

Municipal Corporation Patiala

PUBLIC NOTICE FOR CONTRACTUAL ENGAGEMENT OF PROJECT COORDINATORS

1. POSITION DETAILS

Designation	No. of Posts	Monthly Remuneration	Age Limit	Contract Duration
Project Coordinator	5	₹1,25,000 (negotiable)	Up to 45 years	1 year (extendable annually)

2. ELIGIBILITY CRITERIA

Educational Qualification

- Bachelor's degree (4-year) in Civil/Environmental Engineering, Urban/Regional Planning, GIS, Public Policy, Infrastructure, or SWM domains.
- *Preference:* Master's degree or higher in these fields.

Experience

- Minimum **2 years** of post-qualification experience in urban/public service domains.
- **Preferred:** 3–5 years structured experience in mission-mode/government projects.
- **Exceptional merit consideration:** <2 years formal experience with proof of excellence in fellowships, publications, or innovation portfolios.

Desirable

- Functional proficiency in Punjabi.
 - Prior work with ULBs/Smart Cities/AMRUT/SBM-U, etc.
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3. MODE OF APPLICATION

Applications must be submitted through the prescribed Google Form (PDF uploads only):

- CV
 - Cover Letter (300 words max)
 - Education & Experience/Fellowship Certificates
 - Optional: Portfolio/Published work
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4. SELECTION PROCEDURE

- **Stage 1:** Document-Based Evaluation (**60 Marks**)
 - **Stage 2:** Interview Assessment (**40 Marks**)
Refer **Annexure I** for evaluation matrix.
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5. GENERAL CONDITIONS

Outlined below are the principal general conditions applicable to the contractual engagement of Project Coordinators under this recruitment notice:

- **Termination of Contract:** Either party may terminate the contract by serving one (01) month's notice or by paying one (01) month's consolidated remuneration in lieu thereof. In cases of misconduct or non-performance, the contract may be terminated without notice, subject to approval of the competent authority.
- **Place of Posting:** The selected candidates may be posted at the Municipal Corporation Headquarters or at any designated field office, project site, or ward under the jurisdiction of the Municipal Corporation Patiala, as per administrative requirement.
- **Travel and Allowances:** No Travel Allowance (TA) or Dearness Allowance (DA) shall be paid for appearing in any stage of the recruitment process or for joining the position if selected.
- **Authority to Modify Process:** The Municipal Corporation Patiala reserves full right to modify, postpone, withdraw, or cancel the recruitment process in full or in part at any stage without assigning any reason thereof.
- **Shortlisting Not Guaranteed:** Mere fulfillment of the eligibility criteria does not guarantee shortlisting or selection. The decision of the selection committee shall be final and binding.
- **Disqualification on Influence:** Any attempt to influence the selection process or canvassing in any form will lead to immediate disqualification from the selection process.
- **Jurisdiction:** All disputes arising from this engagement shall fall under the legal jurisdiction of competent courts situated in Patiala, Punjab.
- **Equal Opportunity Clause:** The Municipal Corporation Patiala is an **equal opportunity employer** and welcomes applications from individuals regardless of gender, caste, disability, religion, or socio-economic background, including those from marginalised and underrepresented communities.
- **Code of Conduct:** All personnel shall adhere to standards of ethical behavior, professionalism, and confidentiality. Disciplinary action, including termination, may be initiated for any misconduct or breach of protocol.
- **Data & Intellectual Property Rights:** All materials generated during engagement remain the intellectual property of the Municipal Corporation Patiala. Use of any non-sensitive content for academic or professional purposes is subject to prior written approval.
- **Reporting & Compliance:** Project Coordinators shall report to the Joint Commissioner or designated officer and are expected to submit monthly reports and data in approved formats. Persistent non-compliance may impact contract renewal.

- **Waitlist Validity:** MCP may retain a waitlist of suitable candidates valid for six (06) months post-selection, which may be used to fill future vacancies as per requirement.
- **Nature of Engagement:** This engagement shall be purely contractual and time-bound. It shall not, under any circumstances, confer any right, claim, or expectation of regular appointment or continued engagement beyond the terms specified.

ANNEXURE I – SELECTION MATRIX

Interview & Selection Committee Composition:

- Commissioner, MCP (Chair)
- Joint Commissioner
- Concerned Department Head (SE/Health)
- Assistant Commissioner (Establishment) – Member Secretary

Stage 1: Document-Based Evaluation (60 Marks)

Parameter	Criteria	Max Marks
Educational Qualification	PhD – 25; Master’s – 20; Bachelor’s (4-year) – 15	25
Work Experience	>5 yrs – 15; 3–5 yrs – 12; 1–2 yrs (fellowship/portfolio) – 8; <1 yr (strong evidence) – 5	15
Govt/ULB Experience	≥5 yrs – 10; 2–4 yrs – 7; <2 yrs – 5; None – 0	20

Stage 2: Interview Assessment (40 Marks)

Component	Focus Area	Max Marks
Domain Knowledge	SWM, sewerage, GIS, infra	15
Project Aptitude & Judgment	Problem-solving, field adaptability	10
Communication & Reporting	MIS, documentation, articulation	10
Motivation & Alignment	Commitment to governance and reform	5

ANNEXURE II – PERFORMANCE APPRAISAL, EXTENSION, REMUNERATION & OPERATIONAL FRAMEWORK

1. Duration of Engagement: One (01) year; renewable annually subject to maximum of three (03) years, based on appraisal.
2. Appraisal Criteria:

- A minimum appraisal score of 70% is required for continuation.
 - Subject to project requirement and financial sanction.
3. Evaluation Timeline:
 - Mid-Term Appraisal: After 6 months
 - Final Review: Before contract completion (at 11 months)
 4. Appraisal Committee Composition:
 - Joint Commissioner (Chair)
 - Concerned Department Head (e.g., Superintending Engineer/Health Officer)
 - Assistant Commissioner (Establishment)
 5. Key Performance Indicators (KPIs):

Area of Assessment	Metric Evaluated	Weightage
Project Execution	Timeliness, Quality of Deliverables	30%
Stakeholder Coordination	Liaison with Departments, Vendors, Public	20%
Documentation & MIS	Accuracy of Reports, Dashboards, Monitoring	20%
Innovation & Initiative	Problem Solving, Process Improvements	10%
Professional Conduct	Attendance, Ethics, Punctuality	10%
Compliance & Responsiveness	Adherence to Instructions, Feedback Incorporation	10%

Appraisal records shall be duly signed by the committee and shared with the incumbent. Scores below 60% may lead to non-renewal of engagement.

Appraisal Score Range Increment on Monthly Remuneration

≥90%	5%
80–89%	3%
70–79%	2%
<70%	Not eligible

Such increments shall become effective from the commencement of the renewed contract year and shall apply only to continued engagements.