

TERMS OF REFERENCE OF Multi-Purpose Worker

JOB TITLE: Multi-Purpose Worker

Location: PMU/PIUs-UEAP (ADB) Uttarakhand, Dehradun

Contract term: One year with possibility for extension

Start date: Immediately

Responsible to: PD PMU/Program Manager PIUs-UEAP (ADB) Uttarakhand, Dehradun

Responsible for: Carrying out day to day works required in the offices of PMU/PIU

BACKGROUND:

In June 2013, the north Indian state of Uttarakhand and adjoining regions experienced heavy rainfall due to a cloud burst causing devastating landslides and flash floods. The rainfall during the period of June 15 – 18 recorded to be 375 % above the normal rainfall resulted in a total human live loss of 580 as reported by the State Govt. of Uttarakhand (GoU) with more than 5400 still reported as missing. The region is amongst the country's most important pilgrimage centers and the disaster occurred during the peak pilgrimage season leaving over 70,000 tourists and over 100,000 locals stranded in the upper reaches of the mountain terrain. As per the preliminary assessment report by the GoU and UN, total local population affected is recorded as 110,000, 4200 villages affected, 9200 cattle / livestock lost, 3320 houses fully damaged.

The Government of Uttarakhand was extremely proactive in relief operations in the immediate aftermath of the flood and also received support from Gol for this. The project will support the recovery of communities from the flood event in the priority affected districts of Uttarakhand.

Required skills and expertise

- Mail distribution
- Post office work
- Filing
- Office upkeep
- Runner duties

Qualifications and Experience

As mentioned against each post in the advertisement.

Uttarakhand Emergency Assistance Project (UEAP)

APPLICATION FORM FOR ENGAGEMENT BY SELECTION

1.	Advertisement No.		<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;">Affix a recent passport size photograph duly attested by the candidate</div>
2. (a) Name of the assignment applied for and Job code:			
2. (b) Period required to join is selected:			
3.	Name in full (in capital letters)		
4.	Father's/Husband's name		
5.	Date of birth (DD/MM/YYYY): Place of birth: Age as on the date of application:		
6.	Nationality		
7.	Sex		
8.	Email id <i>(mandatory as all future communication will be on this email id)</i>		
	Contact Mobile Number <i>(mandatory as all future communication will be on this email id)</i>		
9.	Postal address for communication with PINCODE		
10.	Permanent address with PINCODE		
11.	Have you ever been convicted by a Court of Law or is there any criminal case/disciplinary action pending against you?	Yes / No If YES please give details in separate sheets.	

12. Educational/Professional and Technical Qualifications (Starting from class 10) ***Do not attach any copies/originals, they would be required at the time of interview/ verification:***

Sl.	Examination Passed	Name of the Board/University	Duration of Degree/ Diploma/ Training	Year of Passing	CGPA/% of Marks & Division/ Class	Specialization

13. Details of employment in reverse chronological order (Attach separate sheet, if necessary).

Sl.	Department/ Organisation	Post held	Regular/ Temporary/ Permanent/ Contract	Period of employment		Scale of Pay / Consolidated Salary
				From	To	

14.	Pay in the Pay Band and Grade Pay / Pay in the pay scale, and total emoluments in the post currently held:	
15.	Are you a member of any professional body? If yes, give details:	
16. References:		
(i)	Name: Designation & Organisation: Postal address:	

	Phone number E-mail id	Landline: Mobile:	
(ii)	Name: Designation & Organisation: Postal address: Phone number E-mail id	Landline: Mobile:	
(iii)	Name: Designation & Organisation: Postal address: Phone number E-mail id	Landline: Mobile:	
17.	Additional remarks such as special qualification or experience not covered in the preceding columns.		
18.	Language competency: English Hindi (pl mention 'Yes' or 'No' against each)	Read Write Speak	

19. Number of additional sheets enclosed with the application (If space provided is not sufficient):-----

DECLARATION

I hereby declare that I have carefully read and understood the instructions/ general conditions, contained in the above and notes given down below and that all the entries in this form are true to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the assignment applied for. In the event of suppression or distortion of any fact, like category or educational qualification or experience, made in my application form, I understand that I will be denied any engagement in the PMU/PIU and if already engaged for any assignment in the PMU/PIU; my engagement will be terminated forthwith.

Place:
Date:

Signature of the Applicant

General Conditions

1. All the assignments are purely on contract basis for an initial period of 1 year with provision of extension depending upon project requirement and individual performance.
2. The selected applicant will not have any claim or right for a permanent job with the PMU or the Government of Uttarakhand or any of its organisations or Asian Development Bank.
3. The assignments are open only to Indian nationals and nationals of member countries of The Asian Development Bank. However candidates are required to have competency in Hindi language in addition to English.

4. Screening Criteria: In case of more applications, apart from above mentioned criteria screening will be done based on relevant skill set, experience and professional qualifications.
5. An applicant can apply for a maximum of two assignments however separate applications for the two assignments will have to be submitted. Applications for more than two assignments from a single applicant may disqualify his / her candidature.
6. Age Limit: The maximum age limit as on the last date of application is 57 years.
7. Persons working in Government / PSUs/autonomous bodies are required to forward an advance copy of the application and later submit hard copy of the application through proper channel. However they would be required to furnish No Objection Certificate (NOC) at the time of interview.
8. How to apply: **Applications only on the prescribed form should be sent by SPEED POST or delivered in person to the office of Program Director, UEAP, SIIDCUL Building, 29 IIE (IT PARK) Sahastradhara Road, Dehradun – 248001.**
9. The envelop should be super scribed with the assignment applied for and the Job Code.
10. Last date for receipt of application at PMU Office is 15-12-2013 (05:00 P.M).
11. Only Short-listed candidates will be called for interview. Candidates will be informed by email only and no separate communication will be sent. At the time of interview, they should bring Original Certificates of qualifications and experience, NOC and a photocopy of these .
12. No TA /DA will be paid for appearing for the interview.
13. The professional qualification mentioned against each assignment should have been obtained by the applicants under a regular course.
14. PMU reserves the right to fill up the assignment or increase/decrease the number of assignments or even to cancel the whole process of engagement without assigning any reasons thereof.
15. Canvassing in any form and bringing any influence, political or otherwise will be treated as a disqualification for the assignment applied for and PMU reserves the right not to consider such applicants for the selection process.
16. Candidates are advised to keep checking the website (www.dmmc.uk.gov.in) and their emails for any information updates.
17. The PMU reserves the right to relax requirements pertaining to any of the assignment at its discretion.

Place:

Date:

Signature of the Applicant