

**F. No 18015/11/2019-EMRS  
Government of India  
Ministry of Tribal Affairs  
(EMRS Division)**

Jeevan Tara Building, New Delhi  
Dated: 26<sup>th</sup> June, 2019

**CIRCULAR**

**Subject: Engagement of Consultant (Civil Engineering) in the Ministry of Tribal Affairs.**

Ministry of Tribal Affairs invites applications from eligible persons for engagement of Consultant (Civil Engineering) on contract basis, initially for a period of six months from the date of engagement or till further orders, whichever is earlier. The details regarding eligibility criteria, terms and conditions etc. are at **Annexure**.

2. Interested and eligible candidates may submit their applications, on or before 15th July, 2019 in the enclosed proforma to Under Secretary (EMRS), Ministry of Tribal Affairs, Cabin No 1, Ground Floor, Jeevan Tara Building, Patel Chowk, New Delhi - 110011.



(P K Sahoo)

Under Secretary to the Govt of India

Tel: 011-23363709

Email: pk.sahoo@nic.in

Copy to:

1. All sections in the Ministry of Tribal Affairs
2. Director General, CPWD
3. Heads of Public Works Organizations of the Central Government.
4. NIC cell with request to upload the circular on the website of this Ministry

## Annexure

### **1. Name of the post:**

Consultant (Civil Engineering) – 1 No.

### **2. Period of Engagement:**

Initially for a period of 6 months which may be extended or curtailed on the basis of requirements of the Ministry and performance of the Consultant.

### **3. Place of Posting:**

Ministry of Tribal Affairs at New Delhi.

### **4. Remuneration**

Remuneration will be fixed at pay last drawn minus pension drawn as per services terms and conditions.

### **5. Qualification:**

BE or B.Tech. in Civil Engineering from recognized University. ME / MTech in Structural Engineering or in Construction Management will be considered as an additional qualification.

### **6. Eligibility:**

Retired Superintending / Chief Engineer of any Public Works Organisation (PWO) such as Central Public Works Department (CPWD), State Public Works Department, others Central Government organisations authorised to carry out civil or electrical works such as Military Engineering Service (MES), Border Roads Organisation (BRO), etc. or Ministry/Department's construction wings of Ministries of Railways, Defence, Environment & Forests, Information & Broadcasting and Departments of Posts, and Space etc.;

Retired civil engineers of equivalent or above rank from Public Sector Undertakings primarily engaged in construction activities.

### **7. Job Responsibility:**

a. To draft Terms of Reference, Expression of Interest, Request for Proposals, Tender etc as would be required for shortlisting agencies for construction of Schools;



- b. To do a mapping of all Central PSUs engaged in construction activities and prepare a list of potential agencies indicating their strength and weakness.
- c. To examine / review concept plan(s)/ Detailed Project Report(s) received in Ministry and make necessary suggestions/ recommendations as advice;
- d. To examine/ review tender document(s) for civil works and furnish proper advice;
- e. To assist and to tender advice in evaluation of specifications and in quality assurance;
- f. To carry out any other and all tasks as may be assigned by the Ministry.

#### **8. Age Limit:**

Not beyond 65 years, relaxation may be granted on case to case basis subject to approval of the competent authority.

#### **9. General Terms and Conditions:**

- a. The Consultant will not be entitled for any kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, transport facilities, staff Car and residential accommodation from Central Government pool.
- b. The Consultant shall be required to observe the normal timing of the Ministry.
- c. The Consultant shall be eligible for 8 days leave in a calendar year on a pro-rata basis.
- d. Ministry shall also reserve the right to terminate the services of Consultants at any time without giving any notice and also without assigning any reason.
- e. The Consultant may be required to attend the Ministry on holidays or beyond office hours, in case of exigencies of work. No additional allowance will be payable for the same.
- f. In case of retired Government officer, the Consultants shall continue to draw pension and dearness relief on pension, if any during the period of their engagement as Consultant. Their engagement as Consultant shall not be considered as a case of re-employment.
- g. The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Ministry will issue TDS Certificate/s.
- h. In case the Consultant is required to travel inside the country in connection with the official work of the Ministry, TA/ DA, as admissible to a regular employee of the same grade he/ she retired from, will be paid to him/ her after obtaining approval of the competent authority.



**10. Selection Procedure:**

The shortlisted candidates meeting the prescribed qualifications may be required to attend interview in the Ministry. No TA/DA will be provided by the Ministry for this purpose. Communication in this regard shall be made in the postal address furnished in the application and/or through e-mail at the ID given by the candidates.

**11. Application Process:**

Persons desirous of being considered for the consultancy assignment are required to submit their applications as per proforma stated below along with detailed Bio-data addressed to the undersigned in person or by Regd. Post / Speed Post/ E mail on or before 15th July, 2019.



(P K Sahoo)

Under Secretary to the Govt of India

Tel: 011-23363709

Email: pk.sahoo@nic.in

**MINISTRY OF TRIBAL AFFAIRS**

**Application for engagement as Consultant (Civil Engineering)**

Name	
Mother's/ Father's/ Husband's Name	
Date of Birth	
Address for correspondence	
Permanent Address	
Contact No	
Email ID	
Educational / Technical Qualification(s)*	
Details of Work Experience*  (indicating the name of the employer, duration of employment, job responsibilities etc.)	
Date of retirement and name of the office where the officer was last working. (in case of retired Government Officer)	
Any other relevant information (use a separate sheet, if necessary)	

*\* Please attach photocopies of documents including Education/Technical qualification, Work experience related and any other document deemed relevant.*

I declare that the information furnished by me in the application is true and correct to the best of my knowledge and belief.

Date:

**Signature of the Applicant**