

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR:: TOWN & COUNTRY PLANNING :: ASSAM
DISPUR ::: GUWAHATI-6

Email:directortcpassam@gmail.com

Ecf No: 691641/84

Date as signed

ADVERTISEMENT FOR ENGAGEMENT OF 2(two)CONSULTANTS FOR STATE
CLIMATE CENTRE FOR CITIES(S-3) IN ASSAM

Applications are invited from individuals for State Climate Centre for Cities (SC-3) under Directorate of Town & Country Planning, Assam for development of policies, project implementation, research, and capacity building, etc.for the state of Assam as per Guideline on CITIIS 2.0 State Action (Component 2.0) for *fixed term engagement of 2 years* (till end of 2028) for the following two posts:

1. CHIEF CLIMATE OFFICER

Educational Qualification	Master's Degree in Environmental Planning, Ecology, Environmental Engineering. Ph. D is preferred provided it is in aforesaid subject/s.
Years of Experience	Preferred 12 years of experience with at least 3 year experience as Director/ Team Manager/ Team Leader/ Project Manager
Work Experience	➤ Must have experience of having worked in an Advisory/Consultancy/PMC/SPV etc. to government or govt. agencies at the City/State / Regional / National-level ➤ Must have experience as Director/ Team Manager/ Team Leader/ Project Manager for at least 3 years ➤ Must have experience in projects or programmes related to Climate Change/Environmental Planning/ Ecological conservation and similar issues that are integrated with urban management. ➤ <u>Technical Proficiency:</u> Familiarity with analytical and office software (such as google/ adobe/ Microsoft ecosystem and R, Python, SPSS, STATA, or ArcGIS) to transform raw data into strategic insights. ➤ Desirable: Work experience in donor-funded urban governance programme; diversified experience in different cities; exceptional presentation and writing skills, understanding of KPIs/ performance indicators/ monitoring; experience in policy reforms, governance and project planning / implementation

Terms of Engagement

Period of Engagement	11 months, extendable up to 2 years; however, each extension shall be for 11 month-period only to allow break in service.
Remuneration	Max. fixed remuneration of Rs.1.75lakhs/month which is subject to statutory deductions as applicable
Broad Responsibilities (indicative list)	1. Operational head of CITIIS 2.0 Programme in the State 2. Point of contact between Ministry of Housing and Urban Affairs, Govt of India; National Institute of Urban Affairs, New Delhi and Department of Housing and Urban Affairs, Govt of Assam 3. Must lead preparation of climate related policies and activities to demonstrate urban climate action. 4. Lead collaborations with implementation agencies at the city and state-level for policies and projects on climate issues/projects

	5. Ensure initiation and successful completion of all the key performance indicators as mandated in the CITIIS 2.0 programme guidelines 6. Responsible for all climate related reporting to State Dept/NIUA/MoHUA with due intimation to reporting officer
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2. PROJECT PLANNING OFFICER

Educational Qualification	Masters degree in Urban Planning/Urban Design
Years of Experience	Preferred 10 years of relevant project experience especially outside the cities of North-eastern states
Work Experience	➤ Must have experience in project planning and DPR preparation at city-level in urban projects like: urban parks/forest; water body restoration, storage and treatment projects; greening projects in streets and public realm; projects addressing heat islands and air quality, landscaping, etc. ➤ Must have experience in project monitoring and evaluation – especially for government clients ➤ Must have understanding of project funding and must be able to prepare broad cost estimates for projects; ➤ Experience must include report preparation for programme funds and budgets ➤ Proficiency in using design softwares for detailed drawings and presentations and/or GIS analysis for projects will be preferred.

Terms of Engagement

Period of Engagement	11 months, extendable up to 2 years; however, each extension shall be for 11 month-period only to allow break in service.
Remuneration	Fixed remuneration of Rs.1.55lakhs/monthwhich is subject to statutory deductions as applicable
Broad Responsibilities (indicative list)	1. Facilitate data-driven planning and implementation of action projects emphasizing on blue-green based urban development, sustainable urban transport and greening, avenue plantation, landscaping, energy efficiency, etc., solid waste management, water security through water bodies rejuvenation and integration with the master plans of the cities, etc. 2. The Project Planning Officer will provide essential technical support to develop the climate budget at the Dept of Housing and Urban Affairs (DoHUA) level as well as City-level (Guwahati only) as per the Integrated State Climate Action Plan and City Climate Action Plan. 3. Any other project related works for the SC-3 mandate, etc.

3. The candidates found eligible as per requirements shall be notified in the official website

(www.tcp.assam.gov.in) along with the date and time for interview in the 'Latest' section. Accordingly, candidates applying for the posts must visit the aforesaid website regularly for updates.

4. **The candidates must submit their correct email and whatsapp number for communicating for any changes in details of interview, dates, etc.,** not already given in the website.
5. The candidates shall be asked for a presentation (Power Point) of their work and skills during their interview – no more than 10 slides, discounting the title, end and break slides.
6. The Director, Town & Country Planning Assam reserves the right to reject any applications, if he so finds necessary.
7. The application email **SUBJECT LINE must CLEARLY STATE THE POST FOR WHICH APPLIED:**
Application for Chief Climate Officer or Application for Project Planning Officer
8. **Email must have the following 3 SEPARATE ATTACHMENTS:**
 - a. **CV:** Detailed CV with whatsapp number and email id is a **MUST**. Other than the usual contents of the CV to illustrate your qualification, the years of work experience must be presented in tabular format as follows to cross reference with the Work Experience certificates.

<i>Sl.</i>	<i>Firm/Establishment</i>	<i>Designation</i>	<i>Focus of Projects engaged</i>	<i>Period of engagement (Specifically in years and months)</i>

- b. **Education Qualification:** Only Certificate of awarding the degree and final mark sheet/college transcript
- c. **Work Experience:** Work experience certificates duly authenticated by the competent authority
- d. **Additional Attachment:** If any additional certificates/documents for other relevant educational certificate courses, works, conference participation, etc.

The application/s without the aforesaid documents will be deemed cancelled.

9. The last date for receiving **online application** shall be **30th Oct 2026 till 4:00PM**.
10. The application with all documents must be sent over **email at: assam.urban.sc3@gmail.com** with copy to directortcpassam@gmail.com or before the last date of submission of application.

Digitally signed by
JITENDRA SARMA KAKOTY
Date: 06-10-2026
17:02:41 Spl. Director,

Town & Country Planning Assam
Dispur, Guwahati-6

Memo Ecf No: 691641/84-A

Copy to: -

1. The Secretary to the Govt. of Assam, Department of Housing and Urban Affairs, Dispur, Guwahati-6.
2. The Mission Director, Swacch Bharat Mission, Assam cum Nodal Officer of State Climate Action under CITIIS 2.0 Dispur, Guwahati-6 for kind information.
3. PS to the Commissioner & Secretary to the Govt. of Assam, Department of Housing and Urban Affairs for kind appraisal of Commissioner & Secretary.
4. The Director, Information & Public Relation, Assam, Last Gate, Dispur Guwahati-6. He is requested to publish this notification in one issue of one widely circulated English Newspaper and in one all-India edition of a national daily.
5. Saurabh Manuja, Team Lead, CITIIS 2.0, NIUA (citiis@niua.org and sourabh.manuja@niua.org) for information.
6. Notice Board of the O/o the Director, Town and Country Planning, Assam, Dispur, Guwahati-6
7. This office website tcp.assam.gov.in

e-signed

Spl. Director,
Town & Country Planning Assam
Dispur, Guwahati-6