

भारतीय सूचना प्रौद्योगिकी संस्थान, भोपाल

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY BHOPAL

Established by Ministry of Education, Govt. of India under PPP mode)

Mentor Institute: Maulana Azad National Institute of Technology, Bhopal

Bhopal – 462003, Madhya Pradesh, India

(An Institute of National Importance under Ministry of Education, Govt. of India)

No.Esst/Rectt./IIITB.Consl/2020/449

Dated :04 /11/2020

Engagement of Retired Superintendent Engineer/Executive Engineer from CPWD as Superintendent Engineer/Executive Engineer on short term contract basis.

Indian Institute of Information Technology, Bhopal is a national level Institute established by the Ministry of Education, Govt. of India on Public-Private partnership mode. The Institute is functions under the mentorship of MANIT, Bhopal. The Institute invites applications from retired Govt. servants from CPWD who have recently retired from the post of Superintendent Engineer/Executive Engineer, for engagement as **Superintending Engineer/Executive Engineer (on contract)** in Institute in following grades:

S.No.	Name of the Post	No. of incumbents proposed to be empanelled	Age limit (as on the last date of receipt of applications)	Remuneration per month
1.	Superintendent Engineer/Executive Engineer (on contract)	01	Should not have completed the age of 65 years	Last drawn pay minus pension plus DA plus transport allowance

2. The details including eligibility criteria, term of reference etc of the above engagement are placed at **Annexure-I**. Only candidates shortlisted on the basis of application will be intimated through e-mail for appearing in Interview. The firm date will be informed only to shortlisted candidates through email/SMS.

3. Interested candidates, who fulfil the eligibility criteria, possess good health and are in a position to join immediately may submit their application in the prescribed proforma (**Annexure-II**) along with relevant documents in sealed cover super-scribed “Engagement for the post of Superintending Engineer/Executive Engineer (on contract) on contract basis in IIIT, Bhopal” which should reach this office on or before **18th November, 2020** at the under mentioned address. Candidates may alternatively apply by sending scanned copy of application alongwith documents to the email arest@manit.ac.in.

Indian Institute of Information Technology, Bhopal
C/o Registrar, Maulana Azad National Institute of Technology,
MANIT Campus, Main Road No: 3
Bhopal-462003

DIRECTOR
(Mentor : Director MANIT)

Eligibility Criteria

The Superintendent/Executive Engineer proposed for engagement shall be well acquainted with the civil construction and maintenance matters within the framework of CPWD manuals/guidelines. Retired persons as mentioned in Col. 3/4 below, having retired from CPWD may apply.

Name of position	No. of persons likely to be engaged	Eligibility criteria and experience	Desirable	Remuneration per month
1	2	3	4	5
Superintendent Engineer/Executive Engineer (on contract)	01	Should have retired from not below the rank of Executive Engineer.	<ol style="list-style-type: none">1. Should have experience of execution of civil works as per CPWD standards/manuals.2. Should have experience in project management, Arbitration, Disciplinary rules/procedures.3. Should have working knowledge of application of computer in the day to day functioning	Last drawn pay minus pension plus DA plus transport allowance

ANNEXURE-II

Photograph

Application for Engagement of Superintendent/Executive Engineer in IIIT, Bhopal

1.	Name in full (Block letters)					
2.	Father's Name					
3.	Date of Birth					
4.	Educational Qualifications					
5.	Date of superannuation from Govt. Service					
6.	PPO No. (Enclose photo copy)					
7.	Complete residential address with phone number/mobile No.					
8.	Office address at the time of retirement					
9.	Designation last held					
10.	Last pay drawn					
11.	E-mail id					
12.	Brief particulars of experience in Govt. service during last five years, just before retirement	Designation and place of posting	From	To	BP/GP/Level	Nature of work performed
13.	Skills/Trainings/Computer skills					
14.	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary					
15.	Name of two references preferably from the organization in which worked along with address, contract no. & email					

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was not held guilty in any Departmental inquiry nor convicted of any offence involving moral turpitude and I am medically fit to perform office work. I have read this document and ready to accept all the terms and conditions for engagement of Superintendent/Executive Engineer.

(Signature of the Candidate)

Place:

Date:

Terms & Conditions**1. Period of engagement**

The engagement shall be initially for a period of one year or till further orders whichever is earlier. The tenure of short term contract can be extended depending upon the performance of the Superintendent/Executive Engineer or functional requirement of the Institute with the approval of the Competent Authority.

2. Selection procedure

The engagement will be purely on short terms contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Only shortlisted candidates will be sent intimation on email for appearing in Interview.

3. Remuneration

The engaged Superintendent/Executive Engineer shall be paid a consolidated remuneration as per the formula of last pay drawn minus pension plus DA plus transport allowance subject to TDS etc. No other allowance will be payable. No residence or medical facility will be made available. The remuneration for the services rendered in a month shall be payable in subsequent month.

4. Scope of Duties

During the period of such engagement, the Superintendent/Executive Engineer would be required to perform work as assigned by Institute authorities. Following are the detailed nature of duties to be performed:

- (a) To help prepare estimates of major and minor works.
- (b) To help Institute in management and execution of works.
- (c) To help in supervision of works.
- (d) To help maintain properties in proper state of repair
- (e) To help take measurement of works.
- (f) To help strictly adhere to estimates for work.
- (g) To act as presenting officer in disciplinary proceedings against staff members.
- (h) To help keep a vigilant control over expenditure and to report progress of work periodically.
- (i) To personally examine all standard measurement books.
- (j) To periodically check all stores of civil maintenance section.
- (k) To help carry out inspection of works.
- (l) To help authorities keep Institute land and properties free from encroachments.
- (m) To help take measures to prevent accidents in course of works.
- (n) To help examine running and final bills.
- (o) To help test check of reasonable quantity of work.
- (p) To coordinate with JE/AG/EE (Electrical) in execution of works.
- (q) To assist in Estate management.
- (r) Such other assignment as Institute authorities deem fit.

5. Leave

The Superintendent/Executive Engineer would not be entitled to any kind of regular leave. However, they would be entitled to Casual Leave of 8 days in a calendar year. To be calculated on prorata basis.

6. TA/DA

No TA/DA is admissible for joining the assignment or on its completion. He/she be required to travel outside Bhopal in connection with the work of the Institute during the period of engagement

he/she will be entitled to draw TA/DA, if required for office work, as per normal rules as applicable to any serving Officer of an equivalent rank in the Institute.

7. **Office time and working hours**

Engagement of Superintendent/Executive Engineer would be on full time basis. Working hours shall be from 9.00 Am to 5.30 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The Superintendent/Executive Engineer may be called on Saturday/Sunday/other Gazetted holidays, if required.

8. **Tax deduction at Source**

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 office will issue TDS certificate.

9. **Confidentiality of data and documents**

The engaged Superintendent/Executive Engineer shall not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceeding or information collected for the purposed of this assignment or during the course of the assignment for the office, over the entire set of records of assignment to the office before the expiry of the contract, before the final payment is released by the office.

10. **Conflict of interest**

The Superintendent/Executive Engineer engaged by this office, shall in no case represent or give opinion or advice to other in any matter which is adverse to the interest of the office.

11. **Termination of service**

Engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 15 days, In case, a Superintendent/Executive Engineer desires to leave the assignment, he/she is to give 15 days' notice which can be curtailed/extended depending upon the workload.

12. **Guidelines for the submission of the application**

The duly completed applications in prescribed proforma should be submitted so as reach the office before the closing dates. Applications sent by email should also reach on or before the closing date. Any application received after the above date will not be entertained. The application should be submitted with the following documents:

- (a) Copy of retirement notification
- (b) Copy of PPO
- (c) Certificate in support of education qualification