



**ALL INDIA INSTITUTE OF LOCAL SELF GOVERNMENT
(A Government recognized Educational Institute)**

**Crash Course for Aspirants of
Assistant Municipal Commissioner Post
Limited Seats !!!!!**

All India institute of Local self government announces its specialized coaching for the expected forthcoming examination for the post of Assistant Municipal Commissioner in MCGM.

The preparatory classes will be conducted for interested aspirants at the institute's premises in Andheri/Bandra Kurla complex covering all requisite subjects by experienced faculty.

For more details, interested persons should contact Mr.Nitin Bale, (Extn . 619) Mrs. Diksha Patil (Extn . 613) AIILSG, 1st floor, M N Roy Human development campus, 'F' Block, TPS Road Number 12, Behind teacher's colony, Bandra (East). During 10.00 to 5.00 on working days call 022-26571713/14, Extension – 613/619 or 9320070999.

Details of the course are also available on our website

<https://www.aiilsg.org/amccourse>

AIILSG, Mumbai

Application form for crash course on Written examination for post of Assistant Municipal Commissioner in MCGM

Name of the candidate					
Current office address			Current Home address		
Mobile Number (Calling)	1.		Mobile Number (Whats App)		
	2.				
Educational Qualifications	Name of the degree	University	Year of passing	Specialization (if any)	
Basic Graduation					
Post graduate qualification (If any)					
Management course					
Course in Law					
Other courses 1 st					
Other courses 2 nd					
Other courses 3 rd					
Experience (Start from Latest & end with oldest)	Organization	Name of the post held	From To	Duration	Special works and achievements during tenure
Details of payment	Bank name & transaction code	Cheque Number and Amount		Cash receipt Number	
Choice of Location	Andheri <input type="checkbox"/>		BKC <input type="checkbox"/>		
Signature					

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Syllabus

1. **Administration and Management** : Principles of Administration, Organizational structure with special reference to Municipal corporations, The Mumbai Municipal corporation Act 1888, 74th Amendment to Indian constitution, Area of interface between Government and Municipal corporations, Local Self government, Concept of development administration, Key concepts of management – planning, organising, authority, delegation, control, human relations, responsive administration, e-Governance
2. **Personnel and financial management** : Manpower planning, recruitment and selection, Performance appraisal, conduct rules and disciplinary proceedings, Training and development, Motivation, Leadership and team building, Budget, budgetary process with special reference to Municipal corporations, Performance budgeting, Zero based budgeting, Audit, SAP system and its uses.
3. **Project planning and appraisal** : Project formulation and assessment, CPM and PERT operating requirement, & cost viability of project, PPP and BOT Projects, Public transport, Different authorities in planning and appraisal for Mumbai Metropolitan area.
4. **Disaster management** : Principles and techniques, Types of disaster, vulnerability of Mumbai to natural and manmade disaster, History and case study of disasters in Mumbai in last 25 years, Methods of disaster mitigation in context of Mumbai.
5. **Urban development** : Socio-cultural background of Mumbai city, Industrial development, Urbanization, Management of resources for urban life, Slums and slum dwellers, Town planning and development, Environmental and public health, Specific problems of Mumbai and their remedies, Acts and rules relating to them, SRA, Human development Index, JnNURM, Sound pollution and related case studies and court cases, Encroachments on roads and footpaths and actions taken by BMC, FSI, CRZ, Illegal construction and regularizable construction.
6. **Basic principles of law and Judiciary** : Fundamental rights, Personal laws, Equity and Jurisprudence, RTI, Human rights, Principles of Natural justice.

AILLSG, Mumbai

FAQs on crash course for Written examination for post of Assistant Municipal Commissioner in MCGM

Qualification	As prescribed by MCGM & MPSC (Usually any graduate)
Experience	As prescribed by MCGM & MPSC (Usually 5 years in pay grade above sub engineer in MCGM)
Age Limit	As prescribed by MCGM & MPSC (Usually 45 years but not applicable to MCGM Employees)
Venue of the course	AILLSG Andheri office or BKC Office in an air conditioned class room based on amicable arrangement with request by majority of students
Duration	10AM to 5.30 PM with half an hour lunch brake on 2 nd and 4 th Saturdays & all Sundays, holidays
Start of the course	Sunday 2 nd February 2020
End of the course	35 days (22 nd May 2020) (In case exam is declared early, then course will be completed as fast as possible even on working days. Leave may be required for participants)
Subjects	All six subjects as were prescribed in last examination <ol style="list-style-type: none">1. Public administration & BMC Act2. Peronnel and financial management3. Project management4. Disaster management5. Urban Management6. Basic concepts of law
Exam type	Multiple choice questions (By MPSC)
Course material	On CD in ppt and pdf form

Books and reference material	Will be suggested and can be purchased from open market.
Library facility	Available on security deposit and three months fee.
Guidance	Only for written examination Not for interview (It will be separate only for successful candidates on separate payment)
Fee	Rs. 50000/- (No discount)
Mode of payment	<ol style="list-style-type: none"> 1. RTGS 2. Cheque 3. Cash deposit at Institutes BKC Office Any on. But full payment before joining the course
Number of seats	Limited on First come first served basis
Choice of duration and timing	Available For outstation students, who wish to join a course on 35 continuous days may be arranged if number of aspirants are more than 15.
Residential accommodation	Not available