



सिटी मैनेजर्स एसोसिएशन, मध्य प्रदेश City Managers' Association, Madhya Pradesh

Room No 203, Palika Bhawan
Shivaji Nagar, Bhopal - 462016
Email: - cmamp15@mpurban.gov.in
Website: www.cmamp.com

Advt/CMA/2021/255

Date 07/12/2021

Terms of Reference (TOR)

Technical Advisor (Urban Transport) & Team Leader at State Level. (No. of Post: 01)

Job Brief:

Government of Madhya Pradesh has always been at the forefront of introducing innovation and reforms within the urban transport landscape in the State. Numbers of initiatives have been instituted to improve urban mobility. The State Government recognizes that in order to sustain economic development and rising urbanization in its cities, a more efficient approach to public transport is required.

Having regard to the same and as a first step, Government of Madhya Pradesh has decided to focus on rejuvenating urban transport across key cities in the State through interventions focused on Public Bus Transport, Road Safety, Parking, Non-Motorized Transport, Walk ability etc. Objective is to bringing back focus on citizens and their mobility needs, thereby increasing modal share of urban transport.

Qualification:

Full time degree from a government recognized university in

- M.Tech/ ME (Transport Engineering)
- M.Tech/ ME (Traffic & Transportation Planning)
- M.Plan (Transport Planning)

Required Experience:

Minimum 10 Years of Experience in field of Urban Transport Sectors.

Desirable Experience:

Should have at least 07 years of experience in Urban transport related projects in any Government/ Semi-Government/ PSU organizations.

Job Description:-

- Assist city officials in Bus Procurement Process, city level policies/reforms, prototype finalization and strategy to operate buses.
- Prepare RFP/TOR for appointment of Bus Operators, ITMS based projects, Bus Stand/Depots Bidding process, Agreement Document, supervision and monitoring.
- Preparation and Review of Comprehensive Mobility Plan, City Development Plans.
- Prepare Urban Transport Road Map for improvement in Urban Transport scenario in the state. Conceptualize master plan for transport improvement in all ULBs of the state. (State Public Transport Master plan/Regional Master plan)
- Preparation and Review of DPRs for cities as per scheme and guidelines notified by GoI and follow up with GoI for its approval.
- Implement pilot projects and all schemes Notified by Government of Indian and State Government.
- Undertake Route Rationalization planning studies in 20 cities Formulate Service Level benchmarking for the cities to follow.





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- Operationalise newly formed SPVs.
- Organize capacity building Training programs for City Level officials and SPVs
- Prepare Branding master plan of city bus system via stakeholder consultant etc.
- Prepare a Monitoring evaluation and supervision plan for city bus services and all other urban transport projects implemented.
- Review and Prepare PPP and Non PPP based tender documents related to Urban Transport.
- Identify location of Bus Stops and carry out bidding process for construction.
- Manage Company finances, account, budgeting, internal auditing, Book Maintenance, staff salaries.
- Doing all the necessary activities for achieving zero road accident in all urban local body of Madhya Pradesh.

Other Details:

- Monthly Remuneration: Upto 1,25,000/- P.M.
- Age Limit: 32-45 years (as on 01.07.2021)
- No. of Post: 01

Terms of Conditions:

1. Eligible candidates may send their application in hard copy by registered post or speed post only in prescribed Application format (available at www.cmamp.com). The application must be supported with:
 - A. **Self attested** Mark sheets (Class 10th, 12th, Graduation and Post Graduation),
 - B. Copy of Degree (**Self attested**),
 - C. Experience Certificate: From the Employer (and **self attested**) & last three payslips,
 - D. Copy of any other certificates/Awards/Achievements (**self attested**),
 - E. Copy of Resume.
 - F. Address & ID proof as mentioned in the application form.
2. Last date to receive Applications through post is 24.12.2021 till 5:30 P.M. No applications shall be entertained beyond the stipulated date and time. Incomplete applications will be rejected.
3. Separate application should be given in case the candidate is applying for **more than 1 post**.
4. Address the application, subscribing the post applied for. Hard copies without mentioning the Name of the Post Applied will not be accepted.
5. Please refer our TOR, the detailed description of qualification & experience.
6. Age, Experience and all other required qualifications will be counted as on 01.07.2021.
7. The period of experience shall be counted after obtaining the essential qualification.
8. Candidates having desirable qualification will be treated above the candidate having basic required qualification and experience.
9. The application received from the candidate will be scrutinized by a committee and only eligible candidates as recommended by the committee will be considered for interview.





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11. Shortlisting of the applications will be done on the basis of percentage of qualifying marks and period of post qualification experience.
12. Tenure: The appointment is purely on contract basis for two years, which can be further extended, depending upon the performance.
13. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in the organization or for continued contractual appointment.
14. Remuneration: The contract will entitle the contractual appointee to a consolidated monthly remuneration as mentioned in TOR. The contractual appointee will not be entitled to any other allowances, financial benefits. However, expenses relating to official travel/ lodging will be reimbursed as per TA-DA rules of CMAMP.
15. Expiry of Contract: The contract will automatically expire after two years unless renewed with mutual consent for the decided period. The contractual appointment can be terminated at anytime, by either side, by giving 30 day's notice or salary in lieu thereof.
16. The shortlisted candidate should bring their original certificates in support of his/her age, educational/ professional qualification, experience, one recent passport size coloured photograph (same as pasted on the application form) and a set of self-attested photocopies of the all relevant documents at the time of document verification, failing to which he/she will not be allowed to participate in the interview process.
17. The candidate applying in response to this advertisement should satisfy themselves regarding their eligibility in all respects.
18. No travelling or other allowances will be paid to the candidate for appearing in interview or for joining the post.
19. In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to his appointment, he/she will be liable to be removed from the service and action as deemed fit will be taken by the Appointing Authority.
20. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
21. Intimation on interview timing/ venue shall be communicated to shortlisted candidates through Email.
22. All information/ updates pertaining to this advertisement including result will be displayed on www.cmamp.com. It will be the responsibility of the applicants to keep themselves aware of the developments by visiting the website of the organization regularly.
23. Current CMAMP employees will not be eligible to apply for said post/posts.
24. Address for Correspondence:

Manager – HR
City Managers' Association (M.P.)
Room No. 203, Palika Bhavan,
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State Coordinator
CMAMP





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Advt/CMA/2021/256

Date 07/12/2021

Terms of Reference (TOR)

Senior Urban Transport Planner at State Level. (No. of Posts: 02)

Job Brief:

Government of Madhya Pradesh has always been at the forefront of introducing innovation and reforms within the urban transport landscape in the State. Numbers of initiatives have been instituted to improve urban mobility. The State Government recognizes that in order to sustain economic development and rising urbanization in its cities, a more efficient approach to public transport is required.

Having regard to the same and as a first step, Government of Madhya Pradesh has decided to focus on rejuvenating urban transport across key cities in the State through interventions focused on Public Bus Transport, Road Safety, Parking, Non-Motorized Transport, Walk ability etc. Objective is to bringing back focus on citizens and their mobility needs, thereby increasing modal share of urban transport.

Qualification:

Full time degree from a government recognized university in

- i) M.Tech/ ME (Transportation Engineering)
- ii) M.Tech/ ME (Traffic & Transportation Planning)
- iii) M.Plan (Transport Planning)

Required Experience:

Minimum 08 Years of Experience in field of Urban Transport Sectors.

Desirable Experience:

Should have minimum 03 years of experience in Urban transport assignments in any Government/ Semi-Government/ PSU organizations

Job Description:

- Assist Technical Advisor (Urban Transport) & Team Leader and transport SPV's officials in Bus Procurement process, Dry run, trial run and commercial run and efficient operations of buses and Formulate Strategy towards for operation of buses in their city, route rationalization, Non Motorized transport and Last mile connectivity.
- Assist Technical Advisor (Urban Transport) & Team Leader in preparation of RFP/TOR for appointment of Bus Operators, Advertising, Bus Stand/Depots, Bus Stops etc in all the cities and help transport SPV's officials in Bidding, Position Bidding process, MoA signing, supervision, monitoring and implementation and carry out Dry run, trial run and commercial run.
- Identify Bottlenecks in Public Transport operations in the city and formulate improvement strategy with help of Technical Advisor (Urban Transport) & Team Leader .
- Undertake on-ground studies, surveys, prepare reports, presentations and help project implementation.





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- Identify and involve big player for Corporate Social Responsibility activities related to Public Transport.
- Draft city wise Branding Proposals, Conduct site visits for collection of data/photographs and compile information to support branding. Prepare news articles, brochures, leaflets, events etc and Monitor timely status.
- Undertake need analysis of the policy/reforms through on-ground studies, surveys and help in conceptualization policies and reforms required for strengthening Urban Transport scenario.
- Carrying out road safety audit, inspecting implementation of traffic management plan, assessing road safety and traffic management measures, as and when necessary or instructed by UADD Officials / Technical Advisor (Urban Transport) & Team Leader . Prepare comprehensive reports on such visits and disseminate among the concerned stakeholders.
- Establish Urban Transport Data Bank at State Level. Collect and update data from various cities from time-to-time. Establish public transport chapter, knowledge center, students' internship programs etc.
- Prepare a public Transport Training Calendar and conduct training programs along with site visits for state and city officials.
- Modernize Transport Section at the state with state-of-the-art infrastructure along with ITS for monitoring the cities.
- Operationalise ITS, generate MIS reports and analyze operational flaws.
- Conceptualize Branding master plan of their city system via stakeholder consultant, etc.
- Negotiate and finalize terms and conditions with banks for financial assistance in procurement process.
- Responsible for conduction of Board of Directors meeting and strengthening of SPV as per requirement.
- Manage all the allied and miscellaneous activities related to SPV.

Other Details:

- Monthly Remuneration: Upto 1,00,000/- Per Month
- Age Limit: 30-45years (as on 01.07.2021)
- No. of Post: 02

Terms of Conditions:

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D.Copy of any other certificates/Awards/Achievements (self attested).

E.Copy of Resume.

F.Address & ID proof as mentioned in the application form.

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8. Candidates having desirable qualification will be treated above the candidate having basic required qualification and experience.
9. The application received from the candidate will be scrutinized by a committee and only eligible candidates as recommended by the committee will be considered for interview.
10. Mere admission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/ her right to be called for interview.
11. Shortlisting of the applications will be done on the basis of percentage of qualifying marks and period of post qualification experience.
12. Tenure: The appointment is purely on contract basis for two years, which can be further extended, depending upon the performance.
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