનદાસ ચોખાવાલા માર્ગ, મુગલીસરા, સુરત
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(અરજીનો નમૂનો સુરત મહાનગરપાલિકાની વેબસાઈટ ઉપરથી મળી શકશે.)

1. Civil Engineer (No. Of Posts : 01)	
Qualification & Experience	<ul style="list-style-type: none">➤ An Engineer with specialisation in public health or civil engineering.➤ With experience in procurement design, and supervision of housing and infrastructure works.➤ Experience in implementing new construction technologies in the housing sector.➤ Ability to assist ULBs to set standards and procedures for ensuring quality and monitoring compliance.➤ Prior experience as Municipal Engineer will be an added advantage.
Job Description	<ul style="list-style-type: none">➤ Overall support for project formulation, approval, execution, monitoring and timely completion of projects.➤ Ensuring quality of construction as per prevailing norms.➤ Work in coordination with ULB, SLNA & SLTC.➤ Handholding support to the ULBs for the demand survey, validation, preparation of City Wise Housing Plan, DPR etc.➤ Handholding support to the ULBs in identifying land for housing development and identifying tenable slum pockets for conversion to Beneficiary Led Construction (BLC) or Affordable Housing in Partnership (AHP) in case of tenable/untenable slums for redevelopment or resettlement.➤ Technical support in the design and implementation of housing and infrastructure works.➤ Provide support to the ULBs to identify, evaluate and adapt green technologies, good construction practices and disaster resistant construction, area specific design and innovative technologies suiting to different geo-climatic zones.➤ Provide technical support in tendering process and facilitate recruitment of quality consultants for preparation of Detailed

	<p>Projects Report (DPRs) etc.</p> <ul style="list-style-type: none"> ➤ Review and appraise the Detailed Projects Report (DPR) and provide feedback as and when necessary. ➤ Preparation of designing scrutinizing/appraisal a mechanism and a protocol for random check of projects and overall monitoring and evaluation of design and supervision of infrastructure works. ➤ Support ULBs to prepare project monitoring formats and report on of construction and progress utilization of funds under the scheme. ➤ Any other related tasks that may be entrusted upon by the ULB.
Types of Appointment	Contractual Appointment
Fixed Monthly Remuneration	Rs.45,000/- (For PG Degree) Rs.40,000/- (For Degree)

2. MIS Expert (No. Of Posts : 01)	
Qualification & Experience	<ul style="list-style-type: none"> ➤ Degree in Computer Science or Electronics or MCA/PGDCA or Mathematics/Statistics. ➤ Experience in Government/semi Govt./autonomous organizations/private company of repute. ➤ Exposure in handling MIS tools & project management, database management software etc. ➤ Ability to work in a team and train staff to use the systems.
Job Description	<ul style="list-style-type: none"> ➤ Responsible for entry of all types of data of the Mission and uploading the desired documents on unified web portal to be used by the SLNA/MOHUA. ➤ Support ULBS in coordinating/monitoring the housing demand surveys. ➤ Responsible for overall activities related to geotagging of projects/houses. ➤ Coordinate management of electronic data pertaining to the ULB, including soft copies of letters, reports and numerical data. This may involve conversion of data and reports in hard copy to electronic form, as well as their storage in an organized filing system. ➤ Furnish monthly/quarterly progress report to the Ministry through SLSMC/SLNA through unified web portal. ➤ Provide support State level MIS specialists as and when required.
Types of Appointment	Contractual Appointment
Fixed Monthly Remuneration	Rs.45,000/- (For PG Degree) Rs.40,000/- (For Degree)

3. Social Development Expert (No. Of Posts : 01)	
Qualification & Experience	<ul style="list-style-type: none"> ➤ Required qualification in Social Sciences (Sociology, Anthropology, Psychology)/ Social Work/ Development Studies/ Community Human Development/ Public Policy/ Development Administration Resource / Public or any discipline. ➤ Experience in the urban development sector. ➤ Experience in implementing Capacity Building programme for ULBs. ➤ Experience in designing, implementing and evaluating Capacity Building activities, preferably in the municipal environment.
Job Description	<ul style="list-style-type: none"> ➤ Overall responsible for the management of Capacity Building activities including Social Audit in / ULBS. ➤ Coordinate/monitor/conduct District/City level training programmes. ➤ Develop Capacity Building modules appropriate to the ULBs on PMAY-U 2.0 components and organise training programmes on these modules. ➤ Develop the database of trainers and resource persons on planning, social community participation, development, engineering etc. ➤ Support city level Capacity Building activities/ coordinate and organize training programmes and bring in resource persons for taking sessions during these training programmes. ➤ Support ULBs in organising study tours and exposure visits for cross learning. ➤ Develop mechanism and monitor the impacts of training programmes and documentation of learnings from the field. ➤ Any other related tasks that may be entrusted upon by SLNA/ULB.
Types of Appointment	Contractual Appointment
Fixed Monthly Remuneration	Rs.45,000/- (For PG Degree) Rs.40,000/- (For Degree)

4. Financial Management & Accounting Expert (No. Of Posts : 01)	
Qualification & Experience	<ul style="list-style-type: none"> ➤ Required qualification Finance/Accounting M.Com/B.Com or in or MBA in Finance with experience in municipal finance. ➤ Experience in evaluating urban infrastructure investments and helping ULB to use a range of options for financing projects. ➤ Exposure of maintaining project fund flow, disbursement of fund and use of accounting software/tools. ➤ Experience of dealing with Banks/PLIs will be added advantage
Job Description	<ul style="list-style-type: none"> ➤ Support ULBs to identify finance options available for financing urban infrastructure and leveraging funds from various sources.

	<ul style="list-style-type: none"> ➤ Provide technical guidance on municipal finance and gender budgeting etc., ➤ Responsible for maintaining records of fund release from State/UT using PFMS/SNA Sparsh modules ➤ Preparation and submission of UCs against fund released. ➤ Coordination with Banks/PLIs for organising Loan Melas for facilitating the home loans for the beneficiaries
Types of Appointment	Contractual Appointment
Fixed Monthly Remuneration	Rs.45,000/- (For PG Degree) Rs.40,000/- (For Degree)

5. IEC Expert (No. Of Posts : 01)	
Qualification & Experience	<ul style="list-style-type: none"> ➤ Required qualification in Mass Communication/ Public relations/ Journalism/Social Work/ Graphic Design or any other related field. ➤ Experience in conducting advocacy programmes and IEC campaigns preferably in the urban sector. ➤ Knowledge and experience of government systems and procedures would be desirable
Job Description	<ul style="list-style-type: none"> ➤ Develop IEC strategy for the ULB. ➤ Develop IEC tools for the implementation of the scheme at the ULB level ➤ Provide inputs in documentation and dissemination of best practices to various stakeholders of the scheme. ➤ Assist in advertisements and outreach campaigns of the ULBs. ➤ Organise/ conduct campaigns. widespread ➤ Script or coordinate the development of short films/stories/testimonials.
Types of Appointment	Contractual Appointment
Fixed Monthly Remuneration	Rs.45,000/- (For PG Degree) Rs.40,000/- (For Degree)

સહી-
ડે.મ્યુનિ.કમિશનર(ડી.)
સુરત મહાનગરપાલિકા.



SURAT MUNICIPAL CORPORATION SURAT.

APPLICATION FOR THE POST OF

(To be filled in Block Letters with black ball point pen only)

Sr. No. **Detail**

1.	First Name :																			
2.	Second Name :																			
3.	Surname :																			

4. Correspondence Address:

5. PIN CODE No. :

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6. Residence Phone No. (With STD) :

STD Code				Residence Phone No.																

7. Mobile No. :

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8. E-mail ID :

9. Sex (Tick Mark (✓) in the applicable bracket) : 1. Male () 2. Female ()

10. Date of Birth : Date

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 Month

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 Year

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11. Category (Tick Mark (✓) in the applicable bracket) :

1. SC () 2. ST () 3. SEBC () 4. General () 5. E.W.S ()
6. Person with Disabilities () 7. Ex-serviceman ()

12. PAN No. :

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13. Mother tongue of the applicant : _____

14. Give the following details of any other languages that you know.

Name of the Language	Examination Passed if any	Please Tick <input type="checkbox"/> or <input type="checkbox"/>		
		read	write	speak

15. Educational Qualification :-

Name of Institute / Board / University	Examination passed	Passing Month & Year	Main Subject	Percentage obtained				No. of attempt

16. **Details of Experience :-**

Name of Institution	Date		Designation & Nature of Work	Salary (Drawn)	Experience in			
	from date	To date			Year	Month		

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.