

**Government of India
Ministry of Tourism**

C-1, Hutments
Dara Shikoh Road
New Delhi-110011

F. No. 4(10)/11-DO

Dated: 04.01.2018

Vacancy Circular

- 1) Applications are invited for the following positions, on contract basis in the Programme Monitoring Unit (Swachh Bharat Mission) (PMU-SBM) of the Ministry of Tourism, on payment of consolidated remuneration indicated below:
 - (i) One Project Manager on a consolidated remuneration of Rs. 50,000/- per month;
 - (ii) One Assistant Project Manager on a consolidated remuneration of Rs. 40,000/- per month;
2. These appointments are purely contractual. Candidates selected will be engaged on contract basis till the end of 2018 -19 or for the period of the PMU-SBM, whichever happens to be the shorter. The engagement can be terminated by the Ministry of Tourism of any time without any reason whatsoever.
3. Continuance of a person's engaged beyond the period of initial engagement will depend on the continuance of the PMU itself and on his / her satisfactory performance.
4. The persons engaged shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff and Medical Reimbursement etc. No TA/DA shall be admissible for attending the interview or for joining the assignment. If appointed he / she will, however, be allowed TA/DA as per the entitlement of officers of central Govts. for official tours within the country.
5. Qualifications/ Eligibility:

(a) Project Manager:

(i)	Age	40 to 50 years
(ii)	Educational qualification	Graduate, Preferable Post Graduate.
(iii)	Experience	Minimum 10 years of experience in handling government projects relating to social sector like health, education, tourism etc. Good administrative and communication skills. Knowledge of MS Office and ability to operate social media sites.

(b) Assistant Project Manager:

(i)	Age	35 to 45 years
(ii)	Educational qualification	Graduate, Preferable Post Graduate.
(iii)	Experience	Minimum 05 years experience of handling government projects relating to social sector like health, education, tourism etc. Good communication skills. Knowledge of MS Office and ability to operate social media sites.

6. Duties and functions of PMUSBM:

- i) To serve as the Secretariat for the Swachh Bharat Abhiyan/Campaign Clean India;
- ii) To update Swachh Bharat Abhiyan/CCI / Swachhta Samiksha / Swachhta Action plan (SAP) website;
- iii) Assistance in formulation of strategies related to Swachh Bharat Mission/Campaign Clean India;
- iv) Inspection of Projects being implemented;
- v) Monitoring of projects taken up in partnership with the MoT;
- vi) Monitoring and implementation of Swachhta Action Plan (SAP) and Oversight Committee;
- vii) Collection, compilation, analysis and publication of statistical data specific to the Campaign in terms of an annual report and other reports that may be required or called for;
- viii) Interaction with the other Ministries, States /UTs and the stakeholders through appropriate means including meetings, conferences and workshops to take the initiative forward through State agencies; and
- ix) Any other work, assigned by the Ministry of Tourism.

7. The last date for the receipt of applications is 29.01.2018 and shall be posted/ e-mailed (scanned application) to the following in the prescribed format. Smt. Mini Prasannakumar, Director, Ministry of Tourism, Room No. 22, C-1, Hutments, Dara Shikoh Road, New Delhi-110011, (recruitmentsbm17@gmail.com). Applications not submitted as per the prescribed format is liable to be rejected.

APPLICATION FORMAT

APPLICATION FOR ENGAGEMENT AS PROJECT MANAGER / ASSISTANT PROJECT MANAGER.

(Strike off whichever is not applicable)

1. Name: _____

2. Father's/Mother's Name: _____

3. Date of Birth: _____

4. Domicile: _____

5. Nationality: _____

6. Mailing Address: _____

i) Tel./Mobile No.: _____

ii) E-mail address: _____

7. Permanent Address: _____ (enclose residence proof)

8. Educational Qualification: _____

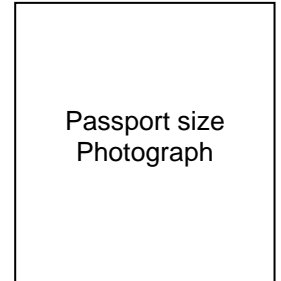
S.No.	Course	Subject	University/Institute	Year of Passing	Division/Class

(Enclose self attested copies of supporting documents)

9. Work Experience:

S.No.	Organization/Institute	Designation	Period		Govt. projects/Schemes/ Initiative handled (Given details)	Nature of Work	Remark
			From	To			

(Enclose self attested copies of supporting documents)



10. Whether any penalty (major/minor) imposed during the career. If yes please give details:

11. Address including telephone number of the last employer:

12. Reference:

i) _____ ii) _____

Date:

Signature of the applicant
