



Association of Municipalities and Development Authorities (AMDA)

**7/6, Sirifort Institutional Area, August Kranti Marg,
New Delhi- 110049**

Applications are invited from willing and eligible candidates for the following posts in the AMDA, as per details below:-

Name of Post	No. of Post	Age (year s)	Qualification, Experience & Pay
Director cum Secretary	1	62	<p>Essential:</p> <ul style="list-style-type: none"> i) Post graduate Degree in any discipline or equivalent ii) Minimum 10 years of experience in the field of Capacity Building & Training <p>Preference will be given to Post Graduates in Urban/Regional Planning</p> <p>(Preference for superannuated officer from Govt. of India/State Govt./Local Body/Development Authority/Public Sector Undertaking/Academic Institution/Autonomous Bodies)</p> <p>Pay/Emoluments ₹95,000/- per month (Fixed).</p> <p>Perks Leased Residential accommodation upto ₹30,000 p.m.</p>
Dy. Director cum Dy. Secretary	1	50	<p>Essential:</p> <ul style="list-style-type: none"> i) MBA and Graduation in any stream ii) Minimum 7 years of experience in Administration/Capacity Building/Urban Planning <p>Preference will be given to officers from Govt. of India/State Govt./Local Body/Development Authority/Public Sector Undertaking/Academic Institution/Autonomous Bodies</p> <p>Pay/Emoluments ₹ 80,000/- per month (Fixed).</p> <p>Perks Leased Residential accommodation upto ₹20,000 p.m.</p>
Assistant Director (Planning)	1	45	<p>Essential:</p> <p>Bachelor of Planning from a recognized University/Institute or equivalent with 5years experience in the field of Urban and Regional Planning with Post Graduate in any stream. For applicants possessing Master's Degree in Planning, the Bachelor's Degree in Planning is not essential.</p> <p>Desirable:</p> <p>Master's Degree in Urban/Regional Planning from a recognized University/ Institute.</p> <p>Preference:</p>

			Associateship/Membership of the Institute of Town Planners (India) or equivalent Pay/Emoluments ₹75,000/- p.m. (consolidated)
Assistant Director (Capacity Bldg. & Training)	1	45	Essential: Post Graduate/MBA in any Stream Five years' experience in capacity building & training including holding of Seminars/workshops etc. Pay/Emoluments ₹75,000/- p.m. (consolidated)
Sr. Admn. cum Accounts Officer	1	50	Essential: i) MBA (Finance) or CA/ICWA/CS ii) Graduate Degree from a recognized University/Institution with minimum 5years experience in administration and accounts matters in Central/State government/Urban Local Bodies/Autonomous Bodies (Preference for superannuated officer from Govt. of India/State Govt./Local Body/Development Authority/Public Sector Undertaking/Academic Institution/Autonomous Bodies) Pay/Emoluments ₹75,000/- p.m. (consolidated)
Admn. Officer	1	45	Bachelor Degree in Arts/Commerce/Science from a recognized University/Institution with minimum 5years experience in administration in Central/State government/Urban Local Bodies/Autonomous Bodies Proficiency in MS Word, preparation of PPT, Excel Sheets, etc. Pay/Emoluments ₹65,000/- p.m. (consolidated)
Accounts Officer	1	45	Bachelor Degree in Commerce from a recognized University/Institution with minimum 5years experience in accounts Central/State government/Urban Local Bodies/Autonomous Bodies. Proficiency in MS Word, preparation of PPT, Excel Sheets, etc. Pay/Emoluments ₹65,000/- p.m. (consolidated)

Technical Officer	1	45	<p>Bachelor Degree in Civil Engineering with minimum 5years experience or Masters Degree in Civil Engineering with 2 years experience in Urban Planning urban development in the Central/State government/Urban Local Bodies/Autonomous Bodies</p> <p>Proficiency in MS Word, preparation of PPT, Excel sheets etc.</p> <p>Pay/Emoluments ₹65,000/- p.m. (consolidated)</p>
P.A. to Chairman	1	30	<p>Graduate in any stream with minimum one year diploma in Secretarial Practice from a recognized Institute</p> <p>Shorthand Speed of 100 words per minute and Typing Speed of 40 words per minute in English</p> <p>‘O’ or higher level Certificate Course conducted by DOEACC or equivalent as recognized by University/Institute of Govt. of India.</p> <p>Proficiency in MS Word, preparation of PPT, Excel sheets etc.</p> <p>Pay/Emoluments ₹35,000/- p.m. (consolidated)</p>
Technical Assistant	1	35	<p>Bachelor/Diploma in Civil Engineering</p> <p>Proficiency in MS Word, preparation of PPT, Excel sheets etc.</p> <p>Pay/Emoluments ₹35,000/- p.m. (consolidated)</p>
Office Assistant	1	30	<p>Graduate in any stream</p> <p>‘O’ or higher level Certificate Course conducted by DOEACC or equivalent as recognized by University/Institute of Govt. of India.</p> <p>Proficiency in MS Word, preparation of PPT, Excel sheets etc.</p> <p>Pay/Emoluments ₹35,000/- p.m. (consolidated)</p>
Accounts Assistant	1	30	<p>B.Com./CA with proficiency in Tally Software</p> <p>Proficiency in MS Word, preparation of PPT, Excel sheets etc.</p> <p>Pay/Emoluments ₹35,000/- p.m. (consolidated)</p>