

NOTICE FOR CONTRACT ENGAGEMENT OF CONSULTANT (CIVIL ENGINEER)
No.G-5/Conslt.(CE)Apptt./2024

International Institute for Population Sciences (IIPS), Mumbai is a 'Deemed to be University' and an Autonomous Organization functioning under the administrative control of Government of India in the Ministry of Health and Family Welfare (MoHFW) and is funded by MoHFW through Grant-in-Aid. IIPS has also been registered under Societies Registration Act XXI 1860.

IIPS proposes to engage one Consultant (Civil Engineer) of the level of Junior Engineer on contractual basis (purely temporary), ad-hoc basis), initially for a period of six months, which can be further extended after taking into account the performance of the Consultant and requirement of IIPS.

Individuals, holding a minimum of three years of Diploma (Civil Engineering) from a recognized Institute or University or Board with a minimum of 55% marks or a Bachelor's degree in Civil Engineering from a recognized university with 50% marks and having at least 10 years of experience in Government organizations such as CPWD, CIDCO, MHADA or any other State/Central Government organizations, etc., in execution and supervision of civil constructions work and/or civil maintenance of office buildings residential complexes with good knowledge of RCC design and other civil works working knowledge of computers, experience in preparation of tenders/quotation letters for civil works may apply.

The eligible candidates may apply for the post of Consultant (Civil Engineer) by sending the application in the prescribed format along with all necessary testimonials related to educational qualifications, experience, etc., and a copy of PPO to '**The Director & Sr. Professor, International Institute for Population Sciences, Deonar, Mumbai – 400088**' on or before **31/07/2024**. The upper age limit should not exceed 64 years as on 15/08/2024. No queries in this regard, either by email or phone shall be entertained.

(A) The terms of reference and other conditions are as under:

1. The duration of the contract engagement will be six months from the date of joining which will be extended by spells of six months or even more depending upon the requirement of services.
2. During the period of the contract engagement you will be paid a consolidated remuneration (monthly Consultancy Fess) as per GoI rules. The Consultant (Civil Engineer), will be required to submit the last paid salary and pension slip. The income tax and any other applicable tax will be deducted from the remuneration of the Consultant (Civil Engineer) as per the rules.
3. The working hours will be 9.30 a.m. to 6.00 p.m., with ½ hour lunch break (1.30 p.m. to 2.00 p.m.). The Consultant (Civil Engineer) may be required to work beyond the regular working hours as per the requirement of the Institute. The working days will be Monday to Friday and if necessary on Saturday and holidays also.
4. He will be entitled to leave as per GoI rules.
5. In case, you are deputed for outstation travel for official work, you would be paid TA/DA equivalent to your travel entitlement just before retirement.
6. The Consultant (Civil Engineer) will be required to furnish the PAN to the Accounts Section for further necessary action.
7. In case of leaving IIPS the last month's remuneration will be released on production of 'No Dues Certificate' from Competent Authorities.
8. The contract of the Consultant (Civil Engineer) shall be subject to the terms and conditions that may be framed from time to time as per the requirement of the Institute.

9. During the period of his engagement with IIPS, he will carry out the duties and responsibilities assigned to him and observe all directions and instructions issued to him from time to time with all diligence
10. In the event of any dispute arising out of this contract, the decision of the Director, IIPS shall be final and binding on the Consultant (Civil Engineer)
11. The Director & Sr. Professor reserves the right to cancel the advertisement/selection process at any stage.

(B) Job Responsibilities (In Brief)

1. To monitor and supervise the New Infrastructure Development Project, IIPS.
2. To oversee the construction work, maintenance, and operation activities on the project site.
3. To monitor progress on the NIDP projects, and to ensure that the design meets requirements and guarantee that the deadlines are met.
4. To manage the repair and maintenance day to day-to-day work in all residential and official buildings of the Institute at Deonar and Nerul campuses as per the CPWD norms.
5. To offer advice in the planning, coordination, and supervision of technical aspects of all types of civil work.
6. To create technical proposals/quotations/letters as well as budget plans.
7. To draft quotations/letters/tenders/agreements/work orders, etc.
8. To certify the bills for payment.
9. To inspect sites to monitor progress and ensure design specifications as well as safety and sanitation standards are being met.
10. To act as an invitee member in the Estate Management Committee and New Infrastructure Development Project and drafting minutes of the meeting.