

No. A-12016/01/2014-F&A
National Rural Roads Development Agency
Ministry of Rural Development
Government of India
New Delhi 110066

Engagement of four young Civil Engineers and a Chartered Accountant on contract basis for rural road projects

National Rural Roads Development Agency (NRRDA), New Delhi, an autonomous organization of Government of India, Ministry of Rural Development, mandated to provide technical and management support to the Ministry in the implementation of Pradhan Mantri Gram Sadak Yojana (PMGSY), intends to engage four young Civil Engineers and a Chartered Accountant as full time Consultants on contract basis for providing project management support and technical assistance for Pradhan Mantri Gram Sadak Yojana (PMGSY) Rural Roads Projects.

The term and conditions for engagement of Consultants are available on the website www.pmgysy.nic.in (NRRDA icon). Interested eligible persons may apply with their detailed CV to the **Joint Director (F&A), National Rural Roads Development Agency, 5th Floor, 15 NBCC Tower, Bhikaji Cama Place, New Delhi-110066** or may e-mail to sunil.kukreja@nic.in by **30th June, 2014**.

Joint Director (F&A)

संख्या ए-12016/01/2014-वि.एवं प्र.
राष्ट्रीय ग्रामीण सड़क विकास एजेंसी
ग्रामीण विकास मंत्रालय
भारत सरकार
नई दिल्ली-110066

ग्रामीण सड़क परियोजनाओं के लिए अनुबंध के आधार पर चार युवा सिविल इंजीनियरों तथा एक सनदी लेखाकार (चार्टर्ड एकाउन्टेंट) की नियुक्ति

राष्ट्रीय ग्रामीण सड़क विकास एजेंसी (एनआरआरडीए), नई दिल्ली, जो कि भारत सरकार, ग्रामीण विकास मंत्रालय का एक स्वायत्त संगठन है तथा मंत्रालय को प्रधान मंत्री ग्राम सड़क योजना (पीएमजीएसवाई) के कार्यान्वयन में तकनीकी एवं प्रबंधन सहायता प्रदान करती है, प्रधान मंत्री ग्राम सड़क योजना (पीएमजीएसवाई) ग्रामीण सड़क परियोजनाओं के लिए परियोजना प्रबंधन सहायता तथा तकनीकी सहायता प्रदान करने हेतु चार युवा सिविल इंजीनियरों तथा एक सनदी लेखाकार (चार्टर्ड एकाउन्टेंट) अनुबंध के आधार पर पूर्णकालिक परामर्शदाता के रूप में नियुक्त करना चाहती है।

परामर्शदाताओं की नियुक्ति की शर्तें वेबसाइट www.pmsgsy.nic.in (एनआरआरडीए आईकॉन) पर उपलब्ध हैं। इस हेतु रुचि रखने वाले पात्र व्यक्ति अपना आवेदन विस्तृत आत्मवृत्त के साथ निदेशक (वि. एवं प्र.), राष्ट्रीय ग्रामीण सड़क विकास एजेंसी, ग्रामीण विकास मंत्रालय, 5वां तल, एनबीसीसी टॉवर, भिकाजी कामा प्लेस, नई दिल्ली-110066 को 30 जून 2014 तक भेज सकते हैं अथवा ईमेल: sunil.kukreja@nic.in पर मेल कर सकते हैं।

संयुक्त निदेशक (वि. एवं प्रशा.)

TERMS AND CONDITIONS FOR ENGINEERING OF YOUNG CIVIL ENGINEERS AS FULL TIME CONSULTANT ON CONTRACT BASIS.

1 Job requirements

- (i) To support the Directors of NRRDA in providing project management and implantation support to facilitate PMGSY project implementation in the states.
- (ii) Areas of work: Project selection, scrutiny of the Detailed Project Reports (DPRs) received from the States, providing assistance in scrutiny of DPRs with new technologies, ground verification of DPRs, assistance in maintaining transparency in the system, preparation of detailed engineering reports and contract documents procurement, monitoring of physical and financial progress, quality assurance, contract management, financial managements in- built 5 years maintenance.
- (iii) To help implement various activities under the technical assistance programme including
 - implementation of various training activities at the local and international training institutions for different categories of staff of the road agencies.
 - maintenance management including establishing a road inventory and condition data base, preparation of annual maintenance plans and execution of maintenance works through contract.
 - Introduction of improved technical standards and procedures for quality assurance procurement, financial management and contract management.
 - Improving monitoring and evaluation through further refinements in the on-line monitoring, management and accounting system (OMMAS).
- (iv) To assist NRRDA in expediting and monitoring implementation of the rural road works in all States and Union Territories.

2 Essential and preferential qualification and experience

- 1) Degree in Civil Engineering preferably Masters Degree in Transportation Engineering.
- 2) Should have at least two published papers in the field of road or transportation network in national and international journals of repute.
- 3) Should have experience of at least three years in rural road project preparation, procurement of project, execution of work funded by

multilateral international agencies. Knowledge of Geo-Informatics System (GIS) including On-line Management, Monitoring and Accounting System (OMMAS) will be preferred.

- 4) Should have good knowledge of MS Office and other Civil Engineering Softwares.

3. Age

Not above 30 years.

4. Duration of contract

Consultants will be initially engaged for period of one year on full time basis extendable by one more year.

5. Remuneration

Remuneration will be commensurate with the qualifications, published papers, if any, and experience of selected candidates.

6. Selection Procedure

Consultants will be selected in accordance with the procedures set out in General Financial Rules, 2005 read with 'manual of Policies and Procedures of Employment of Consultants' issued by Government of India, Ministry of Finance.

The decision of the competent authority in the selection of candidates shall be final and binding.

TERMS AND CONDITIONS OF ENGAGEMENT AS CONSULTANT (FINANCE) ON CONTRACT BASIS

(1) Period of contractual engagement

The period of contractual engagement on full time basis will be initially for one year from the date of your joining in NRRDA.

(2) Job requirement

- (a) To examine Audited Financial Statement of Programme Fund Account and Administrative Expenses Fund Account of State and Nominating Executive Agencies and scrutiny of Action Taken Reports related to PMGSY.
- (b) To render technical advice/clarifications to State Rural Roads Development Agencies (SRRDAs) on PMGSY finance and accounts.
- (c) To develop accounting procedure for PMGSY projects in States.
- (d) To monitor banking arrangements of PMGSY Funds as per Memorandum of Understanding among SRRDAs, Accredited Banks and NRRDA.
- (e) To develop materials for review of financial management of projects in States funded by World Bank.
- (f) To often impart training to the accounts personnel of SRRDAs / Project Implementation Units (PIUs) and Engineers in PMGSY finance and accounts correlated with data entries in relevant module of On-line Management, Monitoring and Accounting System (OMMAS).
- (g) During your engagement in this Agency, you will be liable to liaison with the Ministry of Rural Development, State/UT Governments and World Bank.
- (h) You will report to the concerned Division Head or the Joint Director, as the case may be.
- (i) You may be often required to attend office before and beyond the normal working hours of 09: 00 AM to 05:30 PM.

(3) Monthly remuneration and other entitlements

During the period of contractual engagement, the monthly remuneration and other entitlements will be as below:

- (a) Monthly remuneration
Remuneration will be commensurate with the qualifications, experience etc. of selected candidate.
- (b) Increment
In the event of contractual engagement continuing for more than a year in NRRDA based on continued satisfactory performance, annual increase @ 10% on the consolidated monthly remuneration mentioned at (a) above.
- (c) Allowances
No other allowances except Conveyance Allowance @ Rs. 1, 500/- per month will be admissible. The payment of Conveyance Allowance will, however, be subject to the contractual employee not being on leave or absent from duty for a full calendar month.
- (d) Telephone

Reimbursement of one post-paid mobile telephone standing in name of contractual employee subject to the ceiling of Rs. 800 puls taxes per month.

(e) Accommodation

No residential accommodation will be provided.

(f) Attending office on holidays

In the exigencies of office work, the contractual employee may be required to attend office on Saturdays/Sundays or any other Gazetted Holidays. However, in such an event, conveyance charges of Rs. 500/- for attending office on each day will be paid in case no official vehicle is provided.

(g) Leave

(i) 08 days of Casual Leave and 02 days of Restricted Holidays in a calendar year.

(ii) After completion of one year of contractual engagement, the contractual employee will be entitled to 30 days of earned leave in a calendar year .

(iii) In the case of contractual employment beginning or terminating in the middle of the calendar year, casual leave / other leave will be admissible on pro-rata basis.

(iv) There will be no encashment of unutilized earned leave at the time of termination of contract.

(h) TA / DA

Travelling Allowance / Daily Allowance on official tour will be admissible as per Central Government rules applicable from time to time to serving employees of equivalent rank.

(4) Terms of payment

(a) The payment of consolidated monthly remuneration and Conveyance Allowance would be made on monthly basis direct to the bank account of contractual employee or in unavoidable circumstances through Account Payee cheques.

(b) 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 necessary certificate will be issued by NRRDA.

(5) Other assignment

The contractual employee will not take up any private or other assignment during the period of contract with NRRDA.

(6) Confidentiality of data and documents

The contractual employee will 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 purpose of this assignment or during the course of this assignment for the NRRDA, without the express written consent of the NRRDA. He/she will hand over the entire set of records of assignment to the NRRDA before the expiry / termination of the contract and before the final payment is released by the NRRDA.

(7) Conflict of interest

In no case, the contractual employee will represent or give opinion or advice to others in any matter which is adverse to the interest of the NRRDA.

(8) Governing law

The present contract shall be governed by and construed in accordance with the laws of the Republic of India.

(9) Termination of contract

- (a) The present contract may be terminated at any time during the currency of contract by giving one month's notice by either party (NRRDA and the contractual employee) and shall be effective from the date of expiry of the said notice period. The contract may also be terminated any time by NRRDA by paying one month's remuneration in lieu of one month's notice. The NRRDA shall, however, be not oblige to assign any reason for termination of contract.
- (b) Contractual engagement may also entail termination in the follwong circumstances:-
- I. Repeated refusal to undertake the assigned job.
 - II. Quality of the assigned jobs not found satisfactory or failure to achieve the milestones set by the higher authorities.
 - III. Breach of contractual obligations mentioned at SL. No. 5, 6 and 7.
 - IV. Any misconduct during the currency of contract that amounts to unbecoming of an employee working in a Government organization.
 - V. Unauthorized absence from office duty for 30 days or more at a stretch.