

Uttar Pradesh Pro Poor Tourism Development Project
Terms & Conditions for selection of candidate for the position of
Computer Programmer (Grade-2) / Project Assistant on contractual basis
as per the prevailing rules and regulations of GoUP

1. BACKGROUND

The Uttar Pradesh Pro-Poor Tourism Development Project is being implemented by the Department of Tourism, GoUP with the World Bank support. The project aims to unlock the potential of Uttar Pradesh's unique heritage through pro-poor tourism development for inclusive growth and poverty reduction in asset-rich, but low income areas in the state.

The primary responsibilities of the SPCU are to ensure all project resource use, monitoring, and reporting functions follow defined state and central governments as well as the World Bank fiduciary, safeguard and accountability processes and standards including preparation of the Project's Annual Procurement Plan, Annual Work Plan, Annual Budget and related documents and submit them to the World Bank, Empowered Committee and Steering Committee for approval, as required. In addition, to coordinate and facilitate annual/periodic audits of the project activities at all levels; to ensure adequate staffing and to organize internal training to IEs, TSUs and project personnel whenever necessary and to prepare documentation for the implementation support missions, and all other aspects of project implementation.

2. SCOPE OF ASSIGNMENT AND DETAILED TASKS

The SPCU is hiring a fulltime **Computer Programmer (Grade-2)/ Project Assistant** to be based in Lucknow.

His/her primary responsibilities are inter alia to:

- Assist Project Director for preparation of different documents for smooth functioning and timely delivery.
- Assisting DoT and SPCU Experts in overall delivery of assigned work.
- Ensures operation of equipment by completing preventive maintenance requirements and tests; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Assisting closely with SPCU Experts for planning, identification of data sources, and collection of data for monitoring purposes.
- Planning and scheduling of all monitoring, evaluation & quality control activities
- Assist in Monitoring and following up progress on various pre-assignments, meetings, reports, working papers etc., with concerned authorities.
- Sharing information with officers of implementation of project.
- Develop customized reports as per requirement
- Periodic update of web site & Updating of all online data
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Maintains and protects operations by keeping information confidential.
- Periodic maintenance of computer hardware and software data
- Contributes to team effort by accomplishing related results as needed.
- Assist in preparation of project related documents and newsletter for publication
- Preparing periodic progress reports on the Project with the support of SPCU Experts

3. QUALIFICATION AND EXPERIENCE

The qualification and experience of the **Computer Programmer (Grade-2)/ Project Assistant** is as follows:

Minimum Educational Qualification:

3.1 Graduate in Science/Economics/Arts/Commerce from a recognized institute/university and Passed "A" level Computer examination or equivalent degree from recognized government institute.

OR

3.2 Graduate in computer Science/Information technology/electronics from recognized institute/university and Post Graduate Diploma in Computer Application (PGDCA) or equivalent degree recognized from Government.

3.3 Age between 21 to 40 years as on 01-07-2017.

3.4 Preferential Qualification: - Working experience in World Bank/ADB/ Externally aided projects.

3.5 Relevant knowledge and Experience:

- a) Knowledge of M.S. Office (Word, Excel & PowerPoint)
- b) Knowledge of Desktop publishing (Page Maker, Photoshop & CorelDraw)
- c) Knowledge of AutoCAD
- d) IT Tools and Application
- e) Internet & Web Page Design
- f) Business System
- g) Programming & Problem Solving through "C" or Visual Basic
- h) Hindi & English typing speed should be more than 45/50 wpm.
- i) Minimum 05 years of professional experience in relevant field.
- j) Experience in working in Government Department of State Government/Govt. of India.
- k) Experience in working in World Bank/ADB/ Externally aided projects.

Note: All above knowledge / experience must be supported by certificate/relevant document.

4. PERIOD OF ASSIGNMENT

The **Computer Programmer (Grade-2)/ Project Assistant** will be hired for a period of 36 months from the date of contract, to be reviewed based on performance. Services may be terminated without any prior notice in case the services are not found conducive to the project.

5. PLACE OF ASSIGNMENT

Computer Programmer (Grade-2)/ Project Assistant will be placed in the State Project Coordination Unit (SPCU) at Lucknow. She/He has to make visits to different subproject areas as per the requirement.

6. REPORTING AND OUTPUT

The **Computer Programmer (Grade-2)/ Project Assistant** shall report to the Project Director at the SPCU and shall keep the project information/ flow / MIS updated.

7. EVALUATION CRITERIA: -

Evaluation Criteria	Maximum Marks
1. Educational Qualification <ul style="list-style-type: none">• As mentioned in the Terms & Conditions	[25]
2. Knowledge & Working Experience	[75]
<ul style="list-style-type: none">• Total professional experience (04 marks per year)	20
<ul style="list-style-type: none">• Working Experience in the Region	05
<ul style="list-style-type: none">• Working with Central Ministries/State Governments/ Urban Local Bodies	20
<ul style="list-style-type: none">• Working experience with World Bank/ADB/ Externally aided projects (10 marks for per year experience).	30
Total Marks	100

8. Final selection will be made on the basis of highest score as per the above evaluation criteria.

9. Remuneration: -

A fixed remuneration would be payable @ pay scale Rs. 9300 to 34800 @ grade pay Rs. 4600 as per the rules & regulations of GoUP.

10. Other terms & conditions will apply as per the prevailing rules & regulations of GoUP issued from time to time for hiring on contractual basis.

11. The above hiring of candidate/service will be on temporary basis and no claim for making permanent or regularisation shall be entertained on this account.

ANNEXURE I

Dated:

To

Director General Tourism,
Government of Uttar Pradesh
4th Floor, Paryatan Bhavan,
C-13 Vipin Khand, Gomti Nagar
Lucknow-226010(Uttar Pradesh)

Sub: Hiring of Computer Programmer (Grade-2)/ Project Assistant to support the State Project Coordination Unit (SPCU) at Lucknow under U.P. Pro Poor Tourism Development Project, Dept. of Tourism, Uttar Pradesh.

Sir,

1. With reference to your advertisement, and having examined the EoI/RFP/ToR Document and understood their contents, I hereby submit this proposal for the said post. My proposal is unconditional and unqualified.
2. I acknowledge that the Authority will be relying on the information provided in the EoI/RFP/ToR document for selection and I certify that all information provided therein is true and correct: nothing has been omitted which renders such information misleading; and all documents accompanying this proposal are true copies of their respective originals.
3. I shall make available to the Authority any additional information if it may find necessary or require to supplement or authenticate the proposal.
4. I acknowledge the right of the Authority to reject the proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. I certify that I fulfill the qualification and experience as sought by the Authority.
6. I also certify that the proposal is valid for a period of 90 days from the date of opening of the Financial Proposal
7. I further certify that no investigation by a regulatory authority is pending against me.

Yours faithfully,

Date: (Signature and name of the Applicant)

Address

Mobile No:

E-mail ID:

Annexure - II

**Format for Computer Programmer (Grade-2) / Project Assistant on contractual basis
as per the prevailing rules and regulations of GoUP**

Name of Expert					
Post Applied For					
Sex (Male / Female)					
Date of Birth					
PAN Number					
Address for Communication					
Key Qualification					
Total Experience					
Statement of the major relevant assignments undertaken					
Sl.No.	Client/Organization	Designation	Project Name	Key Task performed	Duration
A	Total Professional Relevant Experience				
1					
2					
3					
4					
B	Details of experience in the Region (Uttar Pradesh)				
1					
2					
3					
4					
C	Working with Central Ministries/State Governments/ Urban Local Bodies				
1					
2					
3					
4					
D	Working experience with Donor Agencies like World Bank/ ADB etc.				
1					
2					
3					
4					

ANNEXURE III

CURRICULUM VITAE OF THE APPLICANT

Position Applied For	
Name of Expert	
Date of Birth	
Citizenship	
Education	<i>Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained</i>
Membership in Professional Associations	
Other Training	
Countries of Work Experience	
Languages	Indicate proficiency in speaking, reading and writing of each language by 'excellent', 'good' or 'poor'.
Employment Record <i>Starting with present position, list in reverse order every employment held. For experience in last 8 years, also give types of activities performed and client references, where appropriate.</i>	From: Date to Date Employer: Position Held:
Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned	
Testimonial Documents / Experience Certificates	Attached all relevant testimonials including experience certificates.
Certification	
(signature with date)	
I, the undersigned, certify to the best of my knowledge and belief that this CV correctly describes my qualifications and my experience. I understand that any willful misstatement described herein may lead to disqualification or dismissal, and/or any other disciplinary action being taken by the Authority.	