



Naya Raipur Development Authority

Paryavas Bhawan, North Block, Sector-19, Naya Raipur (C.G.)

Tel:0771- 2511500, Fax: 0771-2511400, Email: ceo@nayarapur.com

No. 1122/142/CPM/EE-II/CE(Engg.)/BRTS-Bus/NRDA/2016

Naya Raipur, Dated: 25-02-2017

Appointment of Manager (Transport)

Naya Raipur Development Authority (NRDA) constituted by Government of Chhattisgarh has developed Bus Rapid Transit System (BRTS) Lite for providing connectivity between Raipur - Naya Raipur and within Naya Raipur under the **GEF/World Bank assisted Sustainable Urban Transport Program (SUTP)** by Government of India.

NRDA has established a special purpose company named “**Naya Raipur Mass Transport Ltd.**” (NRMTL) to supervise and manage the BRT Lite services. NRDA intends to select an **Individual Consultant** for appointment in the position of **Manager (Transport)** on contract as Individual Consultant to be deployed in the NRMTL.

Appointment of a Manager (Transport) on contract

Applications in the specified Application Form with updated CVs are invited from interested and eligible individuals so as to reach this office hard copies by **15th March 2017** duly signed by the applicant in each page of the Application Form,

Minimum qualification and experience and other details are given below:

1	Minimum Educational Qualification	BE/B Tech. in Civil Engineering and Post Graduate in Transport Planning/Engineering.
2	Minimum Experience	Minimum five years of which at least two years in Transport Planning/Engineering & should have exposure to BRTS and Public Bus Transport Systems.
3	Maximum Age	40 Years
4	Duration	Initial contract period for 3 years, renewable there after annually for 2 years upon satisfactory performance.
5	Location	Naya Raipur, Chhattisgarh
6	Monthly Fee	INR 60,000/- (Sixty Thousand Only)
	Out of Pocket Expenses for Transport and Communication - Per Month	INR 5,000/- (Five Thousand Only)
	Service Tax	As per application law shall be paid in addition to the above fees and out of pocket expenses.
7	Enhancement	Enhancement of 5 % (five) percent of fees and out of pocket expenses on Transport and Communications after satisfactory completion of services of a complete year, shall be made in the monthly fees over the original contract rate of monthly fees and out of pocket expenses on Transport & Communications.

- **Last date of receipt of application with updated CV in hard copies: 15th March 2017 Application and CVs received in hard copies within the last date only will be considered**

- Only shortlisted candidates will be informed and will be invited for participating in the subsequent stages of the selection process

Job Responsibility

Job responsibility of the Manager (Transport) shall include but not limited to the following:

1. The **Manager (Transport)** shall assist the Chief Operating Officer of NRMTL (COO) in coordinating all activities for successful operation and management of BRT Lite Services and Feeders Bus Services.
2. He/She shall assist the COO in Project Preparation, Project Management, Project Execution and Project Completion of all project components and sub-components related to the BRT Services.
3. He/She shall be responsible for monitoring the performance and deliverables of the operators and service providers appointed for delivery of various services.
4. He/She shall co-ordinate among consultants, officers of NRMTL and NRDA for making engineering decisions, where ambiguities or unforeseen circumstances occur.
5. He/She will act impartially, give proper and timely advice to the PIU to ensure adequate planning, design and execution without any delay, and give reasons for his recommendations and decisions when called by the COO NRMTL. He will ensure that records including those for inspection, rejection or acceptance of work / supply are being kept by the concerned and shall ensure to make available such records by the responsible persons/ agency, as may be called for by the COO, NRMTL.
6. He/She will review the service plan, the operation plan for BRTS from time to time and suggest modification/revision. He will closely supervise the services provided by various service providers engaged for operation of BRTS.
7. He/She will co-ordinate with NRDA for timely maintenance of BRT and NMT infrastructure. He will also suggest additional infrastructure required for satisfactory operation/enhancement of services.
8. He/She will co-ordinate with NRDA for implementation of Public Bicycle Sharing (PBS) scheme and shall supervise the operation.
9. He/She will be responsible for smooth co-ordination with all the concerned persons and government and other agencies for effective implementation of services.
10. He/She will ensure that the documents and reports are prepared and submitted in proper formats and timely manner by various agencies and service providers engaged for implementation and operation of BRTS and PBS scheme
11. He/She will review RFP documents/tenders for all procurements related to Bus Services and supervise bid process management.
12. He/She will ensure proper co ordination with all stake holders, ensure regular and timely communication with state and central government authorities, departments, ministries, regulatory bodies to ensure timely submission of applications for approvals, clearances and regular following up for obtaining a grant of permission / approval well in advance
13. Any other related task entrusted by the competent authority.

Contact Details

The Chief Executive Officer
Paryawas Bhawan, Capitol Complex, Sector 19,
Naya Raipur (C.G.) 492002
Tel: 0771- 2512500, (Fax) 0771-2512400,

Website: <http://www.nayaraipur.gov.in>
Email Address: ceo@nayaraipur.com

Application Form for Appointment on Contract for Manager (Transport)

S. N.	Heads	Description pertaining to the candidate
1	Name of candidate	
2	Date of Birth	
3	Permanent Address	
4	Address for correspondence	
5	Contact No.	
6	e-Mail ID	
7	Education	Graduation
		Degree Awarded
		Yr of Passing
		Name of Institute
		Percentage/GPA obtained
		Post Graduation
		Percentage/GPA obtained
		Specialization
		Yr of Passing
		Subject of dissertation
		Name of Institute
8	Work Experience (in years and Name of Project/s)	Total Working Experience
		Experience in Transport Planning/Engineering
		Experience in BRTS
		Experience in Public Bus Transportation System
		Other Experience
9	Name of present employer	
10	Present designation	
11	Present responsibilities	<i>use separate page if necessary</i>
12	Existing Salary per year in Indian Rupees	

Enclosure:

1	Enclosed updated CV duly signed	yes / no
2	Enclosed copy of salary sheet of last three months	yes / no
3	Enclose a copy of passport size recent colour photograph	yes / no

Certification:

I hereby verify that the details given above and in the enclosure is true and complete.

Date:

Place:

Signature of candidate