PMIDC

Punjab Municipal Infrastructure Development Company
Punjab Municipal Bhawan, Plot No : 3, Dakshin Marg, 5ᵗʰ Floor,
Sector- 35A, Chandigarh - 160022,Punjab India, Phone: 0172-2619162-
Website: http://pmidc.punjab.gov.in

Memo. No. PMIDC/GM/2024/1798   Date: 05/03/2024

Corrigendum

Subject: Applications invited against various positions at Project Implementation Unit Amritsar & Ludhiana under PMSIP (World Bank Funded) in Punjab Municipal Infrastructure Development Company (PMIDC)

In modification of recruitment notice reference no. PMIDC/03/2024 related to inviting applications against positions of 02 IT Managers,02 Systems Analysts, 02 Hardware & Network Experts,02 e-Governance Support Executives, 02 GIS Experts,02 GIS Analysts, 02 Survey Supervisors, 02 Surveyors Published in newspapers i.e. The Hindustan Times (English), The Jagbani (Punjabi), Dainik Bhaskar (Hindi) on 01.03.2024. It is hereby informed that revised ToRs (Minimum Requirement) is being uploaded. The last date for submission of applications has been extended up to 28.03.2024 (Thursday), 05:00 PM.

Manager (Human Resource)

1. Job Description – IT Manager, AMC / LMC
Name of Designation - IT Manager, (Amritsar & Ludhiana)
No. of Post   -   2 No.

Qualification
- Minimum B.E./ BTech. in Information Technology/Computer Science/ Electronics engineering or MCA with minimum 10 years of experience OR M. Tech./ ME in Information Technology/Computer Science/ Electronics engineering with 8 years experience. The all above degrees should be from institutes recognized by AICTE.

- ### Experience
  - Experience in IT project management with a focus on e-Governance initiatives.
  - Proven track record in successfully implementing digital solutions preferable in a government or municipal context.
  - Familiarity with relevant technologies and platforms used in e-Governance projects is desirable.
  - A comprehensive understanding of municipal operations and governance structures is essential.
  - Experience in working with or within municipal bodies, preferably in a role that involved collaboration with multiple departments is preferred.
  - Prior experience with implementation of DIGIT platform is desirable.

Responsibilities
Tasks and Responsibilities for the above role shall include, but not limited to the following:

1. **Implementation**: Lead the implementation of all e-governance initiatives including e-office, iHRMS, ICCC and UPYOG modules at city level. Support state level teams with data migrations, data updation, database management etc. This will include but not limited to –
   a. Manage/supervise IT services firm contracts of the MC
   b. Prepare RFPs/TORs to procure IT services/goods
   c. Website, mobile app and media channels

2. **Project Planning and Strategy:** Develop a comprehensive plan for the implementation of the e-Governance project. Formulate strategies for the effective adoption of digital solutions in line with the ULB's goals.

3. **System Architecture:** Design and maintain the system architecture for the MC.

4. **City-level MIS:** Develop and maintain the city's management information system, as per the Commissioner and Joint Commissioner's requirement and guidance, to help with data-driven decision making.

5. **Innovative Tech:** Conduct research on innovation and disruptive technology in municipal administration and service delivery for presenting to the Commissioner. Lead the implementation of the selected solutions in the MC.

6. **Technical Oversight:** Provide technical leadership in the selection and implementation of e-Governance tools and systems. Ensure the integration of various digital platforms for seamless operation.

7. **Collaboration and Stakeholder Management:** Collaborate with internal MC branches (including GIS Cell), vendors, and external stakeholders for a cohesive project implementation. Foster strong relationships with key stakeholders (internal and external) to ensure project alignment with organizational objectives.

8. **Training and Capacity Building:** Develop and execute training programs to build the capacity of ULB staff in utilizing e-Governance tools. Provide ongoing support to ensure staff proficiency and confidence in using digital platforms.

9. **Quality Assurance:** Enforce quality standards for e-Governance solutions as prescribed by PMIDC. Conduct regular audits to ensure compliance with established standards.

10. **Data Security and Privacy:** Implement robust data security measures to safeguard **sensitive** information. Ensure compliance with privacy regulations and best practices.

11. **User Adoption and Feedback:** Promote user adoption through awareness campaigns and user-friendly interfaces. Gather feedback from end-users and stakeholders to drive continuous improvement.

12. Team Management: The IT Manager will manage and lead the working of the IT Cell in the ULB.

13. **Documentation:** Maintain thorough documentation of project processes, configurations, and user manuals. Ensure that all project-related documentation is up-to-date.

14. Periodic reporting: Periodic (quarterly/half yearly/annually) monitoring and progress reports to the PMSIP Project Management Unit and Project Implementation Unit and any other relevant authorities, as required.

Duty Station

The duty station of the expert will be at the Municipal Corporation in either Amritsar or Ludhiana. The IT Manager will be required to travel as and when required within and outside the State for project purposes.

Remuneration

Tentative Pay range **is Rs. 1.0 lac – 1.25 Lac per** month which is negotiable and shall commensurate with experience and qualification.

Duration:

The appointment to the post will be on contract basis initially for a period of 02 years (including 6 months' probation period). Appointment can be extended based on the performance and requirement for subsequent year/s thereon. The engagement of the candidate will be on a full-time basis.

Reporting arrangements

The IT Manager will serve under the leadership of the respective ULB's Commissioner/Joint Commissioner, reporting directly to them. Simultaneously, the IT Manager will receive guidance and instructions from the Senior IT Manager at PMIDC and is expected to work in close coordination with the state level team.

2. <u>Job Description - Systems Analyst, AMC/LMC</u>

Name of Designation -   Systems Analyst, (Amritsar & Ludhiana)
Nos. of Posts   - 2 (01 for Amritsar & 01 for Ludhiana)
<u>Qualification</u>

- Minimum B.E./ B. Tech. in Information Technology/Computer Science/ Electronics engineering or MCA with minimum 06 years of experience OR M. Tech./ ME in Information Technology/Computer Science/ Electronics engineering with 05 years experience. The all above degrees should be from institutes recognized by AICTE.

<u>Experience</u>
- Experience in software development, system analysis, and solution designing and documentation.
- JAVA stack, React JS experience will be preferred.
- Data management experience
- Exceptional analytical and problem-solving skills.

<u>Responsibilities-</u>
Tasks and Responsibilities for the above role shall include, but not limited to the following:

1. **Project Life Cycle Involvement:** Actively participate in the project life cycle to ensure operational excellence and drive digital transformation within the Municipal Corporation.
2. **Requirements Analysis:** Conduct thorough analysis of users' requirements and meticulously document them for subsequent development phases.
3. **Application Deployment:** Test and deploy applications at the city level.
4. **Application Maintenance:** Take responsibility for application maintenance, addressing changes due to user requests, and managing upgrades of operating systems, database systems, and third-party software.

5. **Application Support:** Provide comprehensive application support and guidance to users, facilitating effective and efficient application utilization. Conduct application training sessions, troubleshoot and resolve software, connectivity, user access, and component configuration issues.
6. **Ongoing Support:** Offer day-to-day ongoing application support to end-users, ensuring continuous functionality and user satisfaction.
7. **Data management and Analysis:** Monitor and maintain all computer databases of the MC and process and analyze data to extract valuable insights and support decision-making processes and identify any gaps and errors.
8. **Ad-hoc Activities:** Perform any other ad-hoc activities as requested by the immediate supervisor and the Management Team.

Duty Station
The duty station of the expert will be at the Municipal Corporation in either Amritsar or Ludhiana. The Analyst will be required to travel as and when required within and outside the State for project purposes.

Remuneration
Tentative Pay range is Rs**. 85 K – 1.00 Lac** per month which is negotiable and shall commensurate with experience and qualification.

Duration
 The appointment to the post will be on contract basis initially for a period of 02 years (including 6 months' probation period). Appointment can be extended based on the performance and requirement for subsequent year/s thereon. The engagement of   the candidate will be on a full-time basis.

Reporting arrangements
The Systems Analyst will report directly to the IT Manager, serving as an essential team member within the IT cell simultaneously, guidance and instructions will be received from Senior IT Manager, PMIDC.

3. <u>Job Description - Hardware & Network Expert, AMC/LMC</u>

Name of Designation- Hardware & Network Expert, (Amritsar & Ludhiana)

Nos. of Posts   -   2 (01 for Amritsar & 01 for Ludhiana)

<u>Qualification</u>

- Minimum B.E./ BTech. in Information Technology/Computer Science/ Electronics engineering OR 03 years diploma/Polytechnic in Computer Hardware & Networking. The all above degrees should be from institutes recognized by AICTE/ State Council of Technical Education.

<u>Experience</u>

- Minimum of 3 years of experience as a networking /hardware engineer.
- Certification in hardware, networking, CCNE, Microsoft certification, or relevant OEM certification.

- Extensive knowledge of network connectivity, technologies, protocols, and security.

- Exceptional analytical and problem-solving skills.

<u>Responsibilities</u>

Tasks and Responsibilities for the above role shall include, but not limited to the following:

- **Hardware Design and Procurement:** Design computer hardware configurations and oversee the procurement of computer hardware equipment.

- **Hardware Testing and Verification:** Perform testing and verification of hardware equipment to ensure reliability and compatibility.

- **Software Compatibility Updates:** Update existing computer equipment to ensure compatibility with the latest software.

- **User Support:** Provide support to all staff and personnel, addressing hardware-related issues and inquiries.

- **Computer Maintenance:** Ensure optimal performance of computers through minor repairs and proactive maintenance.

- **Network Monitoring**: Monitor network performance and security to identify and address potential issues.

- **Network Maintenance**: Perform routine network maintenance activities to ensure smooth and efficient network operations.

- **Backup Maintenance**: Maintain system backups to safeguard critical data and ensure data recovery capabilities.

- **Infrastructure Support**: Provide support for the overall network and computing infrastructure, troubleshooting as needed.

- **Network Device Configuration**: Configure and install various network devices, including routers, switches, firewalls, load balancers, VPNs, and QoS.

- **Ad-Hoc Tasks**: Undertake other tasks as assigned within the domain of hardware and network expertise.

Duty Station

The duty station of the expert will be at the Project Implementation Unit (PIU) Municipal Corporation in either Amritsar or Ludhiana. The Expert will be required to travel as and when required within and outside the State for project purposes.

Remuneration

Tentative Pay range is **Rs. 45 K – 65 K** per month which is negotiable and shall commensurate with experience and qualification.

Duration

The appointment to the post will be on contract basis initially for a period of 02 years (including 6 months' probation period). Appointment can be extended based on the performance and requirement for subsequent year/s thereon. The engagement of the candidate will be on a full-time basis.

Reporting arrangements

The Hardware and Network Expert will report directly to the IT Manager, serving as an essential team member within the IT/GIS cell. Additionally, the Expert could be allotted tasks by the respective ULB's PIU Head, Commissioner/Joint Commissioner ensuring alignment with local project objectives. Simultaneously, guidance and instructions will be provided by the Senior IT Manager, PMIDC.

4. Job Description : e-Governance Support Executive, AMC/LMC

Name of Designation   **- e-Governance Support Executive, (Amritsar & Ludhiana)**

Nos. of Posts   **- 2 (01 for Amritsar & 01 for Ludhiana)**

Qualification

* Minimum B.E./ BTech. in Information Technology/Computer Science/ Electronics engineering **OR** M.C.A. from institute recognized by AICTE.

Experience

* Minimum of 2 year of experience in IT support and training.

Responsibilities

* Tasks and Responsibilities for the above role shall include, but not limited to the following:
* **E-Office and iHRMS Support:** Handle and troubleshoot all e-office and iHRMS-related issues to ensure uninterrupted service.

- **Integration Coordination:** Coordinate various types of integration activities related to e-governance initiatives.

- **Employee Support:** Provide comprehensive support to all employees, ensuring the smooth functioning of e-governance and IT services.

- **Ad-Hoc Tasks**: Undertake other tasks as assigned by immediate supervisor and management team.

Duty Station:

The duty station of the expert will be at the Project Implementation Unit (PIU) in either Amritsar or Ludhiana. The Expert will be required to travel as and when required within and outside the State for project purposes.

Remuneration:

Tentative Pay range is **Rs. 40 K – 65 K** per month which is negotiable and shall commensurate with experience and qualification.

Duty Station

The duty station of the expert will be at Municipal Corporation in either Amritsar or Ludhiana. The Support Executive might be required to travel occasionally as and when required within and outside the State for project purposes.

Duration:

The appointment to the post will be on contract basis initially for a period of 02 years (including 6 months' probation period). Appointment can be extended based on the performance and requirement for subsequent year/s thereon. The engagement of   the candidate will be on a full-time basis.

Reporting arrangements

The E-Governance Support Specialist will directly report to the IT Manager, playing a pivotal role within the IT department. In addition to the direct reporting line, the specialist will be given task by the respective ULB's Commissioner/ Joint Commissioner to ensure local project objectives are met. Simultaneously, guidance and instructions will be provided by the Sr. Manager (IT) to ensure seamless coordination, effective communication, and strategic alignment between system being rolled out by state and need of MC.

5. Job Description – GIS Expert, AMC/LMC

Name of Designation - **GIS Expert (Amritsar and Ludhiana)**

No. of Post - 02

Qualification and Experience –

- Minimum M.Tech. /Master Degree (Urban Planning/Geo-informatics, Remote Sensing and GIS) from university recognized by UGC.
- 8 years of post-qualification experience in managing and execution of GIS Related Projects.
- Desirable Experience in Urban sector, Property and/or Utility Mapping and Survey and GIS Application Development.
- Management of GIS portal (such as OneMap) and working as System Administrator
- Project lead for GIS related projects
- The ability to work with data in multiple formats, coordinate systems, and datum.
- Working knowledge of the interoperability of GIS with various documents, spread sheets, databases, and image formats.

Responsibilities:-

- Lead the GIS cell at the MC and collaborate with the City's Urban Planner and IT cell
- Supervise GIS based firm contracts of the MC

- Develop RFP/TORs for any new procurements required, including preparation of initial scope of work and cost estimates for GIS development activities.
- Conducting use-case analysis to establish GIS application requirements and geospatial data model requirements.
- Identifying through research and defining appropriate innovative and disruptive applications of the system and associated GIS p products for improving municipal e-governance. Present these ideas to the Commissioner/Joint Commissioner and lead the implementation of the selected solutions in the MC.
- Support Commissioner/Joint Commissioner with GIS based data for decision making. Make presentations to share GIS based inputs, findings and solutions to enhance operational efficiency of the MC.
- Planning and designing the analytic procedures and methodologies for performing the applications.
- Working on Map and its related information dissemination, Validation of Surveys along with the Property Tax Wing, Building Wing, Trade License Wing, Engineering and O&M Wing etc.
- Capacity Building for ULB staff to increase adoption of GIS data for day-to-day operations, functions
- Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications as specified by PMIDC time to time..
- Updating data into the state level GIS system
- GIS Data Management, image processing, 3D Mapping and supervise the use, care and operation of GIS equipment (Like GPS, DGPS, Drones etc.)
- Periodic (quarterly/half yearly/annually) monitoring and progress reports to the PMSIP Project Management Unit and Project Implementation Unit and any other relevant authorities, as required.

Duty Station:

The duty station of the expert will be at the Municipal Corporation in either Amritsar or Ludhiana. The GIS Expert will be required to travel as and when required within and outside the State for project purposes.

Remuneration:

Tentative Pay range is **Rs.75k–1.00Lakh** per month which is negotiable and shall commensurate with experience and qualification.

Duration:

The appointment to the post will be on contract basis initially for a period of 02 years (6 months' probation period). Appointment can be extended based on the performance and requirement for subsequent year/s thereon. The engagement of   the candidate will be on a full-time basis.

Reporting arrangements

The GIS Expert will report to the Commissioner/ Joint Commissioner at the MC ensuring alignment with local project objectives. In addition, guidance and instructions will be received from the Senior Manager (GIS), PMIDC.

6. Job Description–GIS Analyst, PIU-PMSIP, AMC/LMC

Name of Designation -GIS Analyst (01 for Amritsar & 01 for Ludhiana)
No. of Post   -   02
Qualification and Experience –

- Minimum Post Graduate Diploma in GIS/Remote Sensing or Geospatial technology from UGC recognized University/Govt. recognized Institute in India.
- Persons Holding Master degree in the above field shall be preferred.
- Minimum 7 years of post-qualification experience in Handling and execution of GIS related projects.
- Experience in GIS software (ArcGIS, QGIS etc.) is required.
- Must have desirable Experience in Property and/or Utility Mapping and GIS Survey.
- Specific knowledge of the computer operating system, GIS software and its applications, GIS concepts & its database.
- Required a basic understanding of the data, functions, and tasks that the GIS applications will support.

- The ability to work with data in multiple formats, coordinate systems, and datum.

Responsibilities-

- Coordinate with the GIS Expert and Urban Planner to prepare the monthly work program.
- Identifying and defining appropriate applications of the system and associated GIS products.
- Utilize GIS Software to create and update maps based on the collected survey data.
- Planning and designing the analytic procedures and methodologies for performing the applications.
- Conducting field training related to GIS Mapping & Survey and also tracks the progress of the projects.
- Planning and communicating to Urban Planner and GIS Expert specific work tasks for database creation and management, application development, and on-going maintenance
- Updating and maintaining offline/online GIS datasets.
- Preparing GIS data for use in web mapping applications
- Creating high quality cartographic products for publication and presentation
- Checking data, tables, maps, and text for reports for consistency and accuracy.
- Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
- GIS Data Management, image processing, 3D Mapping and supervise the use, care and operation of GIS equipment (Like GPS, DGPS, Drones etc.)
- Working knowledge of the interoperability of GIS with various documents, spreadsheets, databases, and image formats.

Duty Station

The duty station of the expert will be at the Municipal Corporation in either Amritsar or Ludhiana. The GIS Expert will be required to travel as and when required within and outside the State for project purposes.

Remuneration

Tentative Pay range **is Rs.60k–80k per** month which is negotiable and shall be commensurate with experience and qualification.

Duration

The appointment to the post will be on contract basis initially for a period of 02 years (including 6 months' probation period). Appointment can be extended based on the performance and requirement for subsequent year/s thereon. The engagement of   the candidate will be on a full-time basis.

Reporting arrangements

The GIS Analyst will report to the GIS Expert and Commissioner/Joint Commissioner, serving as an essential team member within the GIS cell at the Municipal CorporationPIU ensuring alignment with local project objectives. In addition, guidance and instructions will be received from the Senior Manager (GIS) at PMIDC.

7. Job Description–Survey Supervisor AMC/LMC

Name of Designation- Survey Supervisor **(01 for Amritsar & 01 for Ludhiana)**

No. of Post - 2 No.
Qualification and Experience
Required

- Minimum Bachelor's degree in Geo-informatics/Geography/Civil or related fields from UGC/Government recognized University.
- Minimum 04 years of Field experience in Survey works.
- Proven experience as a Survey Supervisor with a focus on GIS-related projects will be preferred.
- Experience in Property Mapping and GIS Survey is desirable.
- Specific knowledge of the computer operating system, GIS software and Google Earth.

- Should have passed 10th class Punjabi language exam

Responsibilities-

- Conduct Surveys in field sites and properties.
- Coordination and supervision of vendor's (if any) surveyors deployed
- Examine previous records and evidence to ensure data accuracy.
- Research and design methods for survey processes.
- Monitoring of field surveys and identification of survey gaps.
- Use equipment and tools to accurately measure land features like Distometer etc.
- Build maps, sketches and charts.
- Supervise the use, care and operation of GIS equipment (Like GPS, DGPS, Drones etc.)
- Other field tasks assigned by GIS Expert &GIS Analyst.

Duty Station:

The duty station of the Survey Supervisor will be in the field as deployed by GIS Expert either in Amritsar or Ludhiana. The Survey Supervisor will be required to travel as and when required within and outside the State for project purposes.

Remuneration:

Tentative Pay range is approx Rs 40 K to 55 K per month which is negotiable and shall commensurate with experience and qualification.

Duration:

The appointment to the post will be on contract basis initially for a period of 02 years (including 6 months' probation period). Appointment can be extended based on the performance and requirement for subsequent year/s thereon. The engagement of the candidate will be on a full-time basis.

Reporting arrangements

The Survey Supervisor will report to the GIS Analyst & GIS Expert at Municipal Corporation.

8. **Job Description–Surveyor , AMC/LMC**

Name of Designation- Surveyor

No. of Post - 2 No. **(01 for Amritsar & 01 for Ludhiana)**

Qualification and Experience Required–

- Surveyor must have completed Class 12th from a recognized Board with 4 years of experience in Survey work OR Diploma course in Civil Engineering with 2 years of experience in survey work OR ITI in Land Surveying with 2 years of Experience in survey work from any institute (eg. ITI) recognized by the State Board of Technical Education.
- Must have desirable Experience in Property Mapping and GIS Survey.
- Basic knowledge of the computer operating system.
- Should have passed 10th class Punjabi language exam

Responsibilities-

- Gathering of various types of data as per the requirement and the management of survey data of the city.
- Coordination with vendor, where ever deployed, to ensure proper survey is conducted by vendor as per requirement.
- Assessing the requirement of respective MC for various surveys.
- Other field tasks assigned by Surveyor Supervisor, GIS Expert & GIS Analyst.

Duty Station:

The duty station of the Surveyor will be in the field as decided by Survey Supervisor either in Amritsar or Ludhiana. The Surveyor will be required to travel as and when required within and outside the State for project purposes.

Remuneration:

Tentative Pay range is approx. Rs.30k to 40k per month which is negotiable and shall commensurate with experience and qualification.

Duration:

The appointment to the post will be on contract basis initially for a period of 02 years (including 6 months' probation period). Appointment can be extended based on the performance and requirement for subsequent year/s thereon. The engagement of the candidate will be on a full-time basis.

Reporting arrangements

The Surveyor will report to the Survey Supervisor at respective Municipal Corporations (Amritsar & Ludhiana).

Last date of application: The candidate may apply either online or may send their application (in prescribed format given on PMIDC website) **till 28 March -2024 upto 5 PM** to PMIDC office on following address:

General Manager (F&A), PMIDC
Punjab Municipal Bhawan, Plot no.3,
Sector 35-A, Chandigarh.
No application shall be entertained after 28 March-2024.

For query, please contact 0172-2619159 , 2619184 on any working day