

## Service-cum-Recruitment Rules (SCRR) of AMDA

As amended on 20<sup>th</sup> June, 2025

Name of post	Current Qualification with experience	Age Limit	Current Pay/Emoluments	Revised/New Qualification with Experience*	Revised Pay/Emoluments*	Age Limit
Director-cum-Secretary	<p><b>Essential:</b></p> <p>i) Post graduate Degree in any discipline or equivalent</p> <p>ii) Minimum 10 years of experience in the field of Capacity Building &amp; Training</p> <p>Preference will be given to Post Graduates in Urban/Regional Planning</p>	62 Years	₹95,000/- per month (Fixed)	<p><b>Essential:</b></p> <p>i. Post graduate Degree in any stream</p> <p>ii. Minimum 10 years of experience in the field of Planning/Engineering/Management/Administration including minimum 05 years experience with ULBs/ Central Government/ State Government/Public Sector Undertaking/Academic Institution/Autonomous Bodies in Urban Development</p>	₹1,75,000/- per month (fixed) with 05% annual increment.	62 Years
Deputy Director-cum-Deputy Secretary	<p><b>Essential:</b></p> <p>i) MBA and Graduation in any stream</p> <p>ii) Minimum 7 years of experience in Administration/Capacity Building/Urban Planning</p> <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>	50 Years	₹80,000/- per month (Fixed)	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• MBA and Graduation in any stream</li> <li>• Minimum 7 years of experience in Administration/Capacity Building/Urban Planning/Civil Engineering and including atleast 2 years experience in Govt. of India/State Govt./Local Body/Development Authority/Public Sector Undertaking/Academic Institution/Autonomous Bodies</li> </ul>	₹1,32,000/- per month (Fixed) with 05% annual increment	50 Years

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Name of post	Current Qualification with experience	Age Limit	Current Pay/Emoluments	Revised/New Qualification with Experience*	Revised Pay/Emoluments*	Age Limit
Assistant Director (Planning)	<p><b>Essential:</b></p> <p>Bachelor of Planning from a recognized University/Institute or equivalent with 5 years 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><b>Desirable:</b></p> <p>Master's Degree in Urban/Regional Planning from a recognized University/ Institute.</p> <p><b>Preference:</b></p> <p>Associate ship/Membership of the Institute of Town Planners (India) or equivalent</p>	45 Years	<p>On contractual post: ₹ 75,000/- per month (Consolidated)</p> <p>On regular post: Scale of Pay level 10 of the 7<sup>th</sup> CPC (Rs. 56,100 - Rs. 177,500)</p>	<p><b>Essential:</b></p> <p>Master of Planning from a recognized University/Institute or equivalent with 5 years experience in the field of Urban/Regional/City/ GIS/Planning, the Bachelor's Degree in Planning is not essential.</p> <p><b>Preference:</b></p> <p>Associate ship/Membership of the Institute of Town Planners (India) or equivalent</p>	<p>On contractual post: ₹1,06,000/- per month (fixed) with 05% annual increment.</p> <p>On regular post: Scale of Pay level 10 of the 7<sup>th</sup> CPC (Rs. 56,100 - Rs. 177,500)</p>	45 years

Name of post	Current Qualification with experience	Age Limit	Current Pay/Emoluments	Revised/New Qualification with Experience*	Revised Pay/Emoluments*	Age Limit
Assistant Director (Capacity Building & Training)	<p>Essential:</p> <p>Post Graduate/MBA in any Stream</p> <p>Five years' experience in capacity building &amp; training including holding of Seminars/workshops etc.</p>	45 Years	<p>On contractual post: ₹ 75,000/- per month (Consolidated)</p> <p>On regular post: Scale of Pay level 10 of the 7<sup>th</sup> CPC (Rs. 55,100 - Rs. 177,500)</p>	<p>Essential:</p> <p>Post Graduate/MBA in Planning/Engineering/Law/Management/Finance/CA/ICWA</p> <p>Five years' (05) experience in capacity building &amp; training including holding of Seminars/workshops etc.</p>	<p>On contractual post: ₹1,06,000/- per month (Fixed) with 05% annual increment.</p> <p>On regular post: Scale of Pay level 10 of the 7<sup>th</sup> CPC (Rs. 56,100 - Rs. 177,500)</p>	45 Years
Senior Administrative-cum-Accounts Officer	<p>Essential:</p> <p>i) MBA (Finance) or CA/ICWA/CS</p> <p>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</p>	63 years	₹75,000/- per month (consolidated)	<p>Essential:</p> <ul style="list-style-type: none"> <li>MBA (Finance) or CA/ICWA</li> <li>With minimum 06 years experience in Finance/Accounts matters in Central/State government/Urban Local Bodies/Autonomous Bodies</li> </ul>	₹1,19,000/- (Fixed) with 05% annual increment.	Revised Age limit is 62 years
Revised as: Senior Accounts Officer						

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Name of post	Current Qualification with experience	Age Limit	Current Pay/Emoluments	Revised/New Qualification with Experience*	Revised Pay/Emoluments*	Age Limit
<b>Administrative Officer</b>	Bachelor Degree in Arts/Commerce/Science from a recognized University/Institution with minimum 5 years experience in administration in Central/State government/Urban Local Bodies/Autonomous Bodies  Proficiency in MS Word, preparation of PPT, Excel Sheets, etc	45 Years	₹65,000/- per month (consolidated)	Masters Degree in Arts/Commerce/Science from a recognized University/Institution with minimum 5 years experience in administration in Central/State government/Urban Local Bodies/Autonomous Bodies  Proficiency in MS Word, preparation of PPT, Excel Sheets, etc.	₹1,06,000/- per month (Fixed) with 05% annual increment.	45 Years
<b>Accounts Officer</b>	Bachelor Degree in Commerce from a recognized University/Institution with minimum 5 years experience in accounts in Central/State government/Urban Local Bodies/Autonomous Bodies.  Proficiency in MS Word, preparation of PPT, Excel Sheets, etc.	45 Years	₹65,000/- per month (consolidated)	Masters Degree in Commerce from a recognized University/Institution with minimum 5 years experience in accounts in Central/State government/Urban Local Bodies/Autonomous Bodies.  Proficiency in MS Word, preparation of PPT, Excel Sheets, etc.	₹1,06,000/- per month (Fixed) with 05% annual increment.	45 Years

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Name of post	Current Qualification with experience	Age Limit	Current Pay/Emoluments	Revised/New Qualification with Experience*	Revised Pay/Emoluments*	Age Limit
Technical Officer	Bachelor's Degree in Civil Engineering with 05 years of experience or Post Graduate Degree in Civil Engineering /Post Graduate Degree in Planning with specializations of Urban Planning/Regional Planning / Housing / Environmental Planning / Transport Planning with 02 years of experience in Central/State government/Urban Local Bodies/Autonomous Bodies.  Proficiency in MS Word, preparation of PPT, Excel sheets etc.	45 Years	₹65,000/- per month (consolidated)	Bachelor's Degree in Civil Engineering with 05 years of experience or Post Graduate Degree in Civil Engineering /Post Graduate Degree in Planning with specializations of Urban Planning/Regional Planning / Housing / Environmental Planning / Transport Planning with 02 years of experience in Central/State government/Urban Local Bodies/Autonomous Bodies.  Proficiency in MS Word, preparation of PPT, Excel sheets etc.	₹1,06,000/- per month (Fixed) with 05% annual increment.	45 Years

**\*Note:**

1. Annual increments shall also apply to all the contractual employees as at 5% in the month of July every year.
2. The revised pay structure will apply for new candidates joining after 1<sup>st</sup> July 2025 and further for current contractual employees, it will take effect from 1<sup>st</sup> July 2025, subject to their compliance with the newly approved eligibility conditions
3. The revised/new qualification with experience is effective from 20<sup>th</sup> June, 2025.
4. The revised modifications in above Service cum Recruitment Rules is as per Agenda no. 2 of Minutes of Special Executive Council Meeting held on 20<sup>th</sup> June, 2025


