

Pune Metropolitan Region Development Authority, Pune

Requires

Skilled & Experience Professional For Pune Metropolitan Region Development Authority, Pune On contractual Basic Through Sumeet Facilities Ltd. Chinchwad Pune

Sr. No	Department Name	Name of the post	Required number	Eligibility	Experience and nature of work	Salary (CTC)
1	Office of the Metropolitan Commissioner	Executive Assistant to the Metropolitan Commissioner	01	<p>Qualification :- Degree of any discipline with Recognized and Reputed University with minimum Higher Second Class.</p>	<p>Age limit:- (Minimum age 18 years and maximum age as per prevailing norms of the Government of Maharashtra) Experience - Minimum 5 years</p> <ol style="list-style-type: none"> 1. Must have knowledge of Government procedures, rules and regulations. Knowledge of MS Word, Excel and Power Point Presentation (PPT), etc. 2. Must have adequate documentation and technical writing skills. 3. Able to communicate confidently with senior IAS officers. 4. Professionalism in English, Marathi and Hindi languages is required. <p>The nature of the work to be done in the authority office:-</p> <ol style="list-style-type: none"> 1. Assisting Metropolitan Commissioner in research and analysis for various strategic initiatives. 2. Coordinating with various Government departments as per the Commissioner's directives. 3. Able to coordinate with the Secretariat of the Ministry and Government of India. 	45,000/-
2	Planning Department (२००० Watt carbon neutral Project)	Senior project consultant	01	ME/M.Tech (Construction Technology)	<p>Age limit:- (Minimum age 18 years and maximum age as per prevailing norms of the Government of Maharashtra) Experience - At least 10 years</p>	90,000/-

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3	Administration Department	Assistant Public Relation Officer	01	Degree or Diploma in Mass communication or Journalism from Recognized and Reputed University	<p>Age limit – 30 - 45 Years</p> <p>Experience - At least 5 Years of experience of working as Public Relation Officer for Reputed Institution or experience of working in Media House..</p> <p>The nature of the work to be done in the authority office -</p> <ol style="list-style-type: none"> 1. Organizing a press conference and interacting with journalists. 2. Creating a press note, broadcasting it and ensuring maximum coverage. 3. Coordinating with various newspaper offices to promote PMRDA's goals, projects and PMRDA strategic decisions. 4. Creating new social media accounts if they don't exist. 5. Managing social media pages / channels. 6. Creating creative strategies for broadcast, social tools /media with content design (Facebook, Instagram, YouTube channel, Twitter, email, SMSe). 7. Providing design support for creative post / creative templates, audio video for celebrations on special occasions. 8. Creating competitions and questionnaires to increase Citizen's engagement and participation. 9. Coordinating with the Heads of Departments of the respective departments to write the correct information. 10. Reporting on social media / media. 11. Citizens' problem analysis comments / social media feedback. 12. Preservation of the article related to the PMRDA published in the newspapers for review. 	40,000/-

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					<p>13. Co-ordinate all the work related to the website.</p> <p>14. To do the tasks assigned by the seniors.</p> <p>15. Creating a media-related SOP.</p> <p>16. Implement an advertising policy set by the Office.</p>	
4	Legal department	Law Officer	01	10 Years	<p>Age limit:- (Minimum age 18 years and maximum age as per prevailing norms of the Government of Maharashtra) L.L.B. Must have 10 year legal / legal work experience related to all the matters relating to the Maharashtra Regional Town Planning Act, 1966, as well as civil and criminal code.</p>	75,000/-
5	Development Permission	Assistant Architect	04	<p>Qualification: Degree in Architecture from Recognized and Reputed University with minimum Higher Second Class and Certificate course in computer preferably MSCIT.</p>	<p>Age limit:- (Minimum age 18 years and maximum age as per prevailing norms of the Government of Maharashtra) Experience: At least 3 Years experience working with any Government Project, Reputed Construction Firm or with Reputed Architectural Firm. The nature of work to be done in the Authority office -</p> <ul style="list-style-type: none"> • Scrutiny of the Building Permissions Proposals to be sanctioned by PMRDA. • Scrutiny of the Layouts submitted to PMRDA. • Preparing replies to various references Received by the Government Site visits for issuing plinth & completion certificate 	40,000/-
	Development Permission			<p>Qualification: H.S.C. & 100-120 WPM for English & Marathi, Shorthand 40 WPM for English and Marathi Typing, and MS-CIT.</p>	<p>Age limit:- (Minimum age condition is 18 years and maximum age as per prevailing norms of the Government of Maharashtra) Experience:- At least 5 Years of experience as a Stenographer in Government / Semi Government Undertaking or with a Private Firm.</p>	25,000/-
6	Land and Estate Department	Stenographer	02			

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					<p>The nature of work to be done in the Authority office</p> <p>-</p> <p>Creating presentations, presenting information about power and citizen's charter related tasks, performing all types of typing, planning of senior officer meetings and tour events, coordinating with other departments, offices, etc.</p>	
7	Fire Department	Sub Fire Officer	02	<p>(C) The candidate should be a graduate of any branch.</p> <p>(D) Must have advanced Diploma in Fire Engineering from National Fire Service College, Nagpur, or Membership Examination (MI) Institute of Fire Engineers (United Kingdom) or Fellow Member of Institute of Fire. Graduated from the Institute of Engineers (United Kingdom)</p> <p>(H) The Certificate on Computer Handling, as prescribed by the Directorate of Information Technology, Government of Maharashtra from time to time, will be required to pass the examination.</p> <p>(I) Heavy Driving License Required.</p>	<p>Age limit:- (Minimum age 18 years and maximum age as per prevailing norms of the Government of Maharashtra)</p> <p>Experience:- 1) government / semi government / corporation / Special Planning Authority as Fire Officer of the Fire Brigade in the 15 years experience of the Regional Fire Officer (Class 1) or the post may have at least 07 years of work</p> <p>Or</p> <p>2) The candidate should have good knowledge of Maharashtra Fire Prevention and Biosecurity Remedies Scheme Act II and Rule 19 Development Control Rules as well as National Construction Code.</p> <p>3) Candidate must have experience of handling certificate and is working to independently government / semi government / corporation / institution in the special planning authorities and the state fire prevention measures jivasanrakshka Act of 2006 to implement the terms of the prevention of fire and life preserver.</p> <p>General terms of appointment:-</p> <p>1) Knowledge of Marathi is essential in order to do administrative work through Marathi language. (Writing, reading and speaking)</p> <p>2) Physical Qualification:- Candidate should have a healthy and strong body for the administrative and operational work of the fire department.</p>	39,351/-

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8	Fire Department	Driver Operator	10	१. Minimum SSC Passed २. A fire course should be passed by the State Fire Training Center, Government of Maharashtra, Mumbai. 17. Must have knowledge of Marathi. 18. Must have a valid heavy driving license.	Age limit:- the minimum age limit of 18 years and maximum age of completed Director, Maharashtra Fire Services Directorate, Mumbai prevailing rules Physical Qualification: A) Height - 165 cm B) Chest - approx 81 cm Inflate 5 cm C) Weight - At least 50 kg D) Vision - Good	22,827/-
9	Fire Department	Fireman	30	१. Candidate should have at least SSC. passed. २. Candidate should have passed the fireman's course of State fire training center, Government of Maharashtra, Mumbai ३. Must have knowledge of Marathi. ४. Must have a valid heavy driving license. 19. MSCIT Should have passed.	Age limit:- the minimum age limit of 18 years and maximum age of completed Director, Maharashtra Fire Services Directorate, Mumbai prevailing rules Physical Qualification: A) Height - 165 cm B) Chest - approx 81 cm Inflate 5 cm C) Weight - At least 50 kg D) Vision - Good	20,775/-

Interested candidates for the Post 1 to 6 Mentioned above should walk in interview At S.No. 152/153, Maharaja Sayajirao Gaikwad Udyog Bhavan, Aundh, Pune,-07 On 4th floor, Pune Metropolitan Region Development Authority, Pune. On 20th Nov 2019 at 11.00 am. And For The Post 7 to 9 On 20th Nov 2019 at 01.00 pm.(To submit required documents)

Pune
Date 11/11/2019

Hon. Metropolitan Commissioner
And Chief Executive Officer
Pune Metropolitan Region Development Authority, Pune.