

## **RECRUITMENT OF STAFF FOR THE INSTITUTE OF URBAN TRANSPORT (INDIA)**

IUT is recruiting urban transport professionals for its activities which are detailed below.

### **ABOUT IUT (INDIA)**

The Institute was established in May, 1997 as a premier professional non-profit organization under the purview of the Ministry of Urban Development, Government of India. It is registered under the Societies Registration Act. The Secretary, Ministry of Urban Development is the ex-officio President of the Institute. The objective of the Institute is to promote, encourage and co-ordinate the state-of-the-art in Urban Transport including planning, development, operation, education, research and management and also to organize lectures, seminars, workshops, conferences, etc on subjects pertaining to Urban Transport. The institute, assists the Ministry of Urban Development, Government of India, in a variety of professional activities to promote and develop the state-of-the-art of urban transport in the country.

2. Activities of IUT are increasing at a very fast rate as urban transport has emerged as a major sector in infrastructure development that requires very high level of investment to support the desired rate of economic growth. The activities of IUT can be divided into two categories - regular activities and special projects.

#### **REGULAR ACTIVITIES include:**

- Appraisal of project reports on urban transport for JnNURM
- Annual Urban Mobility India conference cum exhibition
- Secretarial support to - Project Management Unit (PMU) for Sustainable Urban Transport Project (SUTP), National Transport Development Policy Committee (NTDPC), 12<sup>th</sup> Five Year Plan and Workshops for Ministry of Urban Development.
- Miscellaneous matters; data base of members, library, soliciting new members
- Committee meetings
- Publications
- Accounts and audit
- Office Administration
- Follow up for attendance at meetings, workshops etc. by telephone/email/fax

#### **SPECIAL PROJECTS include:**

**IUT's own programs;** Organizing Research, creating Awareness and improving safety.

**Setting up the Knowledge management cum data base center.**

**Services being provided to MOUD:**

- Appraisal of project reports funded by MOUD
- Appraisal of DPRs for Metro rail projects
- All references from MOUD for professional advice
- Organizing workshops for MOUD
- Professional Support to MOUD; NTDPC, 12<sup>th</sup> Five Year Plan
- Twelfth Five Year Plan "Action Plan"

## **Professional support to other than MOUD projects**

- Development of a tool for assessing GHG emissions of transport in a city,
- Development of an evaluation tool for BRT,
- Developing a code of practice for urban roads
- Developing a Model for PPP in bus operation
- Developing use of ITS for cycle rickshaw
- Conducting an in-house training program for MRVC,
- Organizing a foreign study tour for MRVC,
- Supporting Terrapin for the conference on Metro rail
- Supporting the conference by Chamber of Commerce Kolkata.

## **GEF SUTP UNDP project**

A major assignment has been entrusted to IUT by UNDP. This includes:

### **Organizing three consultancies i.e.**

- **PC1;** A business plan is to be prepared for IUT and its implementation.
- **PC2;** Preparation of 10 subject modules and training material covering the entire field of urban transport, training of 100 trainers and training of 1000 trainees. The training of 1000 trainees has to be organized by IUT over the next 3 years.
- **PC3;** Preparation of 11 tool kits for the use of city officials. This work has since been assigned to 6 agencies including 'Centers of excellence' nominated by MOUD
  
- **Organizing Training Programs:**
  - 6 programs have been completed between April 2011 to date (120 trainees); In the next 15 months up to April 2013, 26 more training programs (520 trainees) have to be organized to complete the work of training modules consultancy.
  - Another 18 training programs (360 trainees) will continue up to December 2014 to achieve the total number of 1000 trainees as envisaged in the project.
  - 10 training programs to train 100 trainers in 10 modules up to April 2013
  - 10 review sessions for finalizing 10 tool kits upto November 2012
  
- **Recruitment** of about 15 staff as per SUTP plan to strengthen IUT.

## **Future activities**

- Setting up of research, publication and training wings as envisaged under the SUTP,
- Participation in UNEP project,
- Organizing a platform for traffic police for sharing innovations in traffic police,
- Commissioning new office space,
- Organizing training programs to be run by IUT.
- Research study on service level bench marks
- Capacity building project of MOUD
- Handholding for cities,
- Developing Standards and codes of practice on UT
- Organizing Education,
- Monitoring MoUD Studies

## **OTHER MAJOR ACTIVITIES**

The activities of IUT in respect of capacity building, research and publications and the corresponding job requirement is as follows:

### **A. CAPACITY BUILDING**

Individual capacity building aims to target professionals across all levels and roles in the urban transport sector. The job requires developing knowledge, skills, aptitudes and attitudes of individuals that have an impact on the overall qualitative and quantitative output of institutions. Training programs have to be designed to enhance the professional's capacity to deliver more effectively and efficiently. Training should bring in new information and procedures into the organization thereby expanding the capacity of the organization.

Under this sub-component, the IUT is required to initiate capacity development programs among about 1000 planners, decision makers and transport professionals at national, state, and local government levels. Partnerships need to be formed with other professional transport organizations, universities and colleges, and institutions to enable such outreach training programs.

Hence, this program aims to create awareness and institutionalize sustainable transportation planning through creation and implementation of focused training and skills development programs.

The selected person will have to get training material prepared through consultants to be engaged for the task. He will identify and organize both trainers and trainees from the field to generate a pool of trainers who can carry on with the country wide training program.

### **B. PUBLICATIONS**

IUT is a professional body with the prime objective of dissemination of knowledge in urban transport sector. It issues a quarterly newsletter and a half yearly technical journal. In addition it organizes an annual conference for the Ministry of Urban Development and several other workshops and seminars, the proceedings of which have to be printed and issued. It brings out other publications as and when needed.

The selected person will be required to independently pursue the material to be published with concerned individuals and departments and should have knowledge of printing and other associated activities.

### **C. INFORMATION CUM LIBRARY**

IUT is a professional body and is required to maintain up to date information in urban transport and allied subjects for use by its members students, research community, Government agencies for policy planning and other stakeholders. It receives several reports on the subject. All such documents have to be maintained in the library. In addition the library has to be able to provide documentation and information on a subject as sought by the users. This is in addition to the normal functions of a library of issuing and receiving books.

### **D. RESEARCH DEVELOPMENT**

More than 30 organizations are doing research in urban transport, but there is not much coordination or organized dissemination of findings. The research being carried out is mainly as a part of academic thesis for Master's and Ph. D programs and not necessarily connected with the needs of the cities. IUT has offered a platform for various agencies to come together and work on a coordinated program and for dissemination of findings. Thus while IUT may not be directly involved in undertaking research it is required to coordinate the effort.

The selected person will need to develop contact with the organizations undertaking research and also understand the needs of the city to be able to direct research into the right area. He will in addition be required to offer advice and occasionally undertake consultancy services to assist cities move along a sustainable path.

## **STAFF REQUIREMENT**

To manage various activities, following staff are proposed to be recruited:

#### **1. Director General**

His detailed job requirement, qualification, experience and compensation package is at Annexure 'A'.

#### **2. Director KMC**

His detailed job requirement, qualification, experience and compensation package is at Annexure 'B'.

### 3. Urban Transport professionals

#### JOB REQUIREMENTS

He/she will head the urban transport group and lead the team for advisory services and management of research in urban transport. He/she will be supported by urban transport expert and two junior urban transport planners.

#### QUALIFICATIONS AND EXPERIENCE

Qualifications, experience and compensation package for these professionals will be as follows:

S. No.	Designation	Minimum Qualifications	Experience	All inclusive Compensation (Rs. per month)
1	Senior urban Transport expert	Masters degree In urban transport	12 years	50,000
2	Urban Transport expert	Masters degree In urban transport	8 years	45,000
3	Transport planner	Masters degree In urban transport	2 years	35,000
4	Transport planner	Masters degree In urban transport	Freshers	30,000
5	Training	Masters degree In urban transport	3 years	40,000
6	Publication	Masters degree In urban transport	3 years	40,000
7	Research Development	Masters degree In urban transport	3 years	40,000
8	Information-cum-Library	Masters degree In urban transport	3 years	40,000

There are no other allowances or perquisites attached to these positions.

#### 4. Librarian

He will be responsible for organizing the IUT Library. He should have a degree in Library science. Experience is not essential. Salary will be negotiable.

## **DIRECTOR GENERAL**

### **JOB REQUIREMENTS**

He will be overall responsible for

- (a) Strategic direction of the organization, (b) Image and (c) Financial health
- Motivation, leadership, goal setting for IUT(India)
- Institutionalization of a positive (technology enabled) and contemporary work culture.
- Project the organization at all national and international fora.
- Collaboration with the Ministry of Urban Development and other relevant bodies for linking activities to IUT mandate , policies and campaigns
- Ensuring that the mandate and role of IUT(India) is known to collaborating partners, authorities and institutions
- To carry out any other task as assigned by the Governing Council from time to time.
- The functioning of the Institute in all respects - administrative, financial and professional.

### **QUALIFICATIONS AND EXPERIENCE**

The selected person will have a broad-based National reputation for expertise in urban transport. As his/her views, analysis, and commentary are sought by policy makers, urban transport stakeholders, academics, political figures, journalists etc., he should have held prominent positions in the area of urban transport.

The successful candidate will be a graduate in an engineering discipline or have a master's degree in a non-engineering discipline and have extensive experience in various aspects of urban transport.

Appropriate powers will be delegated to DG to enable him/her to function with efficiency and speed. He will report to the Governing Council/Executive committee of IUT. Initial appointment shall be for a period of 3 years extendable by mutual consent. The appointment can be brought to a close with a notice of 3 months from either side.

### **Compensation package**

The selected candidate will be paid a monthly salary commensurate with his/her qualifications and experience, but not exceeding Rs 1,50,000. There are no other allowances or perquisites attached to the post.

## **DIRECTOR OF KNOWLEDGE MANAGEMENT AND DATABASE ON URBAN TRANSPORT CENTER**

The Ministry of Urban Development, Government of India, plans to set up a central knowledge management center and learning repository including a data base that can be effectively utilized by all the stakeholders working in the domain of Urban Transport. It has been envisaged that such a resource pool will help the stakeholders in taking appropriate informed decisions in their respective sub domains, and help improve the quality of the decisions undertaken. Such a center will provide authentic information to stakeholders, and will be a collaborative platform to share expertise. The main objective of the government is to disseminate the latest knowledge in the domain to the stakeholders. The intention is that the portal is financially self sustaining.

The urban transport domain is a knowledge intensive domain. The technologies, methodologies, standards and best practices used in the domain are ever changing. It is therefore important that such a portal is able to capture the latest trends on these issues and provide them seamlessly to all on a need to know basis.

An important aspect of this assignment is the collection of data and information both from primary and secondary sources and placing it on the portal with regular updates.

### **OBJECTIVES**

The objectives of this KMC cum data center is to provide the following services to benefit all stakeholder:

1. Make available up-to-date and reliable information and data (country wide) on urban transport to the Government, Business, Consultants, Academia, Citizens, Policy makers, Industry, Consultancy & Research community.
2. Provide most current information on policies and projects
3. Establish a mechanism for up-to-date of data and information
4. Provide a platform to showcase successful projects
5. Provide a collaborative platform for all its stake holders.
6. Provide a platform for consultation with / between technology providers and Government.
7. Create a Learning Space with a focus on becoming a virtual institution of learning by providing e-learning courses.
8. Enhance the level of awareness of citizens on UT matters
9. Disseminate knowledge and information that comes out of Research and Development work in the Urban Transport domain
10. Implement and manage the portal in a sustainable business model. The revenue generated from this service should cover the expenses towards content development, enhancement of services, promotion of portal, and thereby provide better services to the stakeholders.
11. Miscellaneous items such as 'Ask the expert', 'Topics in Focus', 'News and updates', 'Events & Conferences', 'FAQ's' and 'Bibliography' will also feature on the portal.

The selected person will have to set up the center from scratch. It will involve recruitment and training of his team, developing specifications for hardware and software and procuring the same. The selected person will have to organize collection and regular update of data on an ongoing basis.

### **QUALIFICATIONS**

The person suitable for this job will have at least a Master's degree in urban transport and about 20 years experience. Those with direct experience of setting up such facility will be given preference. He/She will report to DG IUT.

### **Compensation package**

The selected candidate will be paid a monthly salary commensurate with his qualifications and experience, but not exceeding Rs 1,00,000. There are no other allowances or perquisites attached to this position.