

From
Sri. P. Chinna Thataiah.,
Mission Director,
A.P., MEPMA, Guntur.

To
All the District Collectors.

Lr.Roc.No. 14021(31)/I/2016 dt 30.06.2016

Sir,

Sub:-MEPMA-Estt-filling the vacancy positions in the Districts and ULB-
Instructions Issued -

Reg.



Ref:-Rc.No. 14021(31)/I/2016 dt 19.03.2016 of this office.

It is to inform that in the reference cited this office has requested to fill up the vacancy positions in the DPMUs and ULBs pertaining to AP, MEPMA. In this connection, it has come to the notice of this office that some of the Districts have not yet filled the vacancy positions. During review meeting on 25.06.2016, Hon'ble Minister, MA&UD has directed to fill the vacancies by 15th July 2016. Further, the Principal Secretary, MA&UD also directed to fill all the vacant positions immediately for speedy implementation of MEPMA programmes.

The District Collectors are therefore once again requested to fill the vacancy positions in their DPMUs & ULBs duly giving importance to merit and experience. Further, it is requested that the services of the persons withdrawn from the project for different reasons shall not be considered. The revised guidelines for the purpose are appended herewith.

The District Collectors are requested to fill the vacancies by 15th July 2016 positively duly following the rules and procedure .

Yours faithfully

etc

For Mission Director

30/06

**MISSION FOR ELIMINATION OF POVERTY IN MUNICIPAL AREAS
(MUNICIPAL ADMINISTRATION DEPARTMENT)**

Revised guidelines for filling up of the vacant positions of outsourced posts sanctioned under MEPMA:

The MEPMA programmes are being implemented in all 110 ULBs in the State. The main objective of the programme is to implement various social mobilization activities for Poverty Alleviation to the urban poor.

Government have issued orders vide G.O Ms No 414 dated 4.6.2007 & G.O.Ms No 119 dated 28.4.2008 sanctioning the personnel i.e., District Mission Coordinators, Assistant District Mission Coordinators, Town Mission Coordinators and Community Organisers and other supporting staff on outsourcing basis for institutional set up under MEPMA for implementation of poverty alleviation interventions.

The following are the revised guidelines for engaging the personnel on outsourcing basis.

The Project Director (Urban), MEPMA may request the outsourcing agency to provide the services.

Selection Committee :

1. District Collector - Chairman
2. President, one of the TLF of concerned district - Member
3. PD, AP MEPMA - Member Convenor
4. PD, -DRDA - Member
5. District Head Quarter Municipal Commissioner - Member
6. One expert in the field of poverty elimination programmes nominated by the District Collectors.

Selection Procedure:

- Outsourcing agency approved by the District Collector would give paper advertisement duly specifying the qualifications for the said posts.
- The posts are not permanent. Engaging for short term period only (ie., 11 months)
- Short listing of the candidates by the agency.
- Written test/Interviews shall be conducted by the District level committee to the shortlisted individuals.
- District Selection committee forwards the selected list to the outsourcing agency .
- The agency would position the said posts on outsourcing basis at the disposal of PD,MEPMA.
- Monthly remuneration would be paid to the agency by the PD,MEPMA.

- The agency would disburse the same to the personnel positioned.

Qualifications: The qualifications of COs may be as follows:

- Any graduate
- Age between 25-35 years
- Fluency in Telugu, may be English and Hindi
- **Resident from the district.**
- **persons will not be positioned in the same division in the district.**
- Passion for development particularly for the empowerment of the poor

The qualifications of Town Mission Coordinators may be as follows:

- Masters degree in Social Sciences with a minimum experience of one year in Community Mobilization (SJSRY/APUSP/MEPMA) in ULB's of Andhra Pradesh OR any Graduate having experience of Community Mobilization for a minimum 3years(SJSRY /APUSP/MEPMA) in ULB's of Andhra Pradesh
- Age between 25-40 years as on 01-04-2016.
- Fluency in Telugu, may be English and Hindi
- **Resident from the district.**
- **persons will not be positioned in the same division in the district.**
- Passion for development particularly for the empowerment of the poor

Qualifications for ADMCs:

- Any Post Graduate with 3 years of experience in relevant field.
- Age – between 25 to 35 years.
- Fluency in Telugu, may be English and Hindi
- **Resident from the district.**
- **persons will not be positioned in the same division in the district.**
- Passion for development particularly for the empowerment of the poor

Qualifications for District Mission Coordinators (DMCs)

Criteria	District Mission Coordinators – IB (SHG IB Specialist)	DMC – Bank linkages (Microfinance Specialist)	DMC, Livelihoods (Livelihood specialist)
Educational qualifications	Masters degree in social sciences. .	Graduate/Post Graduate .	Masters degree in Social; sciences /business management, professional degree or equivalent qualification .
Experience	5 years experience in formation of SHGs and their federations.	3 years experience in micro finance activities in respect of Post Graduates/ 5 years experience in micro finance activities in respect of Graduates or retired banker.	Minimum of three years experience in relevant field at both State and local Government level. Experience in placement linked trainings in urban area.

			Experience in livelihood programmes under APUSP/MEPMA shall be given preference.
Other qualifications	Familiar with alternative approaches /models of institutions of the poor.	Preference would be given to the bank officers working/retired.	Familiarity with alternative approaches in supporting sustainable livelihoods.
Languages	Fluency in Telugu and English languages.	Fluency in English, Telugu. Passion for social service.	Fluency in Telugu and English languages.
Age	30-45 yrs	40-60 yrs	30-45

Qualifications for DEOs

Degree in BSC Computers/B.Com (Computers/BCA/Degree in any discipline with a PG diploma in computer applications.

Age: 25-40 yrs & one year experience in MS office.

Qualifications for Office Assistants:

10th class pass/fail.

Age: 18-35 yrs

Maximum Remuneration to the personnel (excluding service charges to the agency):

DMCs IB	DMCs LII	DMC Bank linkages	ADMCs	TMCs	COs	Jr.Assistants	DEOs	Office assistants
Rs 20000/-	Rs 20000/-	Rs 20000/-	Rs 10000/-	Rs 10000/- to TMCs in grade II and III, nagara panchayaths & Rs 12000/- to TMCs working in grade 1, selection grade, spl.grade and corporations	9000/-	Rs 8400/-	9500/-	6700/-

Appointment Procedure:

- (1) No appointment order shall be given by PD-MEPMA or Municipal Commissioner.
- (2) After selection, empanelled agency approved by the District Collector will send an intimation letter to the candidate accepting the services initially

- for a period of 11 months specifying the TOR (Job chart of the functionaries
- (3) Joining report will be given by the functionaries to the empanelled agency accepting the offer .
 - (4) Empanelled agency will position the services in the respective DPMU/ULB under PD,MEPMA.

Payment of Remuneration to the personnel :

- (1) PD – MEPMA shall obtain the satisfactory monthly-work-done report from Municipal Commissioner/TMC for ULB level personnel and disburse the amount to the agency for onward payment to individual.
- (2) PD should ensure that they would collect workdone report before 25th of every month and release remuneration of the personnel to the agency before 28th of every month and disburse remuneration to the personnel by 1st of every month.
- (3) TA & other allowances would be paid separately as applicable under MEPMA tour policy by the respective PDs.
- (4) Service charge payable to the agency shall be paid extra separately.

Rule of Reservation may be considered taking District as unit for all the categories of positions. If the cadre strength exceeds five positions the rule of reservation may be applied to ensure fair representation to all the categories as per rules in force.

After deployment of personnel if any person found by the District Collector/Project Director not useful/not necessary or for any other reasons, the concerned may be withdrawn from the position through outsourcing agency without any intimation. Further no automatic renewal and the renewal is based on the performance of the individual and requirement of the position for continuation.

Application of the guidelines: All the guidelines issued earlier vide this office Ir Re No 475 dated 6.8.2008 and others from time to time holds good except those which are specifically modified in the revised guidelines.

The guidelines/orders issued by the Govt on outsourcing of services from time to time shall also be followed.

Sd/- Mission Director,
MEPMA.

Copy to PD MEPMA for taking necessary action on expediting the process.
Copy to all Municipal Commissioners in the State for necessary action.

// Attested//


Additional Mission Director(Admn)


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