

No A-12011/3/2019-ADM
Lal Bahadur Shastri National Academy of Administration
Mussoorie

Dated: 11th December, 2019

WALK- IN – INTERVIEW

The Lal Bahadur Shastri National Academy of Administration, Mussoorie intends to engage one Technical Advisor (Project) on contract basis through Walk-in-interview to be held on 21st December, 2019 at 1100 hrs. The period of engagement will be purely on contract basis initially for a period of three months which is extendable further based on performance and if services are required further.

Willing candidates are required to submit their applications through email to estate.lbsnaa@nic.in in the prescribed proforma latest by 20th December, 2019.

The details of the post i.e Educational Qualifications, Experience, Duties and Responsibilities etc. are available at Academy's website i.e. on www.lbsnaa.gov.in

Monika Dhama

(Monika Dhama)
Deputy Director (Sr.) &
Incharge Administration

No A-12011/3/2019-ADM
Lal Bahadur Shastri National Academy of Administration
Mussoorie

Dated: 11th December, 2019

The Lal Bahadur Shastri National Academy of Administration, Mussoorie intends to engage one Consultant (Project) on contract basis initially for a period of three months. The engagement will be purely on contract basis and selection will be made through Walk-in-interview/Skype to be held on 21st December, 2019, at 11:00 hrs.

Name of post	-	Technical Advisor (Project)
No. of post	-	01 post
Remuneration	-	Rs. 4,000/- per visit including TA/DA (minimum two visits per week are mandatory)

Educational Qualifications and Experience:

B.tech/ M.tech/ Diploma (Civil/ Structural)

Desirable qualifications:

Minimum 15 years experience working in govt. organization.

Duties/ Responsibilities –

1. All documents prepared by CPWD will be put up to consultant for technical scrutiny and verification of correctness of technical specifications (including structural drawings).
2. The consultant is expected to verify correct usage of raw materials in terms of quality, quantity, size and specifications.
3. Check whether the contractor is abiding to all building laws, bye laws and various provisions/ stipulations in vogue in Mussoorie under MDDA.
4. Verify that site, soil testing are appropriate for building planned to be constructed.
5. Monitor progress of work and bring out any delays/ disruptions noticed that can be avoided in future.
6. Submit weekly visit/inspection report on every Monday.
7. Check whether the projects are being executed as per the desired scope, timeline, quality, applicable guidelines/ bylaws/ financial regulations and safety parameters
8. Give technical and design inputs for the proposals for new projects being planned in Academy.
9. Any other related work assigned by the competent Authority.

General instructions:

1. The engagement is for a period of three months or till further order whichever is earlier. The term may be extended for a further period as deemed fit and subject to satisfaction of Academy. This contractual engagement is made on a purely temporary basis to cater the short term requirement of monitoring of civil projects.
2. The contractual engagement may be terminated by the either side with a one month notice or one month salary in lieu of advance notice.
3. The eligibility of candidate will be determined as on the date of advertisement.
4. The candidate who fulfills the requirements may attend the Walk-in-interview /Skype along with an application in the prescribed format (**Annex. – I**) and Original documents and self attested photocopies of certificates of qualifications, experience, compulsory rotatory internship, registration with State/Central. A copy of the same may be mailed in advance to Estate Section, LBSNAA at the address - **estate.lbsnaa@nic.in**
5. Applicants appearing with incomplete documents will not be entertained for the interview.
6. The competent authority reserves the right to postpone/cancel the recruitment exercise at any stage.
7. In case of large number of candidates reporting for interview, the competent authority, LBSNAA reserves the right to shortlist candidates by adopting appropriate criteria.
8. The selected candidates shall have no claim for appointment on regular basis by virtue of being appointed on contractual basis.
9. The candidate may report for walk-in-interview on 21st December, 2019 at 1100 hrs.
10. Interested candidates may also in their own interest ensure that they fulfill the eligibility conditions. Ineligible candidates will not be allowed to appear for interview. Verification of documents will be done before interview.
11. No TA/DA will be admissible for attending Walk-in-interview.
12. The candidates selected will have to perform night shift duty and field duty from time to time.

Monika Dharmi

(Monika Dharmi)
Deputy Director (Sr.) &
Incharge Administration

APPLICATION PROFORMA

FOR THE POST OF TECHNICAL ADVISOR (PROJECT) _____



1. Name in Block letters:

2. Address in Block letters:

3. Telephone No., Fax No. & e-mail address:

4. Date of Birth (in Christian era):

5. Date of retirement from Army/Paramilitary forces

6. Educational Qualifications (12th Class and above):

Sl. No.	Name of Board/University	Year of Passing	Subjects	Overall % marks	Distinction if any

7. Details of Experience of working in Govt. Organization in chronological order.

Sl. No.	Post Held with basic pay	From	To	Nature of Duties

8. Professional experience if any:

9. Name and contact details of two References (Ex/current teachers)

(i)

(ii)

Signature of the candidate with date

Address: _____

Mobile/Telephone No. _____

E-mail address: _____