



MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL-462003

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

No. AB/Estt/Rectt./Cont/NF/2019/238

Dated: 10/06/2019

ADVERTISEMNT FOR ENGAGEMENT OF CONSULTANT

Engagement of Retired Government Servants from Central Govt./Central Autonomous bodies as Consultant on short term contract basis.

Maulana Azad National Institute of Technology, Bhopal invites applications from Govt. servants from Central Govt./Central Autonomous bodies, who have recently retired from the post of Superintending Engineer/Executive Engineer, for engagement as Consultant 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.	Consultant (Executive Engineer/Superintending Engineer)	01	Prefereable should not have attained the age of 62 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 to be held on 25th June 2019.

3. Interested candidates, who fulfill the eligibility criteria, possess good health and are in a position to join immediately may submit their application in the prescribed proforma (**Annexure-II**) alongwith relevant documents in sealed cover super-scribed "Engagement for the post of Consultant (SE/EE) on contract basis in MANIT, Bhopal" which should reach this office on or before 21st June 2019, at the following address:

**Assistant Registrar (Estt)
Maulana Azad National Institute of Technology,
Bhopal-462003**

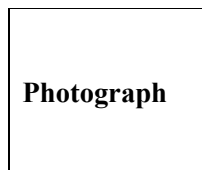
**Sd/-
Registrar**

Annexure-I**Eligibility Criteria**

The Consultant 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, from Central Government Ministeries/Department/Central Autonomous bodies need to apply.

Name of Position	No. of persons likely to be engaged	Eligibility criteria and experience	Desirable	Remuneration per month
1	2	3	4	5
Consultant (Executive Engineer/ Superintending Engineer)	01	Should have retired from not below the rank of Executive Engineer.	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 computer or application of computer in the day to day functioning	Last drawn pay minus pension plus DA plus transport allowance

Annexure-II



Application for engagement of Consultant (EE/SE) in MANIT, 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	<table border="1"> <thead> <tr> <th>Designation and place of posting</th> <th>From</th> <th>To</th> <th>BP/GP/Level</th> <th>Nature of work performed</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Designation and place of posting	From	To	BP/GP/Level	Nature of work performed																				
		Designation and place of posting	From	To	BP/GP/Level	Nature of work performed																					
13.	Skills/Trainings																										
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 alongwith address, contact 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 clear from vigilance angle at the time of my retirement 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 Consultant.

(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 Consultant 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. Consultants will be selected from shortlisted candidates, for which Interview will be held on 25th June 2019/Tuesday at 10 AM at Director's Office Committee hall. Only shortlisted candidates will be sent intimation on email for appearing in Interview.

3. **Remuneration**

The engaged consultant 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 Consultants 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 submit report of unserviceable stock of civil maintenance section.
- (m) To help authorities keep Institute land and properties free from encroachments.

- (n) To help take measures to prevent accidents in course of works.
- (o) To help examine running and final bills.
- (p) To help test check of reasonable quantity of work.
- (q) To coordinate with JE/ AE/EE (Electrical) in execution of works.
- (r) To assist in Estate Management.
- (s) Such other assignments as Institute authorities deem fit.

5. **Leave**

The Consultant 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 pro-rata basis.

6. **TA/DA**

No TA/DA is admissible for joining the assignment or on its completion. Should 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 Consultants 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 Consultant 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 consultant shall not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purposed of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

10. **Conflict of interest**

The Consultant 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**

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 15 days. In case, a Consultant desire 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 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