

राष्ट्रीय आदिवासी छात्र शिक्षा समिति
(जनजातीय कार्य मंत्रालय के अंतर्गत
एक स्वायत्त संस्थान, भारत सरकार)
भू-तल, गेट नंबर-3ए, जीवन तारा बिल्डिंग,
संसद मार्ग, नई दिल्ली-110001
दूर. 011-23340280



National Education Society for Tribal Students
(An Autonomous Organization under
Ministry of Tribal Affairs, Govt. of India)
Ground Floor, Gate No.3 A, Jeevan Tara Building,
Parliament Street, New Delhi-110001
Telephone No. 011-23340280
वेबसाइट/Website: www.tribal.nic.in
Email: nests-tribal@tribal.gov.in

18015/04/2020-EMRS

**Subject – Engagement of retired Government Servant for Civil Wing under NESTS,
Ministry of Tribal Affairs.**

National Education Society for Tribal Students (NESTS), Ministry of Tribal Affairs, invites application from the retired government officers from Engineering Wing/Construction Wing of Central Government/State Government/ Central & State PSUs/Autonomous Bodies having considerable experience (mentioned in annexure II) in the field of construction of Government Buildings & Civil Projects for engagement as consultant on contractual full-time basis: -

Sl. No.	Designation	Post	AGE (Upper Limit)	Educational Qualification	Post/Rank held at the time of retirement
1.	Chief Technical Consultant as Team Leader	01	62 Years	BE/B. Tech or equivalent in Civil Engineering from recognized University	Chief Engineer (Civil)(Regular) or equivalent post
2.	Sr. Technical Consultant (Engineering)	06	62 Years	BE/B. Tech or equivalent in Civil Engineering from recognized University	Executive Engineer (Civil)(Regular) or equivalent post
3.	Technical Consultant (Engineering)	08	62 Years	Diploma/ BE or B. Tech in Civil/Electrical Engineering from recognized University	Assistant Engineer (Regular) or equivalent post
4.	Technical Consultant (Engineering) (Field)	16	62 Years	Diploma/ BE or B. Tech in Civil/Electrical Engineering from recognized University	Assistant Engineer (Regular) or equivalent post
5.	Chief Consultant (Accounts)	01	62 Years	Graduate in Commerce/Accounts from recognized university	Chief Accounts Officer (Regular) or equivalent post
6.	Accountant	03	62 Years	Graduate in Accounts from recognized university	Sr. Auditor (Regular) or equivalent post

2. The terms and conditions of Contract is enclosed in attached annexure II
3. Interested and eligible candidates may submit their application on or before 05/05/2023 in Enclosed proforma at Annexure –I along with comprehensive CV by post addressed to Additional Commissioner (NESTS), Gate No. 3A, Jeevan Tara Building, Parliament Street, New Delhi-110001. The duly signed scanned copy of application documents may also be mailed to mail ID nests-tribal@tribal.gov.in.

APPLICATION FORM

Photograph to be attached here

Post Applied for:- _____

1.	Name of the Candidate (Block Letter)			
2.	Date of Birth			
3.	Sex:			
4.	Father/Husband's Name			
5.	Correspondence Address			
6.	Mobile no:			
7.	Mail id:			
8.	Technical Qualification			
9.	Post/Rank held at the time of Retirement\ (Substantive Grade)			
10.	Date of Retirement- (Copy of Retirement Order and Last Pay Certificate shall be attached)			
11	Pension Drawn (Copy of PPO be enclosed)			
10.	Work Experience, indicating the name of employer, duration & job responsibilities) (Use separate sheet if required)			
Sl. No.	Name & Address of the employer Organization	Designation	Years of experience	Brief job description
I.				
11.	Additional information, if any, which you would like to mention in support of your suitability for the post (Separate Sheet may be used if required)			

(Kindly attach detailed CV including passport size photograph)

I declare that the information furnished by me in the application is true and correct to the best of my knowledge and belief. In case of any discrepancy of information the candidature will be cancelled.

Date:**Place:****Signature of the Applicant**

TERMS & CONDITIONS OF ENGAGEMENT: -

1. **Period of Engagement**-The engagement of retired Govt. Servant can be for a period of three years with the provision of renewal of their contract year to year, based on the satisfactory annual appraisal report.
2. **Place of Posting**- National Education Society for Tribal Student (NESTS), Ministry of Tribal Affair, New Delhi. (For s.no. 5, the posting of the consultant in the District HQ having maximum number of schools nearby in the State)
3. **Remuneration**- The consultant will be paid a consolidated fee which will comprise last pay drawn minus uncommuted value of pension on the date of retirement. The payment would be made on monthly basis. In case the consultant has to proceed on tour, his TA/DA claim shall be regulated as per his entitlement at the time of retirement.
4. **Duties, responsibilities & experience: -**

Sl. No.	Designation	Experience (in years)	Responsibilities
1.	Chief Technical Consultant as Team Leader	20	<ol style="list-style-type: none"> 1. Conceptualization of the processes involved in the construction of EMRS right from the planning to the execution of the construction. 2. To develop a comprehensive system and guidelines for scrutiny of the construction proposals planning and execution . 3. To update guidelines on construction activities time to time as per requirement and work progresses. 4. To examine the existing guidelines of scrutiny of the construction proposal like Master Layout Plan, Detail Project Report etc. and further improvements as per the prevailing requirements . 5. To look into all other technical issues such as site-specific deviation in design/project cost, Extension of Time, terms and condition of agreement and other day to day activities. 6. Create a healthy and motivating work environment and atmosphere for construction team executive. 7. Set clear team goals. Delegate tasks. Oversee day to day team operation and performance. 8. To liaison with the various stakeholders (Construction Agencies, TPQA Agency etc) for quality control and timely execution. 9. To apprise management (The Secretary, MTA, The Joint Secretary, EMRS, The Commissioner, NESTS and The Additional Commissioner, NESTS) regarding the progress of construction activities of EMRSs and incorporating the inputs in the construction process for efficient execution. 10. Occasional site visits to review the progress and quality of the construction.
2.	Sr. Technical Consultant (Engineering)	20	<ol style="list-style-type: none"> 1. To support the team leader for Conceptualization of the processes involved in the construction of EMRS right from the planning to the execution of the construction. 2. To support the team leader to develop a comprehensive system for scrutiny of the construction proposals planning and execution 3. To scrutiny of the construction proposal like Master Layout Plan, Detail Project Report etc. and further improvements as per the prevailing requirements 4. To look into technical issues such as site-specific deviation in design/project cost, Extension of Time, terms and condition of agreement and other day to day activities. 5. To scrutinize all other construction proposals submitted 6. To liaison with the various stakeholders (Construction Agencies, TPQA Agency etc) for quality control and timely execution. 7. To coordinate with the engineers initiating the construction proposals and with the team leader.

			<p>8. In addition to above, Conceptualization of the processes involved in the construction of EMRS right from the planning to the execution of the construction, as and when required.</p> <p>9. Occasional site visit for monitoring the construction works.</p>
3.	Technical Consultant (Engineering)	20	<ol style="list-style-type: none"> 1. Scrutiny of land documents such as Land Suitability Report (LSR), Land ownership/alienation certificate, sketch map, plot particulars, land use certificate, etc to assess the suitability of land for construction. 2. Scrutiny of Conceptual plan of project i.e., master layout plan (MLP), Architectural Drawings indicating building's location, roads & other services. 3. Scrutiny of DPR detailed estimate to ensure that the estimate is prepared as per the approved layout plan, building drawings, specification, and technical & functional requirement. 4. The continuous monitoring of physical progress of the project to ensure work is completed within the stipulated time, maintaining the quality as per norms & specifications stipulated by NESTS/CPWD. 5. Scrutiny of R/A bills before payment to Construction Agency to ensure that the bills are submitted in prescribed format issued by NESTS along with required documents, certificate, etc and reflects the actual physical progress of work. 6. To look into all other technical issues such as site-specific deviation in design/project cost, Extension of Time, terms and condition of agreement and other day to day activities 7. The site visits for monitoring of progress and quality control etc.
4.	Technical Consultant (Engineering) (Field)	More than 10 years	<ol style="list-style-type: none"> 1. The site visits for monitoring of progress and quality control etc. 2. To see whether the layout of buildings has been done as per approved MLPs 3. The physical verification of foundations structure, reinforcement, depth of foundation, etc 4. To see whether the required architectural drawings/Electrical Layout and vetted copies of structural drawings are available at site and work is being executed as per the approved buildings, plans, elevations, specifications and technical & functional requirement. 5. To see adequate quality measures are in place in the execution of works. 6. To interact with the site engineer, structural consultant and TPQAA on day-to-day basis to enforce quality issues and other construction issues for soundness of structure. 7. Coordination with State EMRS Society/State on other land issues. Coordination of Land related activities with states including scrutiny of Land Suitability Proposals. 8. To verify the land parcel physically with reference to the land documents such as Land Suitability Report (LSR), sketch map, plot particulars, land use from certificate before the land suitability can be approved for construction. 9. The continuous monitoring of physical progress of the project to ensure work is completed within the stipulated time, maintaining the quality as per norms & specifications stipulated by NESTS/CPWD. 10. Verification of physical progress of executed works/ achieved milestones before payment of Running Account bills of PSUs 11. To look into all other technical issues such as site-specific deviation in design/project cost physically on grounds. 12. To facilitate the finalization of layout of services such as storm water Darin, sewer lines, cable lines, roads, etc. 13. To see that internal and external electrical installation as per approved design layout, specification and other electrical parameter in case of electrical consultant.
5.	Chief Consultant (Accounts)	More than 25 years	<ol style="list-style-type: none"> 1. To record financial transactions in the books of Accounts and to ensure proper maintenance. 2. Scrutiny of the R/A Bills, PMC Bills received from PSUs 3. Maintenance of Cash Books and Bank Books of the unit. 4. Maintenance of subsidiary books/Registers of Accounts viz. Contractor Ledger, Other related registers, FDS/Bank Guarantees etc. 5. To maintain Register of Advances and Adjustment of advances. 6. To maintain voucher register and all monthly vouchers. 7. Preparation and submission of Monthly Accounts. 8. To check all the transactions of the unit/office. 9. To control the Budget and maintain the record for proper control. 10. Projection of expenditure monthly/quarterly.

			11. Proper posting of Receipts & Expenditure. 12. Co-ordination with all branches for demand for grants. 13. To present the record to Audit Party. 14. Scrutiny of fund utilization certificate received from PSUs and reconcile with the payment made. 15. Any other work assigned by higher authority.
6.	Accountant	More than 25 years	To assist the Chief Consultant (Accounts) in dealing with the duties and responsibilities assigned to Chief Consultant (Accounts)

5. Others Terms & Conditions: -

- a. The officers will not be entitled to any kind of allowances including residential accommodations & transport facilities.
- b. The consultant shall be required to observe normal timing of office.
- c. 1.5 days of paid leave for each completed month of service. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken. Accumulation of leave beyond a calendar year is not allowed.
- d. The officer may be required to attend office on holidays or beyond office hours, in case of exigencies and no additional allowance shall be paid for the same.
- e. The Retired Government Servant engaged shall continue to draw pension and dearness relief during the period of contract. Their engagement in the Ministry shall not be considered as a case of re-employment.
- f. The Ministry shall have right to terminate the services of the officers at any time without giving any notice and also without assigning any reason.
- g. The income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting payment and TDS certificate shall be issued by concerned DDO.
- h. In case, the officer is required to travel inside the country in connection with official works/site visit, 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.

6. Selection Procedure: -

Shortlist candidate meeting the prescribed qualification and eligibility criteria may be required to attend interview. No TA/DA will be provided by Ministry for this purpose. Communication in this regard shall be made in the postal address furnished in application and/or through email ID given by candidate.



(K C Meena)
Additional Commissioner
NESTS (Ministry of Tribal Affair)