

**Written Test for Contract Appointment of
City Managers under Urban Local Bodies
2015**

BROCHURE

**DEPARTMENT OF URBAN DEVELOPMENT &
HOUSING, GOVERNMENT OF JHARKHAND**

Last Date of Receiving Completed Application Form	:	21.08.2015
Date of Examination	:	13.09.2015
Price of the Application Form & Prospectus	:	Rs. 2000/-

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Written Test for Contract Appointment of City Managers under Urban Local Bodies

Department of Urban Development & Housing, Govt. of Jharkhand

In accordance with the resolution vide Memo No. 693 dated 22.02.2010 of the Department of Urban Development, Govt. of Jharkhand, a written test is being conducted for panel formation for appointment on contract basis to the Post of City Manager, under Urban Local Bodies. This panel will be valid till One year. The details regarding the post for which the applicants will appear in this test are mentioned hereunder:

1-Post, Total vacancies, Minimum Educational Qualification and Eligibility, Monthly Consolidated Remuneration:

Name of the Post	Total Vacancies		Educational Qualification	Consolidated Monthly Pay (In Rs.)
City Manager	42 (subject to change)		MBA or PG Degree/Diploma in Public Administration or PG Degree in Town Management/ Planning and Development from recognized Institution/ University	Rs. 43,296/- (HRA & Transport Allowances will be admissible as per the eligibility)
	Reservation	Horizontal Reservation		
	UR- 21	Female- 02		
	S.T.- 11	Disabled-01		
	S.C.- 04			
	EBC-I- 03			
BC-II- 03				

1.1 Nationality :

The candidate must be a citizen of India.

1.2 Medical Fitness :

The candidate must be in good mental health and free from any physical defects likely to interfere with the efficient discharge of his official duties. A successful candidate, who after such medical examination as may be prescribed by the competent authority, is found medically unfit, will not be appointed. Parameters for medical fitness will be based upon JPSC guidelines.

2. **Examination (Written Test) :**

- i. Medium of Examination/Written Test will be English/Hindi.
- ii. Questions will be multiple choice Objective type having 3(three) marks each for correct answer and 1 (one) mark will be deducted for wrong answer.
- iii. Total number of Questions will be 150 (One Hundred and Fifty)
- iv. Duration of written test will be of 2 hours. The details are as under :

<u>Section of the Test Paper</u>	<u>Numbers of Questions</u>	<u>Standard</u>
A	60	Graduate Level
B	50	Graduate Level
C	40	Graduate Level

Indicative Syllabus is given Annexure-1

3. **Reservation :**

- i. For selection of the candidates, the reservation policy/Rules of the Government of Jharkhand will be applicable.
- ii. The reservation categories will be determined on the basis of the lists of SC/ST/EBC-I/BC-II as approved by the Government of Jharkhand and applicable on the date for invitation of application.
- iii. Format for cast certificate and local residence certificate is annexed in annexure-3 series. These certificates shall not be issued below the rank of concerned Civil Sub Division Officer.

4. **Merit List (for Written Test) :**

The merit list (for Written Test) will be prepared on the basis of marks obtained by the candidates, who will appear in the Test paper. In case two or more candidates obtain equal marks in the written test, the inter se merit of such candidates will be determined as under :-

- i. The candidate obtaining higher marks in test paper section-A will rank above. If that is indecisive then,
- ii. The candidate obtaining higher marks in test paper section-B will rank above. Even if that is still indecisive then,
- iii. Older in age will rank above than the younger.

5. **Interview :**

- i. The candidates will be called for interview / competency test/ complete verification of original documents and the interview marks will be 50 (fifty).
- ii. The date, time and venue of the interview by personal appearance will be duly informed to the eligible candidates.
- iii. The candidates should bring with them, their admit-card of the written test, call letter and all original certificates/documents in support of their eligibility.

- iv. Competency skill test will be carried out during the personal interview. The final merit will be decided on the basis of the total marks obtained in the written test, the competency skill test and the interview.

6. **Training :**

The candidates after final selection may have to undergo training for a period of one month.

7. **Instructions for Filling up the Application Form :**

- (i) (a) The Application Form must be correctly filled in and signed by the applicant in his own handwriting using black ink only. If an Application Form is incompletely filled in or filled in by a person other than the applicant or more than one Application Form of the same candidate is received then in all such cases, all the Application Forms may be rejected.
(b) Before submitting the Application Form, the candidate must carefully read the eligibility conditions of the Post applied for and satisfy himself that he fulfills all the eligibility conditions.

The Department does not undertake any scrutiny of the Application Forms before the examination/written test and all applicants except those, whose Application Forms are summarily rejected, are allowed to appear in the examination/written test and their eligibility will be verified only after the examination/written test and their eligibility will be verified only after the examination/written test.

Accordingly, merely because a candidate has been allowed to appear in the examination/written test, it will not be considered as a ground for his/her being eligible for the post.

If on verification at any time, during the recruitment process and thereafter, it is found that a candidate does not fulfill any of the eligibility conditions, his candidature will be cancelled by the Department without giving any notice, whatsoever.

- (ii) Application form must be filled in English in Capital letters, except the signature and the affidavit. Using capital letters for signature & affidavit is not allowed.

(iii) **Name :** The spelling of the candidate's name must be the same as is used in his/her matric certificate and if a candidate has changed his/her name or dropped/added part of his/her name after Matriculation/SSC/Higher Secondary /Graduation, he/she will be

required to submit an attested copy of notification to the effect that he/she has changed his/her name after Matric, etc.

(iv) Date of Birth : Date of Birth must be the same as mentioned in his/her matriculation certificate/marks-sheet and the month & year must be written in International numerals.

(v) Sex : Fill the specified place as under :-

<u>Sex</u>	<u>Code</u>
Male -	01
Female -	02

(vi) Reservation Category :

(a) In order to avail reservation benefits mention the reservation category in the specified space as per the following code :-

<u>Sl.N.</u>	<u>Reservation Category</u>	<u>Code</u>
1.	Schedule Caste (SC)	02
2.	Schedule Tribe (ST)	03
3.	EBC-I	04
4.	BC-II	05
5.	General Category (GEN)	01

(For candidates who do Not claim reservation Benefits in any one of the SC/ST/EBC-I/BC-II categories)

(b) The candidate must ensure that the reservation category as filled by him in application Form is correct. If a candidate appears in the examination by filling wrong reservation category, his/her candidature will be either rejected or he/she will be treated as a general category candidate.

(vii) The Photograph :

Recent front view, high contrast black & white passport size Photographs (see Example below) must be snapped with a placard indicating the candidate's full name and the date. The photograph taken not earlier than 01.01.2015, must be pasted (Not Stapled) at the proper place provided in the Application form.

Polaroid or digital photographs and colour photographs are not acceptable.

After affixing the Photograph on the Application form the candidate should sign on it in such a manner that the

signature should partly overlap both the photograph and the Application form.

Example :

Kishore Kumar
Date.....

(viii) Each candidate is required to submit an affidavit as per text printed on the application form carefully and put his signature in English and Hindi at the specified space along with the attestation by a notary.

(ix) Candidates will have to indicate their choice for providing services on contractual basis in various Urban Local Bodies (ULBs) in the order of descendance in the prescribed form (annexure-2) for order of preference, in light of which, the selected candidates would be assigned contract in various ULB's as per the merit list subject to availability of the vacancy in such ULB, who accordingly have to join the assigned Urban Local Body to provide the desired services.

If a candidate does not indicate performance for all/any ULB, it shall be the sole discretion of the Urban Development & Housing Department, Govt. of Jharkhand to assign any ULB to such candidates, if selected, who shall have to join such assigned ULB, failing which the selection of such candidate may be terminated.

8. **Enclosure :**

(i) Accordingly, interested and eligible candidates are invited to submit applications enclosing their detail CV in the prescribed format along with attested copies of mark sheets, caste certificate, local residence certificate, professional qualification, experience etc. and an application fee of Rs. 2000/- (Two Thousand Only) in the form of Demand Draft in favour of General Manager, JUIDCO Ltd. payable at Ranchi.

- (ii) Interested candidates can download the application format and other details from the website “www.jharkhand.gov.in” of Urban Development Department, Jharkhand
- (iii) The Department will acknowledge the receipt of Application Form of a candidate by way of acknowledgement Card. Enclose a self addressed Post Card affixing Rs.6.00 Postal Stamp with the Application Form for acknowledgement and furnishing the following details:- (1) Name of the Post applied for (2) Application Form No. (3) Name of Candidate (4) Father's Name & (5) Date of Birth on it.
- (iv) Self addressed envelope affixing Rs.6.00 Postal Stamp with the application form to enable dispatch of duly issued Admit Card.

9. **Dispatch of filled Application Form:**

- i. The envelope containing the Application Form must be superscribed in bold letters: APPLICATION FOR THE POST of CITY MANAGER
- ii. One envelope should contain Application Form of only one candidate.
- iii. Duly filled in applications should reach the Office of the JUIDCO Ltd. Ranchi, 2nd Floor, Bashundhra Magamart, Argora Chowk, Ranchi-833407 (Jharkhand) on or before 1700 hrs. of 21th August, 2015.
- iv. Authorities do not undertake any responsibility whatsoever for delay in postal transit or loss of Application Form & other documents during postal transit. Application received after the due time and due date shall not be entertained.

10. **Examination/Written Test Centre :**

- i. All the examination centres would be located at Ranchi. No change in Examination/Written Test Centre once allotted will be entertained/allowed under any circumstances.
- ii. The Department reserves the rights to cancel the examination held at any centre and ask the candidates of that centre to appear at another centre.
- iii. The Department also reserves the right to divert candidates from any centre to some other centre for appearing in the Examination/Written Test.

11. **Issue of Admit Card :**

- i. Admit Card bearing the name of the Centre and Roll no. will be issued/dispatched to each eligible candidate well before the date of the commencement of Examination/Written Test.
- ii. No intimation will be sent to the applicant whose candidature for the written test has been rejected.

12. **General Instruction:**

- i. The date, time and venue of written test/practical test/skill test and Interview will be decided by the Department at its administrative convenience and then will be intimated to the concerned candidates.
- ii. The Department reserves the right to modify and/or change the number of vacancies without assigning any reason whatsoever. Additional vacant positions in equivalent/comparable posts may also be filled through this announcement.
- iii. Information regarding any subsequent modification/alteration/addition/deletion made in the provisions of this Brochure will be given to the candidates during the interview or earlier, as far as possible.
- iv. Candidates adopting unfair means in the written test shall be liable for legal action under Jharkhand Conduct of Examination Act, 1981 and other relevant Acts/Provisions.
- v. Any dispute arising out of, or connected with this written test for contract appointment to the post of City Manager conducted by the Department of Urban Development & Housing, Govt. of Jharkhand shall be resolved by the Principal Secretary, Urban Development & Housing Department, Govt. of Jharkhand, whose decision shall be final and binding upon all the parties.
- vi. Candidates after final selection may have to undergo training programme for a period of one month. During the training, if a candidate is found unfit for the post, he shall be removed & wait listed candidates shall be replaced after due verification.

13. **General Information :**

- (i) Posts advertised shall be filled up only on contractual basis.
- (ii) The total number of vacancies as indicated above will be filled up as per the requirement strictly in accordance with merit. The number of vacancies may increase or decrease, subject to requirement.

- (iii) Period of providing services as City Managers would initially be for a period of three years or till the procurement of the recommendations of JPSC for regular appointment, whichever is earlier.
- (iv) Quarterly Performance Monitoring and Appraisal would be carried out to ensure achievement of the objectives behind this arrangement.
- (v) The contract shall be effective from the date of actual contractual engagement.
- (vi) The selected City Managers would assist the Chief Executive Officer/Executive Officer/Special Officer of Municipal Corporation/Nagar Parishad/Municipality/Nagar Panchayat/Notified Area Committee in carrying out various functions and also carry out the instructions issued by Urban Development & Housing Department, Govt. of Jharkhand from time to time in a timebound manner.
- (vii) Successful candidates will have to sign a contractual agreement with the Urban Development Department & Housing, Government of Jharkhand..
- (viii) The contractual engagement shall not confer any right or claim of extension/absorption in the Urban Local Body under the Urban Development & Housing Department, Govt. of Jharkhand.
- (ix) No traveling allowance etc. will be admissible to the candidates for appearing in interview.

FORMAT



1. Post applied for:
2. Name of the candidate:
3. Father's/Husband's name:
4. Date of birth:
5. Sex:
6. Date of present assignment:
(Organization name, job profile, period)
7. Reservation Category:
8. Whether the candidate is a local resident of Jharkhand: Yes/No
9. Permanent Address: Address for correspondence:
10. Phone no./Mobile No. (Office/residence):
11. Fax No./e-mail ID:
12. Details of educational qualification

13.	Exam	Year	Institute/University/Board	Main Subjects	Result	
					Percentage	Division

Details of experience:

Name of Organisation	Position held (whether on permanent/regular/ad-hoc basis)	Period		Brief description of duties	Pay Scale	Present Basic Pay	Total emoluments	Details of work experience	Level of computer knowledge
		From	to						

I hereby declare that the information furnished above is complete and true to the best of my knowledge and belief.

Date:

Place:

Signature of the candidate:

SPECIMEN AFFIDAVIT TO BE SUBMITTED ALONG WITH APPLICATION

(To be executed on non judicial stamp paper)

I (name of the application) s/o/d/o/w/o
..... residing at
..... solemnly declare and affirm as follows:

- ii. That no punishment has been awarded to me against any Government enquiry proceedings or prosecution initiated against me for any offence/act of omission or commission.
- iii. That I have not been convicted by any court or law for any offence involving moral turpitude and sentenced in respect thereof.
- iv. That no civil or criminal proceedings in respect of an offence alleged to have been committed are pending against me before any court of law.
- v. That no warrant or summons for the appearance or a warrant for the arrest has been issued against me by a court under any law.

That the contents of my above affidavit are true and correct to the best of my knowledge and belief and nothing in material has been concealed thereof.

I undertake that in the event of any of the information furnished above being found to be false or incorrect in any respect, my services are liable to be cancelled and appropriate action may be taken against me.

Applicant

Note :- Affidavit to be attested by authorized Magistrates/Notary.

ANNEXURE -1

INDICATIVE SYLLABUS FOR THE POST OF CITY MANAGER :

Section	S.N.	Question
(A)	(i) Management and Public administration	40
	(ii) Current events of national and international importance	20
(B)	(i) General Science	30
	(ii) Indian History including the Indian National Movement and Geography	20
(C)	(i) Indian Polity and Economy	20
	(ii) General Mental Ability	20

Questions on management and public administration will include management issues, financial management, personnel management, material management, marketing management and other managerial issues relating to administration and management. In current events, knowledge of significant national and international events will be tested. In history of India, emphasis will be on broad general understanding of the subject in its social economic and political aspects. General Science will cover general appreciation and understanding of science including matter of everyday observations and experience, as may be expected of a well educated person who has not made a special study of any particular scientific discipline. Question on the Indian History and National Movement will relate to the history of India during ancient and medieval times, the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence. In Geography, emphasis will be on Geography of India. Questions on the Geography of India will relate to physical, social and economic Geography of the country, including the main features of Indian agricultural and natural resources. Questions on Indian Polity and Economy will test knowledge of the country's political system and Constitution of India, Panchayati Raj, Social Systems and economic developments in India. On general mental ability, the candidates will be tested on reasoning and analytical abilities.

Annexure-2

Order of Preference for providing services in various ULB's

Sl No.	Name of ULBs	No. of Posts	District	Order of Preference
1	Ranchi Municipal Corporation	5	Ranchi	
2	Dhanbad Municipal Corporation	3	Dhanbad	
3	Jamshedpur Notified Area Committee	2	Jamshedpur	
4	Mango Notified Area Committee	2	Jamshedpur	
5	Hazaribag Nagar Parishad	2	Hazaribagh	
6	Adityapur Municipal Corporation	2	Saraikela	
7	Giridih Nagar Parishad	2	Giridih	
8	Chatra Nagar Parishad	2	Chatra	
9	Dumka Nagar Parishad	2	Dumka	
10	Madhupur Nagar Parishad	2	Deoghar	
11	Sahebganj Nagar Parishad	2	Sahebganj	
12	Medininagar Nagar Parishad	2	Palamu	
13	Lohardaga Nagar Parishad	2	Lohardaga	
14	Chaibasa Nagar Parishad	2	Chaibasa	
15	Phusro Nagar Parishad	2	Bokaro	
16	Chas Municipal Corporation	2	Bokaro	
17	Jhumritalaiya Nagar Parishad	2	Koderma	
18	Deoghar Municipal Corporation	2	Deoghar	
19	Jugsalai Municipality	2	Jamshedpur	