

F.No.17015/23/2021-BM-IV
Government of India
Ministry of Home Affairs
D/o Border Management

2nd Floor, Major Dhyan Chand National Stadium
New Delhi, dated: 05.12.2023

To,

SO(IT), IT Cell,
Ministry of Home Affairs,
North Block,
New Delhi-110001

Sub: Uploading of circular on website of MHA for filling up the 05 posts for engagement as consultants for Project Monitoring Unit by Border Road Division, CPWD for Department of Border management, MHA, New Delhi.

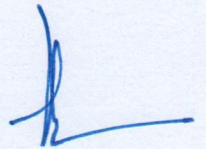
Sir/ Madam,

It is requested to upload the enclosed vacancy circular (**Annexure attached**) on website of Ministry of Home Affairs vacancies for consultants for Project Monitoring Unit by Border Road Division, CPWD for Department of Border management, MHA, New Delhi. Last date for receipt of application is 07.12.2023.

It is requested to publish the above engagement of PMU at [//https://www.mha.gov.in/en/notifications/vacancies//](https://www.mha.gov.in/en/notifications/vacancies//) for wider publicity.

Enclosures- 11 pages

- (Annexure I-Corrigendum dated 22.11.2023)
- (Annexure II- CPWD correspondence dated 06.11.2023)
- (Annexure III-Eligibility criteria and selection procedure)
- (Annexure IV-Role and responsibility)
- (Annexure V-Approximate salary and the allowances)
- (Annexure VI-Terms and conditions)
- (Annexure VII-Application form)



[Suresh Kumar]
Under Secretary (BM-IV)
Tele: 2307 5319



सत्यमेव जयते

भारत सरकार
कार्यालय-कार्यपालक अभियंता
सीमा सड़क मंडल, के.लो.नि.वि,
एस.एस.बी. मेनगेट के सामने, भक्त्याना,
श्रीनगर, गढ़वाल (उत्तराखण्ड), पिन-246174
दूरभाष संख्या:-01346-297255
ईमेल:ukhsnebrd.cpwd@gov.in



संख्या:-54(57)/सी.स.म / श्रीनगर / 2023-24 / 485

दिनांक: 22.11.2023

CORRIGENDUM

With Reference to the Advertisement inviting application from retired Govt. servant / qualified professionals for engagement as Senior Consultant (Works) 01 no., Senior Consultant (Finance & IT) 01 no., Consultant Works 02 nos., Consultant (Accounts) 01 no. for Project Monitoring Unit in the Department of Border Management, MHA at New Delhi on contract basis vide NIT No. 54(57)/BRD/SRI/2023-24/465, Tender ID 58611 uploaded on this website, **it is hereby informed that, due to some administrative reason, the date & time of receiving applications is extended up to 07/12/2023 on or before 5:00 PM.** The rest of other part of document would remain same.

Handwritten signature
22/11/2023
कार्यपालक अभियन्ता
सीमा सड़क मण्डल

Copy by e-mail along with the detailed Terms and Conditions to the:-

1. Director General, BSF, Block No. 10, CGO Complex, Lodhi Road, New Delhi 110003 (Email : edpdte@bsf.nic.in)
2. Director General, ITBP, Block 02, CGO Complex, Lodhi Road, New Delhi-110003
3. National Highways Authority of India, G 5&6, Sector 10, Dwarka, New Delhi-110075 (Email : tis@nhai.org)
4. Director General (HQ) Border Roads, Seema Sadak Bhawan, Ring Road, Naraina Delhi Cantt New Delhi 110010 (Email: bro-adgbr@bro.gov.in)
5. Department of Personnel & Training, Ministry of Personnel, P G and Pensions, Government of India, North Block, New Delhi - 110 001 (E-mail : diradmin@nic.in)
6. ADG (Border), CPWD, 4th floor, A-wing, Nirman Bhawan, New Delhi
7. Director BM-IV Sec. MHA, 2nd Floor, Major Dhyani Chand Stadium, New Delhi.
8. Chief Engineer, BFZ, CPWD, East Block-I, R. K. Puram, New Delhi
9. Superintending, Engineer, BRC, CPWD, Almora, Uttarakhand.
10. National Carrier Service, MoL&E. New Delhi. (support.ncs@gov.in)
11. National Informatics Centre. CGO Complex, Lodhi Road, New Delhi. (servicedesk-nic@nic.in)

It is requested that this document may please be uploaded on the website of your department for wide publicity.

For publishing on MHA portal please.

Along with the Terms & conditions for uploading on your portal please

Handwritten signature
22/11/2023
कार्यपालक अभियन्ता



भारत सरकार
कार्यालय-कार्यपालक अभियंता
सीमा सड़क मंडल, के.लो.नि.वि,
एस.एस.बी. मेनगेट के सामने, भक्त्याना,
श्रीनगर, गढ़वाल (उत्तराखण्ड), पिन-246174
दूरभाष संख्या:-01346-297255
ईमेल:eebrdsrinagar@gmail.com



संख्या:-54(57)/सी.स.म./श्रीनगर/2023-24/465

दिनांक: 06-11-2023

“Engagement of Retired Govt. Officer / Qualified Professionals as consultant on Contract Basis”

Executive Engineer, Border Road Division, CPWD, Srinagar, Uttarakhand invites application from retired Govt. servant / qualified professionals for engagement as Senior Consultant (Works) 01 no., Senior Consultant (Finance & IT) 01 no., Consultant Works 02 nos., Consultant (Accounts) 01 no. for Project Monitoring Unit in the Department of Border Management, MHA at New Delhi on contract basis.

The headquarter of all the consultants will be at New Delhi. However, for site inspection occasionally they may have to visits the border areas.

The eligibility Criteria, Job/responsibility, Monthly remuneration, duties, Terms & Conditions, application procedure and other details are available on CPWD website “etender.cpwd.gov.in”. The desirous eligible retired officers / Qualified Professionals may apply on the prescribed format by e-mail at ukhsneebird.cpwd@gov.in on or before 5:00 PM of 22.11.2023.

Handwritten signature and date: 6/11/2023

कार्यपालक अभियंता
सीमा सड़क मण्डल

Copy to (by e-mail):-

1. Director General, BSF, Block No. 10, CGO Complex, Lodhi Road, New Delhi 110003 (Email : edpdte@bsf.nic.in)
2. Director General, ITBP, Block 02, CGO Complex, Lodhi Road, New Delhi-110003 (Email : itcelladm@itbp.gov.in)
3. National Highways Authority of India, G 5&6, Sector 10; Dwarka, New Delhi - 110075 (Email : tis@nhai.org)
4. Director General (HQ) Border Roads, Seema Sadak Bhawan, Ring Road, Naraina Delhi Cantt New Delhi 110010 (Email: bro-pers@nic.in, bro-adgbr@bro.gov.in)
5. Department of Personnel & Training, Ministry of Personnel, P G and Pensions, Government of India, North Block, New Delhi - 110 001 (E-mail : diradmin@nic.in)
6. ADG (Border), CPWD, 4th floor, A-wing, Nirman Bhawan, New Delhi
7. Director BM-IV Sec. MHA, 2nd Floor, Major Dhyan Chand Stadium, New Delhi
8. Chief Engineer, BFZ, CPWD, East Block-I, R. K. Puram, New Delhi
9. Superintending, Engineer, BRC, CPWD, Almora, Uttarakhand.

It is requested that this document may please be uploaded on the website of your department for wide publicity.

A. Eligibility Criteria and selection procedure for the staff under the Project Monitoring Unit

Sl. No.	Name of the Post	Eligibility
1	<p>Senior Consultant (Works) Equivalent to EE level</p> <p>No. of posts – 1 no.</p>	<p>a)Age : Below 55 years as on 22.11.2023</p> <p>b)Educational Qualification : Degree in Civil Engineering from a recognized University/ Institute</p> <p>c) Eligibility criterion and required experience :</p> <p>(i) Officers in Central Government Department / Autonomous Body/Public Sector Undertaking/State Government Department having held an analogous post for 5(Five) years in pay matrix of level 11 or above of 7th CPC (Pre-revised PB-3 of Rs. 15600-39100 plus grade pay 7600 in CDA pattern)</p> <p style="text-align: center;">Or</p> <p>(ii) Having minimum 10 years' experience of execution/ supervision/ preparation of DPR of Civil Engineering projects like -Roads, Tunnels, Bridges, Runway, Buildings, Dams etc.</p> <p>(iii) Preference will be given for working experience in Border area near International Border.</p>
2	<p>Senior Consultant (Finance & IT) Equivalent to EE level</p> <p>No. of posts – 1 no.</p>	<p>a)Age : Below 55 years as on 22.11.2023</p> <p>b)Educational Qualification : Degree in IT / Finance from a recognized University/ Institute.</p> <p>c)Experience :</p> <p>(i) Experience in Central Government Department/ Autonomous Body/Public Sector Undertaking/State Government Department holding/ having held an analogous post for 5(Five) years in pay matrix of level 11 or above of 7th CPC (Pre-revised PB-3 of Rs. 15600-39100 plus grade pay 7600 in CDA pattern).</p> <p style="text-align: center;">Or</p> <p>(ii) Having minimum 10 years' experience of execution/ supervision/ preparation of DPR of Civil Engineering projects like -Roads, Tunnels, Bridges, Runway, Buildings, Dams etc.</p> <p>(iii) Preference will be given for working experience in Border area near International Border.</p>

3	<p>Consultant (Works)</p> <p>No. of posts – 2 nos.</p>	<p>a)Age : Below 40 years as on 22.11.2023</p> <p>b)Educational Qualification : Degree in Civil Engineering</p> <p>c)Eligibility criterion and required experience :</p> <p>(i) Experience in Central Government Department/ Autonomous Body/Public Sector Undertaking/State Government Department holding an analogous post for three years in pay matrix of level 8 or above of 7th CPC (Pre-revised PB-2 of Rs. 9300-34800 plus grade pay 4800 in CDA pattern)</p> <p style="text-align: center;">Or</p> <p>(ii) Having min. 3 years experience of execution/ supervision/ preparation of DPR of civil engineering projects like -Roads, Tunnels, Bridges, Runway, Buildings, Dams etc.</p> <p>(iii) Preference will be given for working experience in Border area near International Border.</p>
4	<p>Consultant (Accounts)</p> <p>No. of posts-01 Nos.</p>	<p>a)Age :Below 40 years as on 22.11.2023</p> <p>b)Educational Qualification :Bachelors degree in any Discipline, Finance/ Commerce/ Engineering) from a recognised University/ Institute Engineering</p> <p>c)Eligibility criterion and required experience :</p> <p>(i) Experience in Central Government Department/ Autonomous Body/Public Sector Undertaking/State Government Department holding an analogous post for three years in pay matrix of level 8 or above of 7th CPC (Pre-revised PB-2 of Rs. 9300-34800 plus grade pay 4800 in CDA pattern)</p> <p style="text-align: center;">AND</p> <p>ii) Having 3 years' experience in Finance/ Accounts in Department of Government of India/ State Government/ Central Government Undertaking/Autonomous Body in execution of civil engineering projects</p> <p style="text-align: center;">OR</p> <p>iii) Candidate having minimum 3 years' experience in Finance / Accounts of a company having turn over more than Rs.500 Crore involved in execution of Civil Engineering Projects.</p>

Note: The age shall be reckoned as on 22.11.2023

B. The role and responsibilities of the staff for the Project Monitoring Unit

S.No	Designation	Role and Responsibility
1.	Chief Consultant	<ul style="list-style-type: none"> ➤ He will report to joint Secretary, BM-I Division. ➤ Overall supervision of work allocated to project Monitoring Unit. ➤ Identification of responsibilities, determination of roles, creating checklist and monthly reports on physical & financial progress of the projects. ➤ Identification of project bottleneck and projects that are facing risks of cost and time overruns and to work with executing agencies in chalking out the makeup intervention plans. ➤ To carryout field visits. ➤ Any other works assigned by DoBM, MHA.
2.	Senior Consultant (Works)	<ul style="list-style-type: none"> ➤ To carryout field visits. ➤ Coordination with agencies, contractors. ➤ Verification & compliance of quality control of works executed. ➤ Regular updation of physical progress. ➤ Any other works assigned by DoBM, MHA/Chief Consultant.
3.	Senior Consultant (Works, <u>finance & IT</u>)	<ul style="list-style-type: none"> ➤ To carry out field visits. ➤ Coordination with agencies, contractor. ➤ Regular updation of financial progress. ➤ Budgeting of works. ➤ Management of project monitoring online tools. ➤ Any other works assigned by DoBM, MHA/ Chief Consultant.
4.	Consultant (works) & Consultant (Technical)	<ul style="list-style-type: none"> ➤ To carry out field visits for verifying the work being executed quality control as per scope and specification laid down in the DPR. ➤ To maintain record of work order of various works awarded by executing agencies to the contractor and record of list of contractors against each work. ➤ Regular updation of progress of project and verification of progress through field visits. ➤ To identify, projects that are facing risks of cost and time overruns. ➤ Identify, analyze and follow up the risks related to execution of works in order to secure the development of the project. ➤ Coordinate with agencies, consultant & subcontractors and documenting any project issues/ conditions. ➤ Review and monitor the progress of the project and suggest rescheduling. ➤ Any other works assigned by Superior Authorities.
5.	Consultant (finance)	<ul style="list-style-type: none"> ➤ Supervision of funds released to and their utilization by agencies. ➤ Budgeting of works. ➤ To supervise the funds being utilized as per the progress made at site. ➤ Identify, analyze and follow up financial risks in order to secure the development of the project. ➤ Any other works assigned by Superior Authorities.

6.	Consultant (II)	<ul style="list-style-type: none"> ➤ To manage Project monitoring tools including PERT/CPM network diagram of all activities involved in the execution and time sequenced Bar Chart based on the PERT/CPM diagram indicating the monthly progress & accomplishments in terms of percentages or quantities on regular basis. ➤ Any other works assigned by Superior authorities.
7.	Data entry Operator	<ul style="list-style-type: none"> ➤ Physical Maintenance of records. ➤ Typing, comparing, photocopying, faxing, e-mailing etc. ➤ Performing the task assigned by senior officers.
8.	Multi Tasking Staff	<ul style="list-style-type: none"> ➤ General Cleanliness & upkeep of the Section/Unit. ➤ Carrying of files & other papers within the building. ➤ Photocopying, sending of FAX etc. ➤ Other non-clerical work in the Section Unit. ➤ Assisting in routine office work like diary, despatch etc. Including on computer. ➤ Delivering DAK. ➤ Any other works assigned by Superior Authorities.

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C. APPROXIMATE SALARY AND THE ALLOWANCES OF THE PMU STAFF

1. The monthly remuneration shall be governed as per Department of Expenditure, Ministry of Finance, O.M. No. 3-25/2020/E-IIIA dated 09.12.2020 for retired Govt. Servant engaged as Consultant.
2. Monthly remuneration for qualified professionals, other than retired govt. servant, would be Rs.1,06,358/- (Rs. 96134 + Rs. 10224 Transport Allowance) per month (fixed) for Senior Consultant and Rs. 72,704/- (Rs. 67592 + Rs. 5112 Transport Allowance) per month (fixed) for Consultant. The provision of reimbursement of TA/ DA on tour shall be equivalent to similarly placed govt. servant.

D. Terms & Conditions for retired/qualified professional employees:-

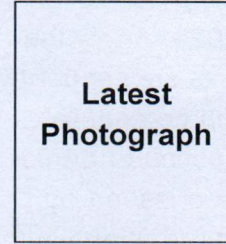
1. The Candidates applying as consultant must apply along-with attested photocopies of certificates and post pay details drawn before retirement which will be got verified by this office.
2. The reserves the right not to fill up posts advertised.
3. The engagement of consultant would be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy.
4. The engagement can be extended subject to the satisfactory performance of the consultant.
5. The Consultant shall not be entitled to any allowance such as DA, House Rent Allowance, Accommodation, Personal Staff etc. and no reimbursement CGHS, medical facility would be admissible to the consultant.
6. No Government vehicle shall be provided to the Consultants. Transport Allowance will be given as per norms.
7. No TA/DA shall be admissible for joining the assignment or on its completion. Consultants will not be allowed foreign travel at Government expenses. However, Consultant shall be allowed TA/DA for their travel inside the country in connection with the official work site visit if any, as per their entitlement as on the date of retirement.
8. Consultants shall be eligible for 8 days leave in a calendar year on pro-rata basis. Therefore, a consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year + 15 days medical leave on calendar year.
9. The engagement of consultants is of a temporary nature initial for eleven months and the engagement can be cancelled at any time by the department without assigning any reason. Further extension may be granted by the Competent Authority subject to performance.
10. He will not be entitled for any other facilities i.e. Re-imburement of medical expenses, Leave Travel Concession (LTC) etc.
11. He may be asked to perform any duties as and when assigned by higher authorities and that he shall discharge duties assigned to him with full responsibility and to the full satisfaction of higher authorities.
12. The work site is in High Terrain/Altitude near International Border (i.e. ICBR-II roads along Indo-China Border and 18 foot tracks in the State of Arunachal Pradesh).
13. Absence of duty for a continuous period of Eight days without any information or any valid reason shall lead to automatic termination of engagement. No remuneration for the period of absence in excess of the admissible leaves will be paid to the consultant. Un-availed leave shall neither be carried forward to next year nor encashed.
14. The remuneration of consultants on contractual basis shall be regulated as per DoE's OM No.3-25/2020/-E.IIIA dated 09.12.2020 on the subject of guidelines relating to engagement of retired govt. servants as consultant on contract basis. For qualified

professionals, other than retired government servant the remuneration would be equivalent to similarly placed government servant.

15. The desirous eligible retired officers/qualified professionals are required to send the scanned PDF copy of their signed completed application form in the prescribed format by e-mail at ukhsneebrd.cpwd@gov.in on or before by 5.00 PM on 22.11.2023. Only the online application shall be considered within due date i.e. submitted on or before 22.11.2023 Any other information / documents if required can be asked from the applicants subsequently.
16. Selection procedure:-
The selection of Senior Consultants and Consultants will be conducted as per prevailing guidelines issued by DOE vide OM dated 09.12.2020, which has references to DoPT's relevant provisions in this regard. While engaging the manpower for proposed PMU, the relevant provisions of General Financial Rule (GFR)-2017 would be duly taken into consideration. The candidates shortlisted on the basis of eligibility criteria/merit will be called for personal interview before a Screening and selection committee approved by DOBM. Initial engagement of selected candidates will be of 11 months on contractual basis.
17. After selection of consultant the necessary agreement will be drawn with the candidate.
18. The working hours shall be from 09:00 AM to 06:00 PM and Six days a week of working. No extra remuneration shall be allowed for working beyond office hours or on Gazetted Holiday/Sunday. No Compensatory leave shall be allowed on this account.
19. In case any consultant desire to resign he may do so by giving a notice 30 days in writing. After expiry of the notice period the consultant shall be relieved after handing over full charge of records as per deciding by MHA.
20. During the period of assignment with MHA, the consultant would be subject to officials secrets act, 1923 and will not divulge any information gathered by her/him during the period of assignment to anyone who is not authorized to know the same.
21. The conduct of the consultant shall be governed as per similar provision of prevailing CCS conduct rule.

**PROFORMA FOR POST OF SENIOR CONSULTANTS / CONSULTANTS IN
PROJECT MONITORING UNIT (PMU) OF MHA AT NEW DELHI**

- 1 Name *:
- 2 Date of Birth*:
- 3 Gender:
- 4 Nationality:
- 5 Adhaar Number *:
- 6 Pan Card*:
- 7 Address for Correspondence *:
- 8 Residential Address :
- 9 Phone number/Mobile *:
- 10 Email ID*:
- 11 Educational Qualifications *(i/c degree in Law if any) (along with self-attested copies of certificate) :



S.No.	Qualification	Year of passing	University	Division / Grade / Percentage	Percentage/ any other information
1.	2.	3.	4.	5.	6.

- 12 Post from which Retired :
- 13 Date of Superannuation :
- 14 Pay Scale/Grade at the time of Retirement (Attach the copy of retirement order and PPO) :
- 15 Name of department / company currently working and retired*:
- 16 Details of past experience in the area of Execution/supervision/preparation of DPR of Public Works* :

S.No.	Details of Works experience*	Period		Place	Any other information
		From	To		
1.	2.	3.	4.	5.	6.

*documents relating to experience may be enclosed.

17 Please attach your CV with emphasis on details of information sought in Para-15 & 16 above* :

- (i) Please attach separate undertakings for the following:
That the applicant has not been convicted or facing any criminal case.

18 Any other information:

19 I hereby declare that*:

- i. I have retired on superannuation from _____
- ii. I submit that there was no vigilance/disciplinary case pending against me
- iii. I have never been convicted nor facing any criminal prosecution
- iv. I hereby unconditionally agree to abide by the fee structure and other terms & conditions of the guidelines for appointment of Chief Consultant / Senior Consultant as amended from time to time by MHA
- v. I hereby declare that I have never been debarred from any Government department /Central PSU from taking such type of assignment.
- vi. The information given above is true to the best of my knowledge & belief.

Enclosures:

- i. Work Experience
- ii. PPO
- iii. Educational Qualification
- iv. Aadhaar Card
- v. Pan Card
- vi. CV (Curriculum Vitae with latest photograph)

Date:

Place:

Signature

Name of applicant:

E-mail address:

Mobile no.:

Note:-1. *Mandatory.

2. The downloaded application should be neatly filled/typed and shall be sent by email only to the Executive Engineer, Border Road Division, CPWD, Srinagar, Uttarakhand at the following email id:- ukhsneebrd.cpwd@gov.in

