

F.No. E-in-C/Dir.(P)/27/Consultants/3710
O/o Engineer-in-Chief
Public Works Department
Govt. of NCT of Delhi

12th Floor, MSO Building.
PWD Headquarter
IP Estate, New Delhi-110002

ENGAGEMENT OF CONSULTANTS ON CONTRACT BASIS

The office of Engineer-in-Chief, PWD, New Delhi invites applications from willing and eligible individuals for engagement of five nos. of Consultants (on contract basis). The details including eligibility criteria, Terms of Reference etc. are as per **Annexure-I**.

Applications as per **Annexure-II** may be sent to Director (Personnel), O/o Engineer-in-Chief, PWD, 12th Floor, MSO Bldg., IP Estate, New Delhi-100002. The same can also be sent through e-mail, at email ID ***pwdhqdelhi@gmail.com*** followed by hard copy within the stipulated time.

The last date for receipt of applications, in the prescribed format is 31.07.2019 upto 06:00 PM. Applications received after due date/time and without supporting documents will not be considered.

The office of Engineer-in-Chief, PWD reserves the right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever.


Dy. Director (Estt.)

To

1. Website of Delhi PWD
2. All ADGs/CEs, PWD, New Delhi

Terms & Conditions

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1. Eligibility Criteria

The applicant should be retired from the post nor below the rank of Executive Engineer from CPWD/PWD Delhi. The age of the applicant as on 01.08.2019 should not be more than 69 years.

2. Period of engagement

The engagement shall be initially for a period of **six months** which may be extended or curtailed as per the requirement and satisfactory performance of the consultant.

No extension will be granted beyond the age of 70 years.

3. Selection Procedure

The engagement will be purely on short term 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.

PWD, GNCTD reserves the right to reject any application without mentioning any reason.

4. Remuneration

The remuneration will be the last pay drawn including Grade pay minus the pension enhanced by Dearness Allowance. No other compensation apart from remuneration will be admissible, even if a person attends office on holidays and work beyond normal office hours.

5. Scope of Duties

During period of such engagement, the Consultants would be required to monitor public grievance, VIP, references, audit & vigilance paras, court cases and matters regarding cadre restructuring & other tasks of non-sensitive nature as assigned by the competent authority.

6. Leave

The Consultant would not be entitled to any kind of regular leave. However, they would be entitled to leave of 8 days in a calendar year, to be calculated on pro-rata basis. In special circumstances, the consultant could be called for services on Holidays or beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturdays/ Sunday/ other Holidays they may be given compensatory off.

7. TA/DA

No TA/DA is admissible for joining the assignment or on its completion. Should they be required to travel outside Delhi in connection with the work of the Department during the period of their appointment, they will be entitled to draw TA/DA as per normal rules as applicable to any serving Officer of an equivalent rank in PWD, GNCTD.

8. Office time and working hours

Engagement of Consultants would be on full time basis. Working hours shall be from 09:30 AM to 06:00 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 Consultants may be called on Saturday/Sunday/other Gazette holidays, if required.

The Consultant will be required to mark his/her attendance in Bio-metric system.

9. Tax deduction at source

The Income Tax or any other tax liable to the deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

10. Confidentiality of data and documents

The Intellectual Property Right (IPR) of the data collected as well as the deliverables produced for the office shall remain with the office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings for information collected for the purpose 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.

11. Conflict of Interest

The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No Consultant would be permitted to take up any other assignment during the period of Consultancy.

12. Termination of service

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 07 days. In case, a Consultant desires to leave the assignment, he/she is to give 07 days notice which can be curtailed/extended depending upon the workload.

In the event any Consultant is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.

13. PWD, GNCTD shall not be responsible for any loss, accident, damage, injury suffered by the Consultant whatsoever arising in or out of the execution of his work including travel.

ANNEXURE-II

Application for engagement as Consultant on contract basis in
O/o Engineer-in-Chief, PWD, Govt. of NCT of Delhi, New Delhi

RECENT

PHOTOGRAPH

Name	
Date of Birth	
Address for Correspondence	
Permanent Address	
Contact No./Mob.No.	
Email ID	
Educational/Technical Qualification(S)	
Post from which retired	
Date of Superannuation	
Pay Scale/ Grade at the time of retirement (attach copy of retirement order)	
Details of experience to be attached in proforma appended as "Appendix-A"	Duly filled proforma "Appendix-A" is attached
Non-disclosure undertaking as per Appendix-B	Duly filled proforma "Appendix-B" is attached
Any other relevant information (use a separate sheet, if necessary)	

I hereby declare that :

- i. I submit that there was no vigilance/disciplinary case pending at the time of my retirement and after retirement no vigilance/criminal case has been contemplated against me.
- ii. The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure-I and they are acceptable to me.

Date:

Place:

Signature

Name of Applicant.....

DETAILS OF EXPERIENCE FOR LAST TEN YEARS

PERIOD	NAME OF OFFICE/ ORGANIZATION	POST, REMUNERATION OR PAY BAND WITH GRADE PAY/LEVEL MATRIX, IF APPLICABLE	DESCRIPTION OF DUTIES PERFORMED

Name/ Signature:-.....



NON-DISCLOSURE UNDERTAKING

To

The Engineer-in-Chief
 PWD, Govt. of NCT of Delhi,
 12th Floor, MSO Bldg., IP Estate,
 New Delhi-110002

Sir,

I hereby undertake that I will

- treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
 - not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
 - hold such confidential information in trust and confidence both during and after the terms of my engagement.
 - not engage in any other employment/occupation/consultancy or any other activity during my engagement with PWD, GNCTD which would otherwise conflict with my obligations towards PWD.
 - abide by data security policy and related guidelines issued by PWD, GNCTD.
 - not resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the PWD any records/material, equipment, documents or data which is of confidential nature.
 3. I shall keep PWD informed of any change in my address or contact details during the period of my engagement.
 4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
 5. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature.....)

Name:.....

Address:.....

Dated:.....

Personal Contact No.....

