

# National Institute of Governance and Urban Management

(An autonomous Institution of established by the Government of Madhya Pradesh)

**Camp Off: Directorate of Urban Administration and Development  
Palika Bhawan, Shivaji Nagar, Bhopal - 462016**

## 1. About NIGUM

**NIGUM** is an autonomous institute, established under the Societies Act by the Government of Madhya Pradesh. **NIGUM** aspires to become a leading regional training hub and knowledge centre for urban sector training, research and consultancy in the country. Its mission is to; *“Promote excellence in urban areas through responsive, transparent, accountable and inclusive urban governance”*.

To achieve its mission, NIGUM aims to synthesize competencies of urban professionals, promote innovative practices and contribute to infusion of scientific temper among them.

## 2. Major Objectives

- To act as a catalyst institution to promote professionalism and offer a venue for public discourse on innovation, public policy (formulation and implementation) and problem solving in urban governance and management;
- To share knowledge, information and experience in decentralization, good urban governance and municipal management and human settlement practices and also to act as knowledge hub and think tank;
- To undertake and/or commission interdisciplinary social science research studies, seminar, workshop with a view to improving efficiency and effectiveness of urban services.
- Deepening managerial, technical and analytical skills through professional education, specialized courses and training to urban managers, leaders, urban sector institutions and para-statal organization.
- To attract, nurture and harness the young intellectual capital for the cause of strengthening urban development systems, governance and management through interns scheme
- Networking amongst training, research and academic institutions within and beyond the country for sharing of information and best practices.

## 3. Positions to be filled purely on contractual basis

Sl. No.	Position	Presentably Required	Emoluments/month
1.	Executive Assistants	02	25,000
2.	MIS Assistant	01	24,000
3.	Accountant	01	20,000
4.	Office Assistant cum Data Entry Operator	02	18,000
5.	Office Support Staff	02	6,500/-
	Total	08	

## 4. Eligibility, Short Listing and Interview of Candidates

- 4.1 Maximum Age limit for all positions is 40 year as on 1st January 2015.
- 4.2 Retired persons can also apply and the maximum age for them shall be 65 yrs.
- 4.3 For each position on the basis of application received, number of professional to be called for interview will be determine by the scrutiny committee on the basis of the qualifications and experience of the candidate. However, the number of the candidates called for Interview will not be more than seven to ten times of the required numbers of professionals.
- 4.4 Only shortlisted candidates will be called for interview and the candidates shall have to attend the interview/s on their own expense.

## 5. Job Description and Competence Profile

<b>1. Position</b>	<b>Executive Assistant</b>
<b>Purpose</b>	<b>Office Management</b>
<b>Job Description</b>	<ul style="list-style-type: none"> <li>▪ Report to Registrar</li> <li>▪ Manage and Maintain files related to administration and personnel</li> <li>▪ Prepare and edit correspondence, communications, presentations and other documents</li> <li>▪ File and retrieve documents and reference materials</li> <li>▪ Manage and maintain executives schedules, appointments and travel arrangements</li> <li>▪ Arrange and coordinate meetings and events</li> <li>▪ Record, transcribe and distribute minutes of meetings</li> <li>▪ Monitor, respond to and distribute incoming communications</li> <li>▪ Answer and manage incoming calls</li> <li>▪ Receive and interact with incoming visitors</li> <li>▪ Interact with external clients</li> <li>▪ Co-ordinate project-based work</li> <li>▪ Supervise and train lower level staff</li> <li>▪ Perform any other responsibility entrusted by the Registrar &amp; Director.</li> </ul>
<b>Competence Profile</b>	<ul style="list-style-type: none"> <li>▪ A bachelor degree in social sciences or an MBA, with at least 5 years experience providing support at the executive level and proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite</li> <li>▪ Knowledge of standard office administrative practices and procedures</li> <li>▪ Organizational planning and communication skills</li> <li>▪ Information gathering and information monitoring skills</li> <li>▪ Takes initiative and maintains confidentiality</li> <li>▪ Attention to detail and accuracy</li> </ul>
<b>2 Position</b>	<b>MIS Assistant</b>
<b>Purpose</b>	MIS and e-Governance
<b>Job Description</b>	<ul style="list-style-type: none"> <li>▪ Report to Registrar and Financial Controller</li> <li>▪ Complete Fluency in Written and Spoken English and well versed be very good with building and maintaining MIS reports. This requires excellent skills especially in Excel.</li> <li>▪ The role would be to assist the Director/Registrar in all aspects of work. Following up on polices and directions and response, following up on account and finance related matters, Mail Merge, Email Campaigns etc.</li> </ul>

<b>Competence Profile</b>	<ul style="list-style-type: none"> <li>▪ MCA with at least 3 years experience in providing support at the executive level and proficient in computer skills having in-depth knowledge of relevant software such as MS Office</li> <li>▪ Knowledge of standard office administrative practices and procedures</li> <li>▪ Organizational planning and communication skills</li> <li>▪ Information gathering and information monitoring skills</li> <li>▪ Takes initiative and maintains confidentiality</li> <li>▪ Attention to detail and accuracy</li> </ul>
<b>3 Position</b>	<b>Accountant</b>
<b>Purpose</b>	Budget and Accounts keeping and financing management
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Apply accounting principles and practices of accounting, budgeting and/or other fiscal functions.</li> <li>• Preparation of Pay Bulls and personal claims of employees</li> <li>• Reconciliation of accounting reports.</li> <li>• Examination of various financial statements for accuracy, completeness and conformance to guidelines.</li> <li>• maintenance of appropriation and other subsidiary ledgers</li> <li>• Obtaining approval of payments</li> <li>• Preparation of financial statements and reports</li> <li>• Assistance in financial analysis and closure of accounting records</li> <li>• Other responsibility entrusted by the Accounts/Finance Officer.</li> </ul>
<b>Competence Profile</b>	<ul style="list-style-type: none"> <li>• A Bachelor Degree in Commerce, with least 3 years experience providing support at the executive level and proficient computer skills and in-depth knowledge of relevant software used in financial planning and management.</li> <li>• Knowledge of standard office financial and administrative practices and procedures.</li> <li>• Organizational planning and communication skills</li> <li>• Information gathering and information monitoring skills</li> <li>• Takes initiative and maintains confidentiality</li> <li>• Attention to detail and accuracy</li> <li>• Preference will be given to those who are aware of functioning of an Organization registered under Society Acts.</li> </ul>
<b>4. Position</b>	<b>Office Assistant cum Data Entry Operator</b>
<b>Purpose</b>	Data entry, Word Processing, internet and other Computer related work
<b>Job Description</b>	<p>As the Office Assistant and Data Entry Operator, S/he will;</p> <p>Report to the Registrar;</p> <ul style="list-style-type: none"> <li>• Operate and monitor computer and peripheral equipment to include; printers, scanners, photocopiers, and FAX;</li> <li>• Observe operation of equipment, control panels, error lights, verification printouts, error messages, and faulty output;</li> <li>• Receives Information from Faculty and administration for data entry, typing job and other computer related work;</li> <li>• Remove and distribute computer output;</li> <li>• Serve as liaison between technical and non-technical staffs to resolve issues;</li> <li>• Document computer problems and resolutions for future reference;</li> <li>• Receives and responds to officers enquiries related to information;</li> <li>• Updates and enters data into the data processing system and prints copies, if required;</li> <li>• Provides a variety of clerical and administrative support to the Faculty and Administration as necessary;</li> <li>• Maintain confidentiality &amp; security with regard to the information being processed, stored or accessed; and</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide on-the job-training to the ULB staff and computer orientation to the newly recruited staff.</li> </ul>
<b>Competence Profile</b>	<ol style="list-style-type: none"> <li>1. Graduate in any subject with a minimum of three year of experience in office management, preferably in urban sector.</li> <li>2. Basic knowledge of office procedures and record keeping</li> <li>3. Knowledge of computer system backup requirements and procedures.</li> <li>4. Ability to initialize and operate computer hardware and software systems.</li> <li>5. Comprehensive knowledge of data processing packages like Microsoft Office</li> <li>6. Bilingual (Hindi and English) Typing Skill</li> </ol>
<b>5 Position</b>	<b>Office Support Staff</b>
<b>Purpose</b>	An office support employee will be responsible for providing clerical, secretarial as well as administrative support to the organization. The responsibility also includes assisting administrative team if any problems arise and resolving issues after identifying them.
<b>Job Description</b>	<ul style="list-style-type: none"> <li>▪ This job entails constituting email services or serves for the purpose of handling issues.</li> <li>▪ Assist in all kind of work at the office.</li> <li>▪ He/she Should work efficiently under the guidance and supervision of immediate reporting officer/staff</li> <li>▪ Good knowledge of office tools</li> <li>▪ Good communication skill</li> <li>▪ Knowledge of office standard office administrative practices and procedures</li> <li>▪ Takes initiative and maintains confidentiality</li> <li>▪ Upkeep several records, as well as reports</li> <li>▪ Basic knowledge of computer and receiving telephone calls and guest'.</li> </ul>
<b>Competence Profile</b>	<ul style="list-style-type: none"> <li>▪ Minimum High School &amp; Minimum Intermediate or Higher Secondary Pass with a minimum of five years of experience in office management.</li> <li>▪ Basic knowledge of office procedures and record keeping</li> <li>▪ Knowledge of computer system backup requirements and procedures.</li> <li>▪ Ability to initialize and operate computer hardware and software systems.</li> <li>▪ Comprehensive knowledge of data processing packages like Microsoft Office</li> <li>▪ Reading and Writing ability in Hindi and English language.</li> </ul>

## 6. Termination

Appointment on contractual basis under this project can be terminated by giving three months notice by either side.

## 7. How to Apply: Instructions for Applicants

- Application** on plain paper clearly mentioning the **Post** applied for and name of the Position with candidate's signature, complete postal addressed, email id and Mobile number to: **Registrar**, National Institute of Governance and Urban Management, Directorate of Urban Administration & Development, Palika Bhawan, Shivaji Nagar, Bhopal-462016.

- II. Paste a recent passport size self attested photograph at the right margin of the application.
- III. Separate application should be given in case the candidate is applying for **more than 1 post**.
- IV. Attach following documents with application:-
  - a. A hand written sheet explaining his/her suitability for the post applied in not more than 150 words.
  - b. Detailed CV explaining academic qualification, work experience and other relevant information as they deem fit.
  - c. **Marksheets** (Class 12th, Graduation and Post Graduation), (**Self attested**)
  - d. Copy of **Degree(s)** (**Self attested**)
  - e. **Experience certificate(s)**: From the Employer (**Self attested**)
  - f. Copy of any other **Certificates/ Awards/Achievements** (**Self attested**)
- V. Mention clearly the name of the cell in which you are applying for on the right margin of the envelope.
- VI. Demand Draft (DD) of Rupees Five Hundred for General Category candidates and Rupees Two Hundred Fifty for OBC/SC/ST candidates of Nationalized Bank in favor of Director, National Institute of Governance and Urban Management, Bhopal must be attached with the application otherwise application shall be rejected.
- VII. Application should be sent through "Registered Post" or can be dropped in sealed box kept at NIGUM's Office for submitting applications. The last date of receiving application is 22/04/2015 till 5 PM.
- VIII. The said office shall not be liable to acknowledge the receipt of applications received later than dated and time mentioned above.