



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

**PUBLIC NOTICE**

**No. PMIDC/2018/ 6693**

**Dated: 16/7/18 .**

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

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>No. of Posts</b>
1.	Municipal Finance Specialist	01

The last date of submission of application form containing the details of Educational qualifications, detailed experience along with copy of self attested documents/ testimonials is **7<sup>th</sup> August 2018** up to **5.00 pm**.

Complete application may be addressed to The General Manager, Punjab Municipal Infrastructure Development Company (PMIDC), Department of Local Government, Punjab Municipal Bhawan, Plot No. 3, Dakshin Marg, 5<sup>th</sup> 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

**Name of the Post, Number of Post, Qualifications, Experience, Role & Responsibilities are as under:**

<b>Name of the Post</b>	<b>Municipal Finance Specialist</b>
<b>Number of Post</b>	01
<b>Maximum age limit as on 01.08.2018</b>	45 years
<b>Salary</b>	Rs. 55,000/- per month
<b>Educational Qualifications &amp; Experience</b>	<ul style="list-style-type: none"><li>• <b>Essential:</b> Graduate/Post Graduate degree in Finance from recognized university with minimum 5 years of post qualification experience.</li><li>• <b>Desirable:</b> Chartered Accountant</li><li>• Skills to evaluate urban infrastructure investment and helping city governments to use a range of options for financing projects.</li><li>• Experience to advise and train staff in municipal finance, project finance and resource mobilization, public private partnership etc.</li><li>• Basic knowledge of computers.</li></ul>
<b>Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Provide technical support and coordinate the work of cities on Integrated City Investment Plans and Financial Operating Plans.</li><li>• Support capacity building specialist to design and implement training and capacity building programme on resource mobilization to State and ULB staff and elected representatives.</li><li>• Support Capacity Building Specialist to prepare specialized training material/modules, process manuals, procedures, toolkits, guidelines and other related activities for undertaking capacity building programmes on financial management.</li><li>• Provide technical guidance to State to prepare policy guidance and notes on</li></ul>

	<p>municipal finance.</p> <ul style="list-style-type: none"><li>• Support ULBs to identify finance options available for financing Urban Infrastructure and leveraging AMRUT funds.</li><li>• Review estimates of detailed economic project costs and identify all project economic benefits in the cities.</li><li>• Conduct an affordability analysis and gather information to prepare a sample financial model for the project for ULBs.</li><li>• Support in the implementation of accounting and user charges reforms.</li><li>• Any other related activities as assigned by the concerned.</li></ul>
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## GENERAL INSTRUCTIONS

1. The contract period shall be initially for Mission Period.
2. The notice period for termination of contract on either side will be 3 months.
3. Applicant/s need to mentioned their Email ID, Contact No. and Postal Address very clearly and correctly. The same will be used by PMIDC to communicate to the applicants.
4. 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.
5. Application is liable to be rejected at any stage of the recruitment process or even after recruitment or joining, if any information provided by the applicant is found false or is found not in conformity with eligibility criteria mentioned in the advertisement.
6. Graduate/ Post Graduate degree attained from recognized university and through regular mode will be considered eligible for the post.
7. Applicant/s must have passed Punjabi of matriculation or its equivalent standard.
8. In case of any dispute, legal jurisdiction shall be at Chandigarh.
9. Applicant/s already employed should apply through proper channel and must produce a 'no objection certificate' from their employer at the time of the interview.
10. Only eligible and shortlisted applicant/s will be notified for the interview, which will be communicated through email only.
11. No TA/DA will be paid to candidates for attending the interview.

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