



Kathmandu Metropolitan City

City Planning Commission

Application Reference Document

Career Camp Program – Fiscal Year 2082/83 (2025–26 AD)

Introduction :

Kathmandu Metropolitan City (KMC), through its City Planning Commission, conducts the Career Camp Program to give qualified Civil Engineers and Architects a structured professional learning experience inside the city administration.

The program offers young professionals an opportunity to apply their academic and technical knowledge in real projects related to urban planning, architecture, and infrastructure development. It helps them understand how public projects are conceived, designed, and implemented within a metropolitan system while developing their own technical and managerial abilities.

By combining field exposure with mentoring and collaboration, the Career Camp builds a generation of skilled and responsible professionals who contribute directly to the sustainable development of Kathmandu.

Purpose of the Program:

The Career Camp Program aims to:

- Provide Civil Engineers and Architects with hands on experience in planning, design, and management of municipal infrastructure.
- Enhance technical capability in drawing, estimation, reporting, and supervision.
- Promote sustainable, safe, and innovative engineering and architectural practices.
- Encourage teamwork, discipline, and civic accountability among young professionals.
- Support KMC's ongoing projects by engaging skilled youth under the guidance of the City Planning Commission.

Program Structure : The Career Camp Program runs for nine months under the direct supervision of the City Planning Commission. Participants are officially based at the City Planning Commission, which coordinates their assignments with various technical departments of KMC.

During the program:

- **Placement:** Each participant will work from the City Planning Commission and, according to project needs, will be involved in engineering and design activities carried out by relevant departments such as Roads and Infrastructure, Building Construction, Environmental Management, Housing, and Urban Development.
- **Fields of Engagement:** Work may include public building construction, drainage and water management projects, landscaping and open space enhancement, housing design, and other municipal architecture and infrastructure projects.
- **Tasks:** Participants will assist in preparing and reviewing design drawings, preparing quantity and cost estimates, conducting site inspections, writing technical reports, and documenting progress.
- **Learning Activities:** Throughout the program, participants will attend orientation sessions, technical workshops, field visits, and review meetings facilitated by the City Planning Commission.
- **Schedule:** They will follow the regular government working timetable — Sunday to Friday, six days a week, during KMC office hours.
- **Supervision:** All work will be carried out under the professional guidance of senior engineers, architects, and planners from the City Planning Commission and other collaborating departments.

Duration and Participants :

Each batch of the Career Camp runs for nine (9) months and includes up to twenty two (22) Civil Engineers and Architects (11 Each) selected through a competitive and transparent process.

Eligibility and Selection Criteria :

SN	Criteria	Weight	Basis
1	Educational Qualification (High School / Diploma or Equivalent)	10 %	Academic certificate
2	Bachelor's degree in civil engineering or architecture	30 %	Degree certificate
3	Residency in Kathmandu Metropolitan City	10 %	Priority for residents

SN	Criteria	Weight	Basis
4	Aptitude Test (Technical)	20 %	Written / online examination
5	Interview	20 %	Technical and communication skills
6	Relevant Experience	10 %	Verified work experience in related fields

Final selection will be conducted by an evaluation committee under the
City Planning Commission

Stipend and Support :

Each participant receives a monthly stipend of NPR 25,000 during the full program period.

Participants will receive:

- Working space and administrative arrangements at the City Planning Commission.
- Technical resources, equipment, and safety materials required for field activities.
- Continuous guidance from supervising engineers and architects.
- Coordination support for project site visits and documentation.
- Opportunities to participate in workshops, seminars, and discussions organized by the Commission.

Duties and Responsibilities :

Participants are expected to:

- Carry out all tasks given by the City Planning Commission and collaborating departments responsibly and within deadlines.
- Support design, estimation, and supervision work for assigned projects.
- Prepare technical reports and submit them regularly for review.
- Maintain professional discipline, punctuality, and team cooperation.
- Observe safety and quality standards during site activities.
- Handle official data and documents confidentially.

Code of Conduct :

All participants must:

- Follow KMC's rules, regulations, and ethical standards.
- Show respect toward supervisors, staff, and the public.

- Maintain honesty, orderliness, and a public service attitude.
- Avoid misuse of information or any behavior inconsistent with office values.
- Follow all safety measures mandated for engineering and field activities.
- Violation of these conditions may result in disciplinary action or termination.

Replacement and Termination :

If a participant withdraws, remains absent without approval, or fails to meet the performance standards, the City Planning Commission may replace them with another eligible candidate from the waiting list after formal review.