

(Advertisement No.16/2022 Date: 13/12/2022)

**RECRUITMENT NOTIFICATION**

Applications are invited from Indian Nationals Retired from IITs, NITs, IIMs, other Centrally Funded Institutions, Central/State Government Offices, PSUs, PSBs, MNCs etc. for appointment as, Consultant (Procurement), Consultant (Audit), Consultant (Construction) and Consultant (Training & Placement). Candidates should apply on the enclosed application form with enclosures along with Certificates/documents/service records.

The persons who fulfill the eligibility criteria and are willing to offer their services as Consultants one each in the area of Procurement, Audit, Construction and Training & Placement related services, may submit their duly filled in application with all enclosures alongwith a copy of PPO, on or before **12<sup>th</sup> January, 2023 upto 05:30 PM** to the following address. The envelope containing the application should be super scribed as “**APPLICATION FOR THE POST OF CONSULTANT ( \_\_\_\_\_ )**”.

**The Registrar, NIT Uttarakhand,  
 Srinagar Campus: Government ITI, Srinagar (Garhwal),  
 Distt. Pauri Garhwal, Uttarakhand-246174, India.**

Recruitment of Consultants in Procurement, Audit, Construction and Training & Placement related services			
S. No.	Name of Post	Number of posts	Essential and Desirable Qualifications
1.	Consultant (Procurement)	One (01)	<p><b>Essential:</b> A Bachelor's Degree in any discipline from a recognized University/ Institute.</p> <p><b>Experience:</b> At least 10-15 years of administrative experience in the NITs/IITs/IIMs/Other Centrally funded Institutions, Central/State Govt. Offices, PSUs, PSBs, MNCs etc. at an appropriate level with experience in Procurement related matters.</p> <p><b>Age limit:</b> Upto 70 Years only</p>
2.	Consultant (Audit)	One (01)	<p><b>Essential:</b> A Bachelor's Degree in any discipline from a recognized University/ Institute.</p> <p><b>Experience:</b> At least 10-15 years of administrative experience in the NITs/IITs/IIMs/Other Centrally funded Institutions, Central/State Govt. Offices, PSUs, PSBs, MNCs etc. at an appropriate level with experience in Audit &amp; accounting, financial matters, PFMS, Govt. financial management system etc.</p> <p><b>Age limit:</b> Upto 70 Years only</p>
3.	Consultant (Construction)	One (01)	<p><b>Essential:</b> B.E./B.Tech. Degree in Civil Engineering from recognized University/Institute/College.</p> <p><b>Desirable:</b> Master Degree in Construction Technology and Management or Construction Engineering and Management or similar nomenclature.</p> <p><b>Experience:</b> At least 20 years of experience in construction project of repute and should have worked as Head (Civil</p>

**Recruitment of Consultants in Procurement, Audit, Construction and Training & Placement related services**

S. No.	Name of Post	Number of posts	Essential and Desirable Qualifications
			<p>works/GM (Civil) in Central PSU or SE in Central /State Government. Experience of handling Mega Building projects from planning stage to commissioning including taking statutory approvals, Environmental clearance and directly handling with the Architects, Engineers &amp; Agencies.</p> <p>Preference will be given to the candidate, who has experience of construction of Green Building not less than 100 crore. As the project is located in hills/rough terrain, so the candidate should be physically fit.</p> <p><b>Age limit:</b> Upto 70 Years only</p>
4.	Consultant (Training & Placement)	One (01)	<p><b>Essential:</b> B.E./B.Tech. Degree or MBA Degree relevant field with first class or equivalent grade (6.5 in 10 point scale) and consistent excellent academic record.</p> <p><b>Desirable:</b> MBA or PG diploma in Human Resource.</p> <p><b>Experience:</b> At least 5-10 years of significant and proven experience in one or more of the followings:</p> <ol style="list-style-type: none"> <li>1. Campus Placement in the NITs/IITs/IIMs/Other Centrally funded Institutions.</li> <li>2. Corporate relations, public relations, carrier/manpower development and training in Central Govt. Offices, PSUs, PSBs, MNCs etc.</li> <li>3. Knowledge of MS Word, Excel, Power Point and other usual software used in offices.</li> </ol> <p><b>Age limit:</b> Upto 70 Years only</p>
<b>Scope of Work/Job responsibilities</b>			
<b>Consultant (Procurement)</b>		Performing of duties related to all procurement matters viz. tendering through GeM, e-Procurement portal, execution and contract management under the GFR-2017 norms. He/she will report to Director/Registrar for the above assignments.	
<b>Consultant (Audit)</b>		Performing of duties related to all financial matters viz. Accounting, Auditing, Banking, Fund Management, all Income Tax, Sales Tax and GST related compliances etc. He/she will report to Director/Registrar for the above assignments.	
<b>Consultant (Construction)</b>		<p>To monitor physical progress of construction projects. To assist and guide in preparation of construction estimates/tenders/MoUs. To assist in quality control for the ongoing construction projects. To assist in fund flow and maintain statutory compliances for construction projects. To provide technical guidance for optimising project cost and duration.</p> <p>To perform the duties related to Audit of construction work. To assist arbitrations related to constructions work. If situation demands he/she must be prepared to work on Holidays, Saturday/Sunday for functioning of his/her duties. Consultant (Construction) will report to Dean (Planning &amp; Development).</p>	
<b>Consultant (Training &amp; Placement)</b>		<p>To coordinate the Institute placement team for placement activities. Facilitate professional development and employment search for students. Maintain accurate and confidential student records. Work closely and maintain cordial relationships with faculty, staff and students associated with T&amp;P Section.</p> <p>To coordinate the campus placement and interview conduction process at the Institute under the guidance of faculty members associated with T&amp;P Section. If the situation demands, he/she must be prepared to work on Holidays and Saturday/Sundays for the official activities as per the Institute norms. Other duties assigned, such as arranging various training/internships for students. Should be available on phone &amp; email as and when required for official duties. Consultant (Training &amp; Placement) will report to the Prof. Incharge T&amp;P Section.</p>	

## **GENERAL TERMS & CONDITIONS:**

### **1) Eligibility Criteria**

- (i) **Computer Literacy:** Computer literacy/proficiency in computer operation is must.
- (ii) **Communication and Drafting skill:** Should have good communication and interpersonal skill with a strong flair for depth handling of work relating to job description, as mentioned above with good academic record and strong communication skill.

### **2) Term of Appointment:** The candidates will be appointed on contract basis for an initial period of one year. The Contract may be further extended subject to satisfactory performance and submission of Medical Certificate regarding fitness. The engagement of the Consultants will be purely on contract basis and will not confer any right for regular appointment in the Institute. The post(s) are based in Srinagar (Garhwal), Uttarakhand.

The Consultant shall sign an agreement of confidentiality with NIT Uttarakhand containing a clause on Ethics and Integrity.

### **3) Method of Selection:** The shortlisted candidates will be interviewed by a Selection Committee constituted for this purpose, whose decision will be final and no correspondence in this regard will be entertained. Intimation shall be sent only to the selected candidate. NIT Uttarakhand may undertake police verification of the selected candidates, if required.

### **4) Remuneration:** As per Department of Expenditure, Ministry of Finance, Govt. of India, Office Memorandum vide F.No.3-25/2020-E.IIIA dated 9<sup>th</sup> December, 2020, a fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase during the contract period.

### **5) Drawal of pension:** A retired Government official, if appointed as Consultant, shall continue to draw pension and the dearness relief on pension during the period of their engagement as Consultant. Their engagement as Consult shall not be considered as a case of re-employment.

### **6) House Rent Allowance:** No HRA shall be admissible.

### **7) Transport Allowance:** An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment.

### **8) Other Allowances:** The Consultants shall not be entitled to any allowances such as Dearness Allowance, Residential Accommodation, Medical reimbursement etc.

### **9) Leave:** Consultants shall be eligible for paid leave of absence at the rate 1.5 days for each completed month of service. Also unavailed leave in a calendar year cannot be carried forward to next calendar year.

### **10) TA/DA:** TA/DA shall be admissible for joining the assignment or on its completion. The Consultants would be entitled to draw TA/DA for work related travel as per their last entitlement at the time of retirement as per the Government of India norms, in case they are deputed for official work outside Srinagar (Garhwal).

### **11) Restriction:** The appointment of Consultants would be on full time basis and they would not be permitted to take up any other assignment during the period of consultancy.

- 12) **Working Hours:** The Consultant shall have to work as per the working hours of NIT Uttarakhand i.e. 09:00 AM to 05:30 PM. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays. They will also mark their attendance on Attendance register.
- 13) **Confidentiality of Data and Documents:** The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for NIT Uttarakhand shall remain with NIT Uttarakhand. No one shall utilize or publish or disclose of part with details of office, operational process, technical knowhow, security arrangements and administrative/organizational matters which is of confidential/secret nature, to a third party. The consultant shall be bound to hand over the entire set of records of assignments to NIT Uttarakhand before the expiry of the contract and before final payment is released by the NIT Uttarakhand. Consultant would be required to sign non-disclosure undertaking as per **Annexure-I**.
- 14) **Conflict of Interest:** The Consultant appointed by NIT Uttarakhand, shall in no case represent or give opinion or advice to other in any matter which is adverse to the interest of the NIT Uttarakhand.
- 15) **NIT Uttarakhand reserves the rights, as follows:**
- (i) To decide to cancel the advertisement, and not to proceed in the matter, at any stage and accept or reject any or all applications, without giving any explanation, whatsoever.
  - (ii) Termination of Agreement: NIT Uttarakhand may terminate a contract to which these Terms apply if:
    - a) The Consultant is unable to accomplish the assigned works.
    - b) Quality of the assigned works is not to the satisfaction of the NIT Uttarakhand.
    - c) The Consultant fails in timely achievement of the milestones as finally decided by the NIT Uttarakhand.
    - d) The Consultant is found lacking in honesty and integrity.
    - e) The NIT Uttarakhand reserves the right to terminate the contract by giving 15 days' notice to the Consultant.
    - f) The Institute would be free to terminate the services in case of absence of a Consultant exceeding 10 days beyond the entitled leave in a calendar year.
- 16) **Tax Deduction at Source:** There shall be a deduction of Tax at Source (TDS) as per the rates of TDS fixed by the Government for professionals from time to time.
- 17) NIT Uttarakhand shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging/equipment or vehicles of the personnel.
- 18) The Consultant shall not claim any benefit/compensation/absorption/regularization of service with this office under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
- 19) If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he/she will be liable for termination in addition to any administrative and/or legal action as Government may deem fit.
- 20) The Consultants would provide secretarial services, office support in order to ensure a high level of efficiency and effectiveness of office administration.

## APPLICATION FORM

01.	Name:				Recent passport size photograph	
02.	Father's/Husband's Name :					
03.	Date of Birth:	Age as on 12.01.2023:	Gender:			
04.	Category:	Whether Physically Handicapped:				
05.	Email id:	Mobile:				
06.	Correspondence Address:					
07.	Permanent Address:					
08.	Educational Qualifications ( <i>enclose copy of all documents</i> )					
	<b>Qualification</b>	<b>Stream</b>	<b>University/Institute</b>	<b>Percentage</b>	<b>Year of Passing</b>	
	10th					
	12th					
	UG					
	PG					
	Other					
09	Work Experience ( <i>enclose copy of all documents</i> )					
	Organization/Office/Institute	Designation	Scale of pay/ Pay Band/Pay Matrix	Period of Service		Nature of Job
				From	To	
10.	Date of retirement and the post from which retired (enclose copy of retirement order):		Date:	Post:		
11.	Name of the office from which retired					
12.	Last pay drawn Emoluments		Pay Matrix Level/GP: DA:	Basic Pay: Transport Allowance:		
11.	Pension Payment Order (PPO) <i>(please enclose the copy)</i>					
12.	Any other information which the applicant may like to furnish:					

13. I hereby certified that I have read the information and instructions given in Advertisement on the website i.e. [www.nituk.ac.in](http://www.nituk.ac.in) and the above information given by me are correct and complete. I understand that my application shall be rejected if i) the information is not correct or ii) all the required certificates and documents are not attached or iii) application is incomplete.

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature of applicant

### FOR OFFICE USE ONLY

Inward No. \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/2022

Application No.C/2022/\_\_\_\_\_

**(Instructions:** This Non-Disclosure Undertaking should be signed by persons who are engaged on contract basis with or by NIT Uttarakhand)

**NON-DISCLOSURE UNDERTAKING**

To  
**The Director**  
NIT Uttarakhand  
Srinagar (Garhwal)

Sir,

I hereby undertake

- a) 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.
- b) 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.
- c) to hold such confidential information in trust and confidence both during and after the terms of my engagement.
- d) not to engage in any other employment/occupation/consultancy or any other activity during my engagement with NIT Uttarakhand which would otherwise conflict with my obligations towards NIT Uttarakhand.
- e) to abide by data security policy and related guidelines issued by NIT Uttarakhand.

In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to NIT Uttarakhand any records/material, equipment, documents or data which is a confidential nature.

I shall keep NIT Uttarakhand informed of any change in my address or contact details during the period of my engagement.

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.

Yours faithfully,

अभ्यासाध्यस्यतः विद्या

Signature

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

Date: \_\_\_\_\_