

GUIDELINES FOR APPLICATION FOR CM URBAN FELLOWSHIP PROGRAMME

The objective of the Chief Minister's Urban Fellowship program is to provide a unique opportunity to the youth to participate in the work of policy, management, implementation and monitoring with the government of Uttar Pradesh and support the implementation of Akankshi Nagar Yojana (ANY). Under this program, the energy of the selected fellows, their passion for learning and gaining on ground experience and the new attitude of the youth will be benefited in the implementation of ANY in the aspirational ULBs. The broader goal is to provide the youth with a platform to participate in public service and give their contribution in the development of Uttar Pradesh.

This program will be a full-time program. Any other employment / service or full-time study during the fellowship period will **not** be permitted.

In order to ensure retention of selected candidates for a minimum period of **one** Year, the selected candidates will have to comply with a legal/indemnity bond with Government of Uttar Pradesh,.

Applicants who have completed their graduation in the following fields from recognised institutions will be selected for the fellowship program.

<ul style="list-style-type: none">• UrbanPlanning/Design/Development, Architecture/ Habitat Management.• Management• Engineering/ Geography• Environment and Climate• Health, Sanitation, Nutrition Energy & Renewable Energy• Skill/ Entrepreneurship Development	<ul style="list-style-type: none">• Heritage/ Architecture Conservation, Tourism and Culture• Data Science Artificial Intelligence, IT, ITES, Machine Learning Data Governance etc.• Economics, Banking, Finance and Tax Revenue• Public Policy and Governance
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1.1 Eligibility

Candidates will have to apply online on the(www.anyurban.upsdc.gov.in) website of the urban development department. The eligibility of the candidates will be as follows:

- Graduation with first class or minimum 60% marks.
- Should be proficient in speaking and writing Hindi and English.
- Relevant work experience in any of the areas listed in the application (publishing articles/policy papers/research papers/appraisal/monitoring of projects and schemes etc. in the thematic areas related to fellowship) Evidence has to be provided.

- Applicants should have excellent computer skills and ability to work on Information and Communication Technology applications and also communication skills.
- It is mandatory for the candidates to be willing to work in the field and reside at the place of posting.

1.2 Age Limit

The maximum age of the candidate should not exceed 40 years as on the last date of receipt of applications.

1.3 Roles and Responsibilities

Candidates will be selected for the Akankshi Nagar Yojana. During the program period, the fellows will work under the supervision of the District Magistrate and Executive Officers of concerned urban local bodies.

Concurrent evaluation work of all the schemes run by the Central / State Government in the ANY ULB will be done by the Fellows in coordination with the team of the ULBs. Further, for effective execution and implementation of ANY, the survey, study, collection of primary data, monitoring will be undertaken by the fellows. The work will be done, suggestions will be presented by the fellows to solve the challenges faced in the operation of the schemes and to provide the desired benefits to the public from the schemes. In addition, the fellows will participate in the work related to policy formulation, plan structure and implementation of the action plan prepared under ANY.

The necessary data for the operation of the schemes will be collected by the fellows on real time basis for monitoring and analysis. A tablet will be made available to the fellows for the completion of the above work, or a lump sum amount will be provided to them to purchase the tablet.

1.4 Job reporting

In addition to the above, the following reports will be submitted regarding the activities carried out by the fellows:

1. Monthly progress report, in which the challenges of policy and plan implementation by the fellows and the attitude of citizens towards the plan will be mentioned.
2. The quarterly progress report and presentation will be reviewed by the nodal officer at Urban Development Department.
3. Annual report and presentation, on the basis of which the work done by the fellows will be evaluated.
4. Compilation of collected data (including reports) will be submitted.
5. The monthly/quarterly reports shall be submitted to Director, Local Bodies after the approval of respective District Magistrates/executive officers.
6. In cases where the work of the appointed fellows is not satisfactory, their employment can be terminated at any given time by the Department.

1.5 Remuneration

Under the fellowship program, the selected fellows will be paid at a rate of Rs. 30,000/- per month. In addition to the remuneration to the fellows, Rs. 10,000/- will be paid per month for field visits. In addition, Rs. 15,000/- will be provided in lump sum to purchase tablet in case department is not providing, for monitoring and evaluation of schemes. In addition, no other payment shall be made. Residential facility will be provided to the selected fellows as far as possible in the ULB itself. All the facilities being provided to the CM Fellows under the Aspirational Block Program of the Planning Department, GoUP shall be provided to the CM Urban Fellows under the Aspirational Cities Program as well.

1.6 Period of affiliation and annual performance evaluation

The fellowship period of the selected fellows under the fellowship program will be valid for one year from the date of appointment. On the recommendation of the department and in view of the need of the subject and on the basis of the work/performance of the fellow, it can be extended for further one year after the approval of the competent authority.

No other payment will be admissible in addition to the pre-determined remuneration for the extended fellowship period. Under the program, a certificate will be given by the state government on successful completion of the work allotted to the fellows within the stipulated period.

1.7 Vacation:

12 days of leave is allowed in a year on proportionate basis with prior approval of Executive Officer/District Magistrate.

1.8 Selection Process: Screening of Application

Online applications will be invited on the website (www.anyurban.upsdc.gov.in) of the urban development department for the selection of CM urban fellows. It will be mandatory to upload a statement of purpose in minimum 300 to maximum 500 words along with the application form. A committee of senior officers/subject experts will be constituted for the screening of the applications received. The screening will be done by the Screening Committee.

1.9 Testing

1. Ambiguous applications will be removed after the tests.
2. Duplicate Control: Only one application with 01 email id, phone number and 01 name will be accepted.
3. Eligibility of candidates: Graduates (minimum 60 percent marks) will be eligible.
4. Age Criteria: All applications which do not fulfill the maximum age criteria of 40 years will be rejected.

5. Applicants who have not written the statement of purpose of 300 to 500 words, their application will be rejected.

1.10 Evaluation of Applications

After screening of the applications the Screening Committee will evaluate the applications on following criteria: -

- **Objective Scoring: 50 Marks**

Objective scoring of the applicants will be done by the Screening Committee as per the following criteria. The scoring standards are as follows:

- **Educational Qualification & Work Experience**

Sr. No.	Details	Max Marks
1	Highest Educational Qualification	25
	Graduation (between 60% & 70%)	15
	Graduation (above 70%)	20
	Post-Graduation (points given only if score is more than 60%)	25
2	Other norms	20
	Degree from reputed institution (top 100 NIRF/ international QS rating)	5
	Research work/articles published in reputed national/international publications (DOI registered and published by Sage, Springer, Elsevier)	5
	Sports (National/State level- medal winner)	5 (Gold), 3 (Silver), 2 (Bronze)
	Any other distinguished achievement- University Graduation (Academic Merit)	5 (Gold), 3 (Silver), 2 (Bronze)
3	Relevant IT Skills	05
	Proficiency with MS Office and Data software (CCC certification/ O Level)	02
	Proficiency with GIS and spatial mapping (certification)	03
	Total	50

- **Personal Interview: 25 Marks**

Candidates will have to produce original and one set of self-attested copies of all the documents attached with the application form at the time of interview. Verification of educational qualification will be done at the time of interview. In the interview, the subject knowledge of the candidates, relevance, articulation, communication-skills, creative thinking, ability to work independently, self-motivation, ability to work in team, conflict resolution skills, additional skills (G.I.S.) / graphics / writing / software skills) etc. will be assessed. In addition, the candidates will be scored out of **25 marks** taking into account the **Statement of Purpose (SOP)** submitted by the candidates along with the application form.

On the basis of the total marks obtained, the top 100 candidates will be selected under the terms and conditions of the scheme, sorting in descending order. In addition to the above, 50 candidates will be kept in the waiting list in descending order. Among the candidates securing the same marks, the one who is older in age will be placed higher in the order of merit. Voluntary experience enhanced soft skills shall be given preference. However, voluntary experience of only CSOs recognized by NITI Aayog shall be accounted for.

1.11 Training Program

Under the fellowship program, the selected candidates will be trained for two weeks. General Orientation will be provided in the first week of training and programmatic training will be provided in the second week. The above training will be given by Directorate of Local Bodies and Regional Centre for Urban and Environmental Studies (RCUES), Lucknow. Lectures by experts from specialized institutions like IITs and IIMs will also be organized in the training.

1.12 Other important conditions

1. Chief Minister Urban Fellowship Program is a full-time programme. Therefore, the selected fellows will not be allowed to undertake any other employment, assignment, and other full-time study/work during the period of fellowship programme.
2. Under the direction of Director, Local Bodies, GoUP, CM Fellows can be transferred to any of the 100 ULBs.
3. The fellowship program does not guarantee permanent service/employment after completion of tenure.
4. The office hours for each selected fellows will be the same as for other employees of ULB office.
5. The fellows may be required to work additional hours and travel as required.
6. A medical fitness certificate will be brought by the fellows at the time of joining the fellowship programme. After the selection of the fellows, police verification will be done.
7. During the period of the fellowship, the fellows will have to stay at his/her place of affiliation/posting.
8. The fellows has to submit the contribution in the concerned office within 15 working days from the receipt of offer letter, otherwise the selection will be cancelled.

9. The fellows will not be allowed to participate in any political movement/inclination during the period of the fellowship.

I.13 Management

The implementation and management of the fellowship program will be done by the Urban Development Department. The cooperation of specialized institutions like IIM, RCUES, AKTU, NITI Aayog and NIUA will be obtained in the selection of fellows.

I.14 Guidance for Writing Statement of Purpose

- a) **Introduction:** Briefly introduce yourself, mentioning your name, current position, and educational background. Include work experience (if any).
- b) **Educational and Professional (if any) Background:** Highlight your educational background, mentioning your degrees, institutions, and any honours or awards received. Discuss your relevant work experience, emphasizing key roles, responsibilities, and achievements. Enumerate specific skills that make you a suitable candidate for the job. These could include technical skills, soft skills, or industry-specific expertise.
- c) **Motivation and Fit:** Explain what attracts you to this particular Fellowship. Mention your motivation to public service. Highlight aspects of the job description that align with your skills and ambitions.
- d) **Career Goals:** Outline your immediate career goals and how this fellowship fits into your professional trajectory. Discuss your long-term career aspirations and how you see yourself contributing to the nation/state's growth and welfare of people.
- e) **Personal Qualities and Values:** Share instances where you demonstrated leadership or worked effectively in a team. Provide examples of your problem-solving abilities, showcasing your adaptability and creativity.
- f) **Conclusion:** Summarize your main points briefly, reiterating your enthusiasm for the position and the company.