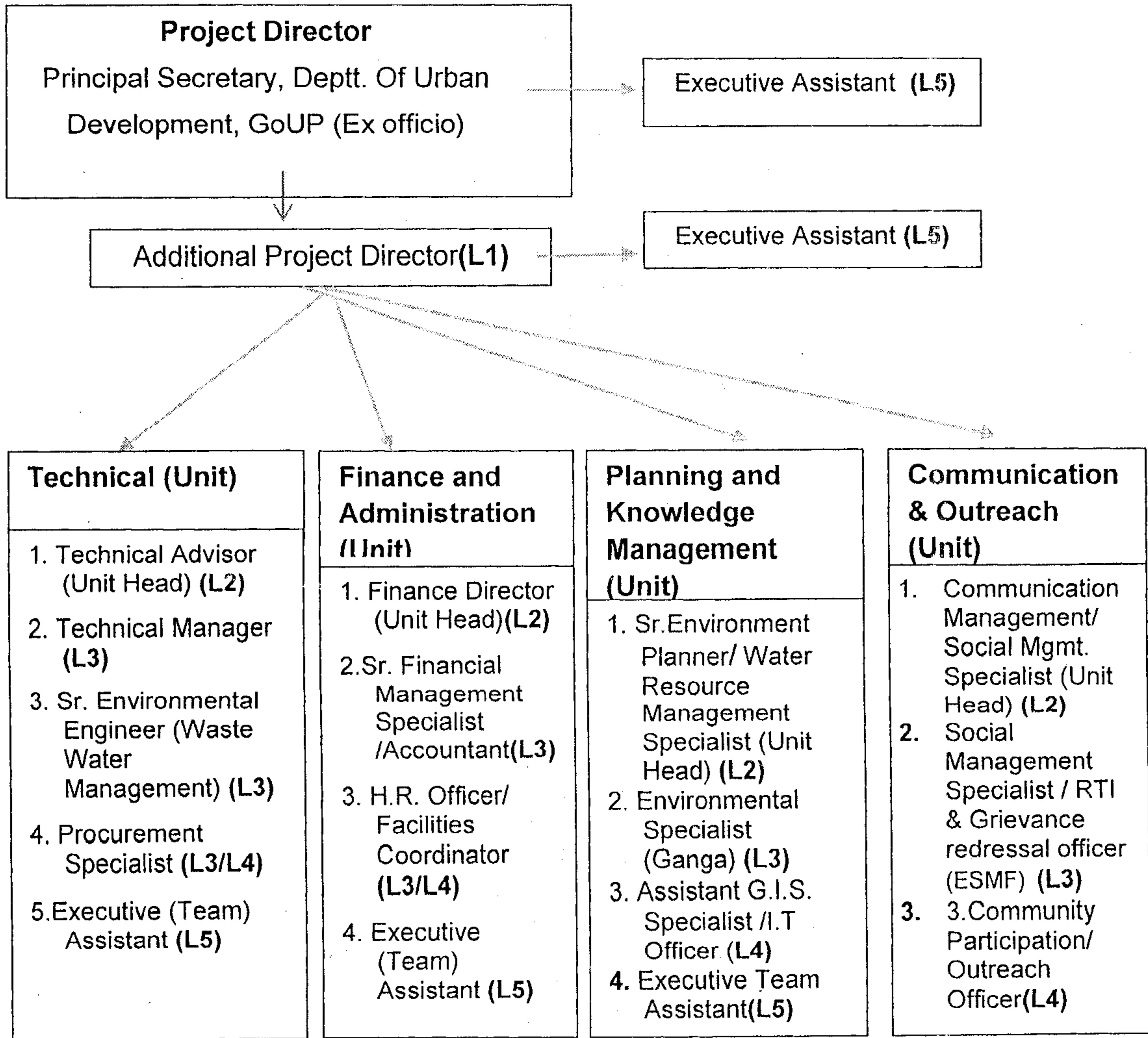


कार्यालय-ज्ञाप

‘राष्ट्रीय गंगा नदी संरक्षण प्राधिकरण’ के अन्तर्गत ‘उत्तर प्रदेश राज्य गंगा नदी संरक्षण प्राधिकरण’ के कार्यों के नियोजन, अनुश्रवण सम्पादन एवं सम्पादित कार्यों की सम्परीक्षा हेतु ‘उत्तर प्रदेश राज्य गंगा नदी संरक्षण अभिकरण’ का गठन किया गया है। नेशनल मिशन क्लीन गंगा (NMCG) (NGRBA) पर्यावरण एवं वन मंत्रालय, भारत सरकार के आफिस मेमोरेण्डम संख्या-A-11012/2/2011, दिनांक- 02 मई, 2012 में दिये गये दिशा-निर्देशों के क्रम में ‘उत्तर प्रदेश राज्य गंगा नदी संरक्षण अभिकरण’ के कार्यालय से सम्बन्धित कार्यों के सुचारू रूप से निष्पादन किये जाने हेतु अतिरिक्त परियोजना निदेशक (लेवल-एक) को विशेष सचिव के वेतनमान ग्रेड पे-रू0 8900/- एवं Vertical Heads के 4 पदों को संयुक्त सचिव के वेतनमान (ग्रेड पे रू0 8700) में सृजित कर प्रतिनियुक्ति से तैनाती करने तथा शेष Level-3, 4, 5 के 14 पदों को सेवा प्रदाता के माध्यम से संविदा पर भरने की निम्नलिखित शर्तों एवं प्रतिप्रबन्धों के अधीन निम्नांकित 19 पदों के सृजन एवं Pay Range निर्धारित किये जाने की श्री राज्यपाल एतद्वारा सहर्ष स्वीकृति प्रदान करते हैं :-

PROPOSED ORGANIZATIONAL STRUCTURE FOR UP SGRCA (SPMG Category-A)



SPMG (UPSGRCA) STAFFING

Directorate

Position	Job Description	Qualification	Mode of Recrtd.	Level
Project Director	<ul style="list-style-type: none"> • Overall responsibility for SPMG's implementation of NGRBA program (including investments) in the state • Senior-level coordination with SGRCA and other state and local institutions 	<ul style="list-style-type: none"> • Principal Secretary (Nodal Department) 	Additional Work	Ex officio
Additional Project Director (Official of State/State PSU not below the Rank of Joint Secretary of the State)	<ul style="list-style-type: none"> • Day-to-day operations of SPMG • Communications and reporting to SGRCA and other stakeholders. • Overall responsibility for staff and task management of Planning & Knowledge Unit, and Technical Unit of SPMG. • Identification of bottlenecks and facilitating their solution. • Close and continuous communications with all functional wings and key stakeholders at central/state levels and with development partners. 	<ul style="list-style-type: none"> • amongst officers of the rank of Chief Engineer, not below the rank of Senior Superintending Engineer from (U.P. Jal Nigam/ P.H.E. Deptt. of any Govt./ Semi Govt.) will be appointed by the Department of Urban Development, GOUP or any Official of State Govt. not below the Rank of Joint Secretary of the State • Proven track record for having managed multi-disciplinary projects and staff in public sector. 	On Deputation	L 1
Executive Assistant (2 Nos,)	<ul style="list-style-type: none"> • Executive assistance to PD & APD • Team assistance to Technical Unit • Facilitating communications and reporting 	<ul style="list-style-type: none"> • Graduate with 4 years relevant experience, including as program assistant • Good computer skills (esp. with common Office programs for word processing, spreadsheets, presentations, internet searches) • Good typing and communications skills 	on contract basis	L 5

Technical Unit

Position	Job Description	Qualification	Mode of Recrtd.	Level
Technical Advisor (Unit Head) (Official from State Govt./PSU)	<ul style="list-style-type: none"> • Overall responsibility for technical, knowledge and planning aspects of NGRBA program in the state • Overall responsibility for staff and task management of planning & Knowledge Unit, and Technical Unit of SPMG • Identification of bottlenecks and facilitation their resolution • Close and continuous communication with all functional wing and key stakeholders at central/state levels and with development partners 	<ul style="list-style-type: none"> • Preferably Chief Engineer from Govt./PSU but not below the rank of Superintending Engineer. • Civil Engineering Graduate with 20years' experience in Public Health Engineering. • Strong technical management skills • Proven track-record for having managed multi-disciplinary projects and staff in the public sector • Strong communication skills (written and verbal/presentation) • Track record of innovative thinking 	On Deputation	L 2

Technical Manager	<ul style="list-style-type: none"> • Lead the technical activities of NGRBA pertaining to planning, investments preparation, and implementation • Close collaboration with state level implementation institutions • Responsibility for staff and task management of the Technical Unit 	<ul style="list-style-type: none"> • Civil Engineering degree with 10 years relevant experience in planning and execution of large-scale & long-term infrastructure investments program like municipal waste water & River Pollution abatement works. • Track record of delivering outputs 	<ul style="list-style-type: none"> • on contract basis 	L 3
Sr. Environmental Engineer (wastewater management)	<ul style="list-style-type: none"> • Conduct technical review and provide guidance on planning and preparation of municipal and industrial wastewater investment proposals • Review and provide guidance on sewerage networks aspects of investment design and implementation, including networks maintenance, coverage, house connections, etc. 	<ul style="list-style-type: none"> • Civil Engineering / Environmental Engineering degree with 10 years experience in wastewater management, preferably in project preparation and execution • At least one should have experience in sewerage networks 	<ul style="list-style-type: none"> • on contract basis 	L 3
Procurement Specialist	<ul style="list-style-type: none"> • Ensuring that ensuring all NGRBA procurement as per agreed guideline • Developing and using effective system (including related information management, monitoring, and reporting) for procurement under the NGRBA program • Facilitation (including appropriate training) of staff of central, state and other agencies implementing NGRBA activities, on procurement arrangements 	<ul style="list-style-type: none"> • Graduate degree in Material management/Engineering with 10 years relevant experience • Strong skills in procurement, especially in government agencies • Experience with working on procurement aspects of World Bank project desirable 	<ul style="list-style-type: none"> • on contract basis 	L3/L4
Executive Assistant	<ul style="list-style-type: none"> • Team assistance to Technical Unit • Facilitating communications and reporting 	<ul style="list-style-type: none"> • Graduate with 4 years relevant experience, including as program assistant • Good computer skills (esp. with common Office programs for word processing, spreadsheets, presentations, internet searches) • Good typing and communications skills 	<ul style="list-style-type: none"> • on contract basis 	L 5

FM & HR Unit

Position	Job Description	Qualification	Mode of Recrutt.	Level
Finance Director (Unit Head) (Official from State Govt./PSU)	<ul style="list-style-type: none"> • Responsible for all financial management , accounting, disbursements and audits of the NGRBA program • Responsibility for staff and task management of the FM, Admin.& HR Unit 	<ul style="list-style-type: none"> • Relevant degree with 15 years relevant experience in financial management in government 	On Deputation	L2



Sr. Financial Management Specialist/Accountant	<ul style="list-style-type: none"> Assist in financial management, accounting, and disbursements Facilitate audits and address issues raised in audit reports Developing and using effective systems for financial management (including related information management, monitoring, and reporting) for the NGRBA program compatible with government systems Facilitation (including appropriate training) of Central and State NGRBA-related staff on financial management arrangements 	<ul style="list-style-type: none"> Finance/MBA or equivalent degree with 10 years relevant experience Strong skills with financial management Experience working with government FM systems Experience with working on financial management aspects of World Bank projects desirable 	on contract basis	L3/L4
HR Officer/Facilities Coordinator	<ul style="list-style-type: none"> Responsible for all aspects of staffing/HR of PMG Responsible for all facilities management in SPMG, including building, utilities, security, communications and vehicles 	<ul style="list-style-type: none"> MBA in HR with 8 years relevant experience in HR preferably as lead officer in an organization relevant experience in facilities management 	on contract basis	L3/L4
Executive Assistant	<ul style="list-style-type: none"> Team assistance to Technical Unit Facilitating communications and reporting 	<ul style="list-style-type: none"> Graduate with 4 years relevant experience, including as program assistant Good computer skills (esp. with common Office programs for word processing, spreadsheets, presentations, internet searches) Good typing and communications skills 	on contract basis	L5

Planning & Knowledge Management Unit

Position	Job Description	Qualification	Mode of Recrftt.	Level
Sr. Environment Planner/Water Resource Management Specialist (Unit Head) (Official from State Govt./PSU)	<ul style="list-style-type: none"> Technical leadership of planning and knowledge functions of SPMG (including water quality management, wetland/biodiversity management, environment flows) Responsibility for staff and task management of planning & Knowledge Unit of SPMG Lead the annual investment planning function of NGRBA <p>Close collaboration with central and state NGRBA implementation and partner agencies</p>	<ul style="list-style-type: none"> Relevant degree with 15 years' experience in environmental or water resources planning, and some experience in infrastructure planning. 	On Deputation	L2
Environment Specialist (Ganga)	<ul style="list-style-type: none"> Lead the development of knowledge base on diverse environmental aspects of the Ganga with specific focus on assessment and conservation of aquatic biodiversity and other environmental assets such as floodplains and marshlands 	<ul style="list-style-type: none"> Relevant degree with 10 years' experience in environmental management, preferably with specialization in conservation biology. 	on contract basis	L3
Assistant GIS Specialist /IT Officer	<ul style="list-style-type: none"> Develop comprehensive Geographic Information System for Ganga basin, including on topography, 	<ul style="list-style-type: none"> Relevant degree with 6 years' experience in GIS 	on contract basis	L4

	<p>terrain, climate, landuse/ landcover, surface and groundwater, wetlands, water quality, administrative, and other aspects</p> <ul style="list-style-type: none"> • Collate existing spatial datasets and undertake/supervise development of new spatial datasets • Help contribute to reporting, knowledge product generation, analysis, and website development through mapping, spatial visualization of attribute data, and spatial analysis 			
Executive Assistant	<ul style="list-style-type: none"> • Team assistance to Technical Unit • Facilitating communications and reporting 	<ul style="list-style-type: none"> • Graduate with 4 years relevant experience, including as program assistant • Good computer skills (esp. with common Office programs for word processing, spreadsheets, presentations, internet searches) • Good typing and communications skills 	on contract basis	L 5

Communication & Outreach (Unit)

Position	Job Description	Qualification	Mode of Recrtt.	Level
Communication Management/ Social Management Specialist (Unit Head) (Official from State Govt./PSU)	<ul style="list-style-type: none"> • Lead communications efforts in NGRBA (internal and external) • Work closely with other NGRBA units and staff to promote effective strategic communication and facilitating shared vision development and awareness building • Responsibility for staff and task management of the Communications Unit 	<ul style="list-style-type: none"> • Degree in Mass Media/ Journalism/ Event Management with 15 years relevant experience in leading (planning and executing) communications on a national program 	On Deputation	L 2
Social Development Specialist/RTI & Grievance Redressal Officer (ESMF)	<ul style="list-style-type: none"> • Responsible for implementation and monitoring of Environmental and Social Management Framework implementation – social aspects, including resettlement • Highlight upcoming problems and work towards their resolution • Maintain close contact with local communities, media reports, and environmental NGOs to solicit feedback for improvement • Responsible for NGRBA program's compliance with RTI Act • Responsible for proper functioning of the NGRBA's Grievance Redressal system 	<ul style="list-style-type: none"> • Degree in Mass Media/ Journalism/ Event Management with 10 years' experience in social management, preferably in infrastructure projects 	on contract basis	L 3
Community Participation/ Outreach Officer	<ul style="list-style-type: none"> • Working with guidance from Communications Manager, lead public outreach activities of NGRBA • Develop materials for public awareness on key environmental issues 	<ul style="list-style-type: none"> • P.G. Degree in Social Science/ Psychology with 8 years relevant experience in community outreach activities 	on contract basis	L 4

	<ul style="list-style-type: none">• Organize events (physical or online) to stimulate public participation (e.g. competitions, discussion forums)• Work closely with knowledge base, modeling, and communications staff to develop materials (especially multi-media materials like films) to improve public awareness			
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2. **Pay Range** (As per NMCG Letter No. A-11012/2/2011, Dt. 02.05.2012)

L1	Rs. 1.0-1.5 Lakhs/month	Minimum Exp.	15 Years or More
L2	Rs.0.80-1.1 Lakhs/month		10 Years or More
L3	Rs. 0.70-1.0 Lakhs/month		8 Years or More
L4	Rs. 0.40-0.70 Lakhs/month		6 Years or More
L5	Rs. 0.20-0.35 Lakhs/month		4 Years or More

3. अभिकरण के उक्त पदों पर होने वाले व्यय का वहन भारत सरकार व उत्तर प्रदेश सरकार द्वारा क्रमशः 70 व 30 के अनुपात में किया जायेगा।

4. यह आदेश वित्त विभाग के अशासकीय संख्या-ई-8-2068/दस-12, दिनांक-12.12.2012 में प्राप्त उनकी सहमति से निर्गत किये जा रहे हैं।

भवदीय,
(प्रवीर कुमार)
प्रमुख सचिव।

संख्या एवं दिनांक तदैव।

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

1. निजी सचिव, मा. नगर विकास मंत्री जी, उत्तर प्रदेश।
2. निजी सचिव, मुख्य सचिव, उत्तर प्रदेश शासन।
3. सचिव, नेशनल मिशन क्लीन गंगा (NMCG) (NGRBA) पर्यावरण एवं वन मंत्रालय, भारत सरकार, नई दिल्ली।
4. प्रमुख सचिव, वित्त/नियोजन/पर्यावरण/नियुक्ति विभाग, उ.प्र. शासन।
5. निजी सचिव, परियोजना निदेशक/प्रमुख सचिव, नगर विकास विभाग, उत्तर प्रदेश शासन।
6. निजी सचिव, अतिरिक्त परियोजना निदेशक/विशेष सचिव, नगर विकास विभाग, उत्तर प्रदेश शासन।
7. निदेशक, स्थानीय निकाय, उत्तर प्रदेश, लखनऊ।
8. प्रबन्ध निदेशक, उत्तर प्रदेश जल निगम, लखनऊ।
9. तकनीकी अधिकारी, उत्तर प्रदेश राज्य गंगा नदी संरक्षण अभिकरण, 2-लाल बहादुर शास्त्री मार्ग, लखनऊ।
10. तकनीकी अधिकारी, नगर विकास विभाग (गंगा सेल)
11. गार्ड फाइल/कम्प्यूटर सेल।

आज्ञा से, 13/12/2012
(श्रीप्रकाश सिंह)
विशेष सचिव।