



**Institute of Urban Transport (India)**  
**1<sup>st</sup> Floor, Anand Vihar Metro station Building, Delhi - 110092**

Date: 06.12.2023

## **Recruitment to various posts in the Project Management Unit (PMU) of PM-eBus Sewa in Institute of Urban Transport (India) as per details given below**

### **1 About the Institute**

The Institute of Urban Transport (India) (IUT) was established in May, 1997 under the purview of the erstwhile Ministry of Urban Development now Ministry of Housing & Urban Affairs (MoHUA), Government of India as a premier professional non-profit making organization and registered under the Societies Registration Act. The membership of the Institute comprises Academicians, Architects, Economists, Engineers, Transport Planners, Town Planners and professionals from various other disciplines. The Institute has 67 institutional members and about 1,600 individual members. It has association with foreign organizations such as LTA Singapore, GIZ and KfW from Germany, CODATU, France and KOTI, South Korea. The Secretary, MoHUA, Government of India, is the ex-officio President of the Institute. The Officer on Special Duty (UT) and Ex-officio Joint Secretary in the Ministry is the Acting Director General of the Institute. It has three tiers of management, namely Executive Committee, Governing Council and General Body. The aims and objectives of the Institute are to promote, encourage and coordinate the state of the art of urban transport, including planning, development, operation, education, research and management and also to organize lectures, seminars, workshops, conferences, etc. on the subjects pertaining to urban transport. In addition, the Institute provides professional support to MoHUA for its various projects and initiatives such as appraisal of Metro Rail / Urban Transport projects received for central assistance, organizing an annual Urban Mobility Conference cum Exhibition, several workshops and capacity building programmes.

### **2. PM-eBusSewa**

The Govt. of India has approved the implementation of the PM-eBusSewa through the Ministry of Housing & Urban Affairs for procurement of 10,000 e-Buses for augmenting city bus operations with necessary infrastructure in selected cities. The successful implementation of this project means taking the bus based public transport system to a very different level. It will change the transportation dynamics of the cities, especially the smaller cities, cities of the North East region and cities that would be introducing city bus services for the first time.

A Project Management Unit (PMU) is being set up in this Institute under the purview of the Ministry of Housing and Urban Affairs, which shall be headed by a Project Team Leader, an expert from the field of Public Transport, especially bus operations and management. It will consist of other experts on different aspects of this scheme.

**A. To be part of the journey of PMU, interested and eligible candidates can apply for the vacancies enclosed at Annexure-I.**

**B. SELECTION PROCESS** Candidates will be shortlisted, based on eligibility criteria/ experience in the relevant field and may be called for interaction to assess suitability for the position.

**C. HOW TO APPLY:** Soft copy of the CV and application as in the enclosed prescribed proforma (Annexure –II) may please be addressed to the Director General, Institute of Urban Transport (India), 1st Floor, Anand Vihar Metro station Building, Delhi - 110092 and e-mailed to **jobs@iutindia.org** latest by **17<sup>th</sup> December, 2023.**

**D. DOCUMENTS REQUIRED:**

The application should be supported with the following documents:

- (i) Proof of date of birth (birth certificate)
- (ii) 10<sup>th</sup> Class Certificate
- (iii) 12<sup>th</sup> Class Certificate
- (iv) Graduation/ Post-Graduation certificates.
- (v) Experience /Service Certificate/ Relieving order issued by organization. (It should indicate date of joining, date of relieving and along with designation in each organization)

**E. GENERAL INSTRUCTIONS:**

- ❖ Before applying, the candidate should ensure that he/ she fulfills the eligibility criteria and other norms mentioned in this advertisement.
- ❖ All information regarding this recruitment process would be made available in the career section of IUT and UMI websites, i.e. <http://www.iutindia.org> / <http://www.urbanmobilityindia.in>. Applicants are advised to check the website periodically for important updates.

## Annexure – I

### 01. Infrastructure/ Depot Professional

No of Vacancy	01 (One)
Maximum Age (years) as on date of advertisement	Not exceeding 55 years
Qualification	Bachelor's degree in Civil/ Infrastructural Engineering from a recognized university
Experience	<p>Essential:</p> <ul style="list-style-type: none"><li>❖ Total years of experience should be minimum 10 years.</li><li>❖ Minimum 8 years of experience should be working in infrastructure project management, especially in the construction of transportation-related facilities such as bus depots/workshop/ terminals.</li></ul> <p>Desirable:</p> <ul style="list-style-type: none"><li>❖ Experience working with State Transport Undertakings (STUs) / public transport operators in electric buses.</li></ul>
Roles & Responsibilities	<ul style="list-style-type: none"><li>❖ He/ she will responsible for advising cities/states in design, planning development and implementation of Depot.</li><li>❖ He/ she shall be advising cities/state in operation of depot, developing framework and SOPs of depot management; Capacity Building of Depot Staff, and Bus Crew</li><li>❖ Evaluation of depot proposals and estimates received from cities</li><li>❖ Provide handholding support for development of depot layout to cities</li><li>❖ He /she will Identify and address additional infrastructure requirements for the transition to electric buses, including operational, maintenance, safety, and resilience considerations.</li><li>❖ Develop model layout depot for electric buses, norms for machine &amp; plant and maintenance facilities.</li><li>❖ Estimate the additional land size needed for e-Bus depots for cities considering both the existing fleet and future e-Bus procurements.</li></ul>
Nature of Employment	Appointment of the selected candidate will be on contract basis initially for a period of one (01) year, which may be extended annually, commensurate with the project duration of three (03) years at present, subject to satisfactory work performance.
Remuneration	Selected candidate will be offered a consolidated salary of Rs. 2,65,000/- per month, which will be negotiable. Annual salary hike will be admissible, subject to satisfactory performance.

### 2. Deputy Project Leader (Power/ Charging Infra)

No of Vacancy	01 (One)
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Maximum Age (years) as on date of advertisement	Not exceeding 55 years
Qualification	Bachelor's Degree in Electrical/ Mechanical from a recognized university
Experience	Essential: <ul style="list-style-type: none"> <li>❖ Total years of experience should be minimum 10 years.</li> <li>❖ Minimum 5 years of experience in commissioning, operation &amp; maintenance of E-vehicle charging system or in Power distribution &amp; transmission system</li> <li>❖ Experience in working with DISCOM, Distribution &amp; Transmission Construction of Sub Stations</li> </ul>
Roles & Responsibilities	<ul style="list-style-type: none"> <li>❖ He/ she will assist in planning and policy making for electric bus charging/upstream power infrastructure/associated infrastructure</li> <li>❖ Develop Process of monitoring electric bus fleet charging</li> <li>❖ Develop specifications for Safety precautions and emergency handling of electric buses and charging systems</li> <li>❖ He/ she will be responsible for appraisal of proposals, evaluation of estimates</li> <li>❖ He/ she will be responsible for providing technical support to States / Cities for planning &amp; implementation of Charging infrastructure</li> <li>❖ Capacity building- organising and managing training programmes for Govt./ Semi- Govt. agencies and familiar with latest training will be must.</li> <li>❖ Liaising with participating agencies, MoHUA and other concerned stakeholders at central, state, city level, OEMs, etc.</li> </ul>
Nature of Employment	Appointment of the selected candidate will be on contract basis initially for a period of one (01) year, which may be extended annually, commensurate with the project duration of three (03) years at present, subject to satisfactory work performance.
Remuneration	Selected candidate will be offered a consolidated salary of Rs. 2,65,000/- per month, which will be negotiable. Annual salary hike will be admissible, subject to satisfactory performance.

### 3. Deputy Project Leader (IT)

No of Vacancy	01 (One)
Maximum Age (years) as on date of advertisement	Not exceeding 55 years
Qualification	Bachelor's degree in IT/ Computer Science/ Science/ Maths / Electronics & Communication from a recognized university

Experience	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>❖ Total years of experience should be minimum 10 years.</li> <li>❖ Minimum 8 years in development or system integration of IT Platforms or working experience in IaaS/PaaS/SaaS</li> <li>❖ Experience working in large IT / Digital transformation programme</li> <li>❖ Strong understanding of Agile principles, DevSecOps, Agile frameworks</li> <li>❖ Strong project management and change management skills</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>❖ Worked as a programme Manager, Delivery Manager, System Integrator, End-to-end manager in a large-scale IT project</li> <li>❖ Someone who carries a Product, Agile, and a Growth mindset</li> <li>❖ Knowledge of working with bus/rail/cab-aggregator IT platforms.</li> <li>❖ Knowledge of Automatic Fare Collection Systems (AFCS) and National</li> </ul>
Roles & Responsibilities	<p>He/ she will play a vital role in the successful implementation of Information Technology Management Systems (ITMS), AFCS and cloud-based solutions for the e-bus scheme. He/she is responsible for:</p> <p>01. <u>ITMS</u></p> <ul style="list-style-type: none"> <li>❖ Development of specifications for ITMS, preparation of statement of work; and monitoring &amp; performance evaluation of platform</li> <li>❖ Developing communication protocol for telemetry of identified e-bus performance parameters</li> <li>❖ System integration of ITMS platform with the hardware mounted on electric bus system as well as OBU (on board units)</li> <li>❖ Responsible for data integrity and cyber security. Will lead Data points collection, processing and storage</li> <li>❖ Handhold the adoption of centralised ITMS solutions to the cities/Public transport authorities</li> <li>❖ Support the integration of ITMS solutions with existing systems and technologies across the country</li> <li>❖ Ensure the timely compilation of ITMS Reports</li> <li>❖ Develop KPIs for ITMS service delivery</li> <li>❖ Carry out Capacity building programs across the cities as and when required</li> </ul> <p>B. <u>AFCS/ NCMC</u></p> <ul style="list-style-type: none"> <li>❖ Developing communication protocol for integration of AFCS software with the ITMS for Identified parameters</li> <li>❖ System integration of NCMC based AFCS with ITMS</li> </ul> <p>❖ Oversee the seamless integration of the AFCS and NCMC systems</p>
Nature of Employment	<p>Appointment of the selected candidate will be on contract basis initially for a period of one (01) year, which may be extended annually, commensurate with the project duration of three (03) years at present, subject to satisfactory</p>
Remuneration	<p>Selected candidate will be offered a consolidated salary of Rs. 2,65,000/- per month, which will be negotiable. Annual salary hike will be admissible, subject to satisfactory performance.</p>

#### 4. Senior IT Manager

No of Vacancy	01 (One)
Maximum Age (years) as on date of advertisement	Not exceeding 45 Years

Qualification	Bachelor's or Master's degree in Information Technology, Computer Science, or a related field from a recognized university
Experience	<p>Essential:</p> <ul style="list-style-type: none"> <li>❖ Total years of experience should be minimum 8 years in IT platforms, Integration IoT devices with cloud platforms, etc.</li> <li>❖ Experience managing projects in Agile development</li> <li>❖ Exposure to Testing and Quality Assurance techniques</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>❖ Product Management experience or certification</li> <li>❖ Someone who carries a Product, Agile, and a Growth mindset</li> <li>❖ Proven experience in system integration roles, particularly in the context of large-scale IT or smart city projects.</li> <li>❖ Knowledge of working with bus/rail/cab-aggregator IT platforms.</li> <li>❖ Proficiency in system integration tools and methodologies.</li> </ul>
Roles & Responsibilities	<ul style="list-style-type: none"> <li>❖ He/ she will develop a comprehensive integration plan, outlining the strategy, etc. for integrating Central &amp; State/ Cities components of the ITMS system.</li> <li>❖ Customize and configure software solutions to meet the specific needs of the ITMS project, including traffic monitoring, data analysis, and control systems.</li> <li>❖ Ensure interoperability between different ITMS components, third-party systems, and legacy infrastructure, allowing for seamless data exchange and communication.</li> <li>❖ Maintain comprehensive documentation of integration processes, system configurations, and troubleshooting procedures for future reference and knowledge sharing.</li> <li>❖ Provide technical support and troubleshooting assistance to resolve integration-related issues promptly.</li> <li>❖ Collaborate with scheme stakeholders, including government agencies, their ITMS teams to align integration efforts with scheme goals.</li> </ul>
Nature of Employment	Appointment of the selected candidate will be on contract basis initially for a period of one (01) year, which may be extended annually, commensurate with the project duration of three (03) years at present, subject to satisfactory work performance.
Remuneration	Selected candidate will be offered a consolidated salary of Rs. 1,45,000/- per month, which will be negotiable. Annual salary hike will be admissible, subject to satisfactory performance.

## 5. ITMS/ Solution Manager

No of Vacancy	01 (One)
Maximum Age (years) as on date of advertisement	Not exceeding 45 Years
Qualification	Bachelor's Degree in IT/Computer or in a relevant field from a recognized university

Experience	<p>Essential:</p> <ul style="list-style-type: none"> <li>❖ Total years of experience should be minimum 8 years in systems integrations, IT platforms, IoT, etc.</li> <li>❖ Domain Expertise in the following areas: digital transformation, Big Data technologies, Data Analytics, IoT</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>❖ Domain Expertise in automobile, transportation.</li> <li>❖ Experience working in Agile development</li> <li>❖ Someone who carries a Product, Agile, and a Growth mindset</li> </ul>
Roles & Responsibilities	<ul style="list-style-type: none"> <li>❖ Define requirements and elaborate functional specifications of an IT solution</li> <li>❖ Understand interface / integration technologies and a good understanding of business needs so they can be translated into requirements</li> <li>❖ Work with IT vendor teams to finalize the technical solutions and implementation within the defined timeframes</li> <li>❖ You will develop a proposal by owning parts of the proposal document and by giving inputs in solution design based on areas of expertise.</li> <li>❖ You will plan the activities of configuration, configure the product as per the design, conduct conference room pilots and will assist in resolving any queries related to requirements and solution design</li> <li>❖ Shall be single point of contact and owner for the Technology, ITS, VTS and Architecture</li> <li>❖ Develop deep understanding of existing architecture and deployment</li> <li>❖ Manage architectural transformation</li> <li>❖ Develop specifications for Electric bus performance parameters identification, definition and benchmarking</li> <li>❖ Specifications for ITMS components and data measurement / collection systems (at electric bus, battery, charger levels)</li> <li>❖ Analysis and production of MIS reports for different bus teams (e.g. route-wise performance report; driver complaints and breakdown report (loss of KMs and loss of trips due to breakdown), etc.)</li> <li>❖ Collection and storage of data points for different contract parameters (e.g. battery performance, charger utilization, repair and maintenance, spare parts inventory, vehicle location, alert management, etc.)</li> <li>❖ Compilation of Non-conformance audits and any issues with e-Buses performance from Cities.</li> </ul>
Nature of Employment	<p>Appointment of the selected candidate will be on contract basis initially for a period of one (01) year, which may be extended annually, commensurate with the project duration of three (03) years at present, subject to satisfactory work performance.</p>
Remuneration	<p>Selected candidate will be offered a consolidated salary of Rs. 1,45,000/- per month, which will be negotiable. Annual salary hike will be admissible, subject to satisfactory performance.</p>

## 6. Cloud Data Architect

No of Vacancy	01 (One)
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Maximum Age (years) as on date of	Not exceeding 45 Years
Qualification	Bachelor's Degree in Engineering or relevant field from a recognized university
Experience	<p>Essential:</p> <ul style="list-style-type: none"> <li>❖ Total years of experience should be minimum 8 years in Cloud architecture/ IT platforms, etc.</li> <li>❖ Knowledge of architectural design patterns, performance tuning, database and functional designs</li> <li>❖ Ability to design and verify technology solution, development and delivery for the design solutions</li> <li>❖ Experience in designing high level and low level documents is a plus</li> <li>❖ Good understanding of SDLC is a pre-requisite</li> <li>❖ Design, management, and optimization of data-related aspects within the cloud infrastructure. To ensure that data is stored, organized, and accessible in a way that meets the organization's data needs.</li> <li>❖ Data Architecture design, Cloud data storage, Data Integration and ETL, Data governance and compliance, Vendor and Technology evaluation</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>❖ Domain Expertise in automobile, transportation.</li> <li>❖ Hands-on experience in Service Oriented Architecture.</li> <li>❖ Experience working in Agile development</li> <li>❖ Someone who carries a Product, Agile, and a Growth mindset</li> </ul>
Roles & Responsibilities	<p>Primary role would be to provide best fit cloud architecture solutions for ITS, VTS, AFCS systems:</p> <ul style="list-style-type: none"> <li>❖ He /she would also provide technology consultation and assist in defining scope and sizing of work</li> <li>❖ He /she would implement solutions, create technology differentiation and leverage partner technologies.</li> <li>❖ Additionally, He /she would participate in competency development with the objective of ensuring the best-fit and high quality technical solutions</li> <li>❖ He /she will play a key role in the overall estimation of work requirements to provide the right information on project estimation</li> </ul>
Nature of Employment	Appointment of the selected candidate will be on contract basis initially for a period of one (01) year, which may be extended annually, commensurate with the project duration of three (03) years at present, subject to satisfactory work performance.
Remuneration	Selected candidate will be offered a consolidated salary of Rs. 1,45,000/- per month, which will be negotiable. Annual salary hike will be admissible, subject to satisfactory performance.

## 7. Senior Capacity Building Coordinator

No of Vacancy	01 (one)
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Maximum Age (years) as on date of advertisement	Not exceeding 45 Years
Qualification	Bachelor's or Master's degree in a relevant field such as Education, Human Resources, or a related discipline from a recognized university .
Experience	Essential: <ul style="list-style-type: none"> <li>❖ Total years of experience should be in the range of 10 to 15 years</li> <li>❖ Substantial experience (8+ years) in capacity building roles, with a track record of designing and delivering effective training programs.</li> <li>❖ Strong understanding of capacity building methodologies, adult learning principles, and instructional design.</li> </ul>
Roles & Responsibilities	<ul style="list-style-type: none"> <li>❖ Support the domain expert in taking forward the objectives of Capacity building in cities for the successful implementation of the scheme.</li> <li>❖ Facilitate training and capacity building initiatives relevant to the domain area</li> <li>❖ Identify and establish partnerships with external organizations, trainers, and experts to enhance capacity building efforts.</li> <li>❖ Supervise training programmes, Assist in developing modules and manuals</li> <li>❖ Secure resources, including budgets, materials, and trainers, necessary for effective capacity building programs.</li> <li>❖ Analyze training activities and develop reports</li> <li>❖ Assist in preparing workshop reports</li> <li>❖ Any other work assigned</li> </ul>
Nature of Employment	Appointment of the selected candidate will be on contract basis initially for a period of one (01) year, which may be extended annually, commensurate with the project duration of three (03) years at present, subject to satisfactory work performance.
Remuneration	Selected candidate will be offered a consolidated salary of Rs. 1,00,000/- per month, which will be negotiable. Annual salary hike will be admissible, subject to satisfactory performance.

## 8. Capacity Building Content Development Manager

No of Vacancy	01 (one)
Maximum Age (years) as on date of advertisement	Not exceeding 40 Years
Qualification	Bachelor's or Master's degree in Engineering /Planning or a related field from a recognized university
Experience	Essential: <ul style="list-style-type: none"> <li>❖ Total years of experience should be in the range of 8 to 15 years</li> <li>❖ Proven experience in content development and instructional design, particularly in the context of capacity building and training programs for Infrastructure/ transportation or relevant sectors.</li> </ul>

Roles & Responsibilities	<p>As a Capacity Building Content Development Manager, he/she primary responsibility is to lead the creation of content related to capacity building programs and initiatives for the e-Bus scheme. He/she will play a vital role in ensuring that training materials, resources, and educational content are developed, delivered, and updated effectively:</p> <ul style="list-style-type: none"> <li>❖ Providing technical direction and oversight to the capacity development component</li> <li>❖ Overseeing the design and implementation of organizational capacity and needs assessments for e-Bus operation and other capacity development service providers</li> <li>❖ Create and curate a wide range of educational materials, including training manuals, e-learning modules, videos, webinars, and other resources to support capacity building efforts.</li> <li>❖ Collaborate with stakeholders to conduct needs assessments and identify specific knowledge and skill gaps among target audiences.</li> <li>❖ Design and structure training programs and curricula that address identified learning needs and promote effective skill development for the successful implementation of the bus scheme</li> <li>❖ Developing an overall capacity-building strategy that will sustainably build the capacity of and strengthen eBus operation and capacity development service providers</li> <li>❖ Prepare reports and presentations on the impact and outcomes of capacity building programs, including learner performance and satisfaction.</li> </ul>
Nature of Employment	<p>Appointment of the selected candidate will be on contract basis initially for a period of one (01) year, which may be extended annually, commensurate with the project duration of three (03) years at present, subject to satisfactory work performance.</p>
Remuneration	<p>Selected candidate will be offered a consolidated salary of Rs. 1,45,000/- per month, which will be negotiable. Annual salary hike will be admissible, subject to satisfactory performance.</p>

### 9. MEL (Monitoring, Evaluation and Learning) Manager

No of Vacancy	01 (one)
Maximum Age (years) as on date of advertisement	Not exceeding 40 Years
Qualification	Bachelor's or Master's degree in a relevant field such as Statistics, Social Sciences, Management or a related discipline from a recognized university
Experience	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Total years of experience should be in the range of 8 to 12 years</li> <li>• Proven experience in MEL roles, preferably in the context of development projects, NGOs, or international organizations.</li> <li>• Proficiency in data analysis software (e.g., SPSS, R, Excel) and MEL software or tools.</li> </ul>

Roles & Responsibilities	<ul style="list-style-type: none"> <li>❖ He/ she will be responsible to Develop and maintain a comprehensive MEL framework for the project or organization, outlining key performance indicators (KPIs), data collection methods, and evaluation methodologies.</li> <li>❖ Continuously monitor project activities, outputs, and outcomes to track progress against targets and identify potential issues or deviations.</li> <li>❖ Plan and conduct evaluations at various stages of the project to assess its effectiveness, efficiency, and impact. This may involve designing evaluation methodologies, coordinating data collection, and analyzing findings.</li> <li>❖ Prepare and disseminate regular MEL reports to project stakeholders donors, and senior management, highlighting achievements, challenges and areas for improvement</li> </ul>
Nature of Employment	Appointment of the selected candidate will be on contract basis initially for a period of one (01) year, which may be extended annually, commensurate with the project duration of three (03) years at present, subject to satisfactory work performance.
Remuneration	Selected candidate will be offered a consolidated salary of Rs. 1,00,000/- per month, which will be negotiable. Annual salary hike will be admissible, subject to satisfactory performance.

#### 10. Legal & Contract Management Professional

No of Vacancy	01 (one)
Qualification	Bachelor's degree in Law or equivalent legal qualification preferred from a recognized university
Experience	<p>Essential:</p> <ul style="list-style-type: none"> <li>❖ Total years of experience should be in the range of 10 to 15 years</li> <li>❖ Experience in providing legal opinions based on the clear analysis of the Motor Vehicle laws and rules and their applicability is required</li> <li>❖ Proven experience in contract management and legal roles, preferably in a corporate or organizational setting.</li> <li>❖ Strong knowledge of contract law, corporate law, and relevant regulatory frameworks.</li> </ul>
Roles & Responsibilities	<ul style="list-style-type: none"> <li>❖ H/she will be responsible for legal advice, assistance in the development and drafting of legal documents, regulations and MOU's, Vetting of EOI/ RFP, Bidding documents, etc. w.r.t bus transport and green urban mobility projects.</li> <li>❖ H/she must have an experience in providing legal services including development &amp; drafting of legal documents, regulations and MOU's, Vetting of EOI, RFP, Bidding documents to govt./ semi govt. corporations engaged in planning development in implementation of city bus service and other infrastructure projects.</li> </ul>
Nature of Employment	Appointment of the selected candidate will be on contract basis initially for a period of one (01) year, which may be extended annually, commensurate with the project duration of three (03) years at present, subject to satisfactory work performance.
Remuneration	Selected candidate will be offered a consolidated salary of Rs. 1,45,000/- per month, which will be negotiable. Annual salary hike will be admissible, subject to satisfactory performance.

## 11. Communication Manager

No of Vacancy	01 (one)
Maximum Age (years) as on date of advertisement	Not exceeding 40 Years
Qualification	Bachelors in Journalism / Mass- communication from reputed institute highly desirable from a recognized university
Experience	Essential: <ul style="list-style-type: none"> <li>❖ Total years of experience should be in the range of 8 to 12 years</li> <li>❖ Strong written &amp; communication skills</li> <li>❖ Experience in Digital Media &amp; Social media analytics, graphic designing, editing, proof reading.</li> <li>❖ Knowledge of relevant designing (including graphic designing) Software's.</li> </ul>
Roles & Responsibilities	<ul style="list-style-type: none"> <li>❖ He / She will be responsible for drafting communications, handling digital media.</li> <li>❖ Develop scheme related Multimedia content creation</li> <li>❖ Preparation and designing of brochures, reports, publicity material</li> <li>❖ Writing, editing, proof reading content related to the scheme</li> <li>❖ Update e-Bus website with relevant information about the scheme</li> <li>❖ Tracking social media and website analytics</li> </ul>
Nature of Employment	Appointment of the selected candidate will be on contract basis initially for a period of one (01) year, which may be extended annually, commensurate with the project duration of three (03) years at present, subject to satisfactory work performance.
Remuneration	Selected candidate will be offered a consolidated salary of Rs. 1,00,000/- per month, which will be negotiable. Annual salary hike will be admissible, subject to satisfactory performance.

## 12. Supporting Staff

No of Vacancy	01 (one)
Maximum Age (years) as on date of	Not exceeding 40 Years
Qualification	10 - 12 <sup>th</sup> pass from a recognized board
Experience	Total years of experience should be in the range of 5 to 10 years
Roles & Responsibilities	<ul style="list-style-type: none"> <li>❖ Shall assist the Team Leaders/ Project Managers/ other experts in day to day technical/ administrative and secretarial services in PMU.</li> <li>❖ Liaison with MoHUA, etc. and field work</li> <li>❖ Receipt &amp; Dispatch register, Booking All Tickets - Train /Air/Bus/Hotels</li> <li>❖ Meeting arrangements, Filing papers, Maintaining Record room, Secretarial Services to Various Assignments, All Logistics/ Services</li> <li>❖ Administration and Office Upkeep, Any other work assigned</li> </ul>

Nature of Employment	Appointment of the selected candidate will be on contract basis initially for a period of one (01) year, which may be extended annually, commensurate with the project duration of three (03) years at present, subject to satisfactory work performance.
Remuneration	Selected candidate will be offered a consolidated salary of Rs. 40,000/- per month which will be negotiable. Annual salary hike will be admissible, subject to satisfactory performance.



**Institute of Urban Transport (India)**  
1<sup>st</sup>Floor, Anand Vihar Metro station Building, Delhi - 110092

**Annexure-II**

**PHOTO**

**PRESCRIBED PROFORMA FOR SUBMISSION OF APPLICATION**

Name of the position applied for	
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**Personal Data**

1.	Name	
2.	Gender	
3.	Date of Birth	
4.	Permanent Address /	
5.	Address for Communication	
6.	Contact Details	
	(a) Email ID	
	(b)Telephone	
	(c)Mobile Number	

**7. Educational Qualification:-**

S. No.	Qualification/Degree	Year	Institution/University

**8. Experience Details:-**

S.No.	Designation	Employer	Date of Joining	Date of Relieving	Total work experience (years or months) (if any gap during the job please specify)
1					
2					

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice.

Place:

Date:

**(Name and Signature of the applicant)**