

AGARTALA SMART CITY LIMITED

(CIN: U74999TR2016SGC013499)

AGARTALA MUNICIPAL CORPORATION, 5TH FLOOR, CITY CENTRE, PARADISE
CHOUMUHANI, AGARTALA, WEST TRIPURA- 799001

No. F.7(9)-UDD/DUD/2014 / 1634

Date : 05.07.2019.

NOTIFICATION

Applications are invited in plain paper for hiring of manpower for Agartala Smart City Limited on purely contractual basis. Details of post and eligibility criteria is as follows:

Sl no	Name of post	No of post	Remuner ation	Qualification	Experience	Upper Age limit
1	Public Engagement Officer & Partnerships officer	1	Rs.80000/- (Consolidated)	i)Degree / Diploma relating to Mass Communications, branding & strategy, multimedia or graphic design, and related visibility fields is desirable.	i)A minimum 3 (three) years of practical/project experience, in the field of Public Engagement/Public Relations / ii)Ability to draft clearly and concisely, ideas and concepts in written and oral form; specific skills in writing press releases and articles / stories for print and electronic media. iii)Excellent writing and communication skills in English(required) and the regional language (desirable). iv)Ability to work responsibly and flexibly, take initiative, and generate new ideas.	45 years (Relaxable)

					v)Willingness to travel as and when required.	
2	Environmental and Social Nodal Officer	1	Rs.75000/- (Consolidated)	i)Post Graduate in Planning / Social Sciences from a recognized university	<p>i)A minimum of three years of practical / project experience in the field of Environment and Social Assessments in projects and programmes.</p> <p>ii)Demonstrate through understanding of environmental and social context in the country / state / city and experience working with government departments with respect to environment and social impact assessments and development of management plans.</p> <p>iii)Working knowledge of Environment and Social Safeguard instruments and policies of internal funding organisations such as World Bank and the Asian Development Bank.</p>	45 years (Relaxable)

					iv)Familiarity with tools and methodologies for environment and social risk assessment in the context of project formulation, implementation and monitoring. v)Strong communication skills and ability to liaise with various stakeholders and ability to conduct stakeholder consultations.	
3	Contract Management Specialist	1	Rs.80000/- (Consolidated)	i) LLB Degree from reputed institute / Govt College & ii)MBA (any discipline) however MBA (Finance) should be preferred.	3 years post qualification experience, in Government / Private organisation is essential	45 years (Relaxable)

1.Job responsibilities for the above posts are enumerated as under :

Job title : Public Engagement & Partnerships officer:

Roles & Responsibilities:

- Work in collaboration with the SPV CEO, E&S Nodal Officer, CITIIS Project-in-charge and CITIIS Technical Assistance for developing a Stakeholder Engagement Plan.
- Develop a 'Communications and Outreach Plan' for the CITIIS project on the basis of the Stakeholder Engagement Plan.

- Facilitate the deepening of partnership platforms and network across the city, and coordinate advocacy and outreach events to ensure continuous citizen participation, consultation and feedback for the projects undertaken by the SPV.
- Conduct outreach activities at regular intervals as per international guidelines such as the world Bank Strategy Framework on Citizen engagement to mobilize key stakeholders of the program including citizens across the socio-economic strata. Documentation and dissemination of these activities shall be a crucial element.
- Liaise with media agencies to ensure coverage of project activities, including citizen engagement under CITIIS program.
- Lead the development of creative knowledge products (IEC material including print & digital brochure, newsletter, videos, other user friendly information, education and communication material) based on requirements targeting different stakeholders with clear dissemination plan. For development of these products, work with relevant design entity to create good infographics to showcase intent, components, project progress and linkages with other aspects of development.
- Plan and manage events fully as required, including hiring of event management agency wherever applicable. Otherwise , activities including agenda & schedule planning, venue & facilities management, invitations & RSVPs, press coverage (invitations, RSVPs, press release, interviews, proof-editing, post-coverage, touch points),event co-ordination(including design, MCing, peripherals, mementoes) & wrap up, and to prepare event reports with all necessary documentation(photo, video, audio, transcript, summary, etc.)
- Develop relevant content and update the social media, websites, newsletters, press releases and any other distribution channels to deliver the project content & ensure visibility.
- Ensure the brand guidelines of the CITIIS program are met across all digital and print communication, including branding of the assets built under CITIIS program.
- Raise awareness within the SPV regarding the importance of citizen participation and promote public engagement across the projects.
- Attend the trainings and workshops conducted b the CITIIS PMU at NIUA; and provide data/reports to the CITIIS PMU as and when required.

Job title : Environmental & Social Nodal Officer.

Roles & Responsibilities:

- Carry out screening of identified sub projects for environmental and social (E&S) risks including gender risks using the checklists given by the CITIIS Program Management Unit(PMU) and based on requirements given by the Ministry of Housing & Urban Affairs(MoHUA) and Government of India(GoI). In addition to this, ensure that the check lists are uploaded on the CITIIS Management Platform (CMP) as per the specified timelines.
- E & S classification proposed sub projects into A,B & C categories and ensure that it is uploaded on the CITIIS Management Platform(GMP) for review and approval by the PMU.
- Identify scope of impact assessment and prepare Environmental and Social impact Assessment (ESIA), Environment and social management plan(ESMP), Resettlement Action Plan(RAP), and Gender Action Plan(GAP) as per requirements of national/state/local legislations and relevant international practices and special assistance to be given from compensation and assistance to vulnerable groups.
- With guidance from the PMU(Mentors/experts/E&S safeguards specialist) carry out engagement of stakeholders and reports the same in the CMP.
- Establish and maintain Grievance Redressal Committee (GRC) at city level.
- Obtaining Approvals from PMU and the required clearances from state government/local government/ and other as necessary prior to launch of procurement processes for works and contracts. Ensure that approved ESIA/ESMP & RAP annexed to the procurement process and awarded contract documents to the contractors.
- Ensure implementation of RAP(relocation and full compensation) prior to the initiation of civil work, with special consideration given for compensation and assistance to vulnerable groups.
- Ensure implementation of ESMP and GAP during the project cycle; implementation of GAP during project cycle.
- Update information continuously and as required on the PAPs, local community and other stakeholders on the construction works, E&S impacts and

implementation of the mitigation measures; and maintain grievance Redressal mechanism and committee(GRC).

- Attend E&S Safeguards Trainings & workshops conducted by the CITIIS PMU.

Job title : Contract Management Specialist.

Roles & Responsibilities:

- Supervision of higher level contract management specialists and administrators; this position is responsible for all aspects of contract-related activities.
- Managing workloads utilizing a variety of information acquisition management systems, including automated procurement data systems.
- Capable of independently handling all contractual aspects of major projects.
- Updated knowledge of international and domestic contract management and contract law.
- Monitoring commercial issues and drafting correspondence and notices, as well as promoting the maintenance of records for use in substantiating future claims.
- Prepare comparisons of various contractors and help the tender committee to award the contract.
- Hands-on experience in setting up and administering service contracts in a capital projects or operations and administration environment.
- Ability to cultivate supportive relationships with peers, clients, partners, and corporate executives.
- Should have excellent written, proofreading, and verbal communication skills.
- Expert in legal drafting, managing litigation against the company, arbitration etc.

Note: Upper age limit as on date of notification will be considered for eligibility.

1. **Period of appointment:** Initial appointment is for 01 (one) year which is extendable based upon performance.
2. **How to apply :** Eligible candidates may send their detailed Bio-data along with a passport size photograph and giving particulars of name, address, contact number, fax, e-mail address, age, qualification, experience, documentary proof of academic qualification and

experience to the Chief Executive Officer (CEO), Agartala Smart City Limited (ASCL). Applicants can apply by Registered Post/ Speed Post/email.

Address for sending application : Chief Executive Officer, Agartala Smart City Limited, Agartala Municipal Corporation, 5th Floor, City Centre, Paradise Choumuhani, Agartala, West Tripura, Pin-799001.

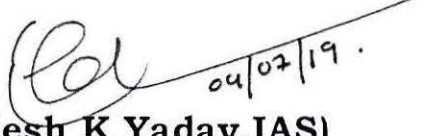
Email ID for sending application: agartalasmartcityltd@gmail.com

3. **Last date of application:** 17th July, 2019 up to 5.00 PM.

No T.A./D.A. will be entertained for attending the interview. The application (s) received after the closing date will not be entertained. Incomplete application (s) is liable to be summarily rejected.

The detailed recruitment notification may be seen in the following websites:

- i) **agartalacity.tripura.gov.in**
- ii) **tripura.gov.in**


(Dr. Shailesh K Yadav, IAS)
Chief Executive Officer
Agartala Smart City Limited
&
Municipal Commissioner
Agartala Municipal Corporation