

APPLICATION FORM**Post Applied for: -** _____

 Photograph to be attached here

1.	Name of the Candidate (Block Letter)			
2.	Date of Birth			
3.	Sex:			
4.	Father/Husband's Name			
5.	Correspondence Address			
6.	Mobile no:			
7.	Mail id:			
8.	Technical Qualifications			
10.	Work Experience, indicating the name of employer, duration & job responsibilities) (Use separate sheet if required)			
Sl. No.	Name & Address of the Employer Organization	Designation	Years of experience	Brief job description
i.				
ii.				
11.	Additional information, if any, which you would like to mention in support of your suitability for the post (Separate Sheet may be used, if required)			

(Kindly attach detailed CV including passport size photograph)

I declare that the information furnished by me in the application is true and correct to the best of my knowledge and belief.

Date:**Place:****Signature of the Applicant**

TERMS & CONDITIONS OF ENGAGEMENT: -

1. **Period of Engagement**-The engagement of selected candidate/s shall be for an initial period of three years with the provision of renewal of their contract on year-to-year basis, subject to their satisfactory annual performance appraisal report.
2. **Place of Posting**- Selected candidate/s shall be liable to serve *anywhere in India*.
3. **Duties & responsibilities: -**

Sl. No.	Designation	Duties & Responsibilities
1.	Junior Young Technical Consultant (Quality Assurance)	<ol style="list-style-type: none"> 1. Develop and implement quality assurance procedures and protocols for EMRS projects. 2. Conduct regular inspections of construction sites to monitor workmanship and adherence to quality standards. 3. Coordinate with Field Consultants, TPQA Agencies and construction teams to address quality issues and ensure timely compliance. 4. Perform material testing and evaluation to verify compliance with project requirements. 5. Document and report quality assurance findings, including non-conformities and corrective actions. 6. Review contractor submittals and shop drawings for accuracy and compliance with project specifications. 7. Conduct & participate in the pre-construction meetings to discuss quality requirements and expectations with stakeholders. 8. Provide training and guidance to construction personnel on quality control procedures and best practices. 9. Conduct internal audits to assess the effectiveness of quality assurance processes and identify areas for improvement. 10. Ensure that all work performed meets regulatory requirements and standards. 11. Collaborate with design engineers to resolve quality-related issues and improve project designs. 12. Investigate complaints and concerns related to quality issues and recommend appropriate actions. 13. Participate in project meetings to provide updates on quality assurance activities and address any concerns. 14. Monitor project documentation, including test reports and inspection records, to ensure completeness and accuracy. 15. Conduct risk assessments to identify potential quality-related risks and develop mitigation strategies. 16. Stay updated on industry trends and advancements in quality assurance practices. 17. Provide technical support and expertise to project teams to ensure successful project delivery.

		<p>18. Any other work assigned by Competent Authority.</p>
2.	Junior Young Technical Consultant (Field)	<ol style="list-style-type: none"> 1. To undertake site visits for monitoring of progress and quality control etc. 2. To see whether the layout of buildings has been done as per approved MLPs 3. The physical verification of foundations structure, reinforcement, depth of foundation, etc 4. To see whether the required architectural drawings/Electrical Layout and vetted copies of structural drawings are available at site and work is being executed as per the approved buildings, plans, elevations, specifications, and technical & functional requirement. 5. To see adequate quality measures are in place in the execution of works. 6. To interact with the site engineer, structural consultant and TPQAA on day-to-day basis to enforce quality issues and other construction issues for soundness of structure. 7. Coordination with State EMRS Society/State on other land issues. Coordination of Land related activities with states including scrutiny of Land Suitability Proposals. 8. To verify the land parcel physically with reference to the land documents such as Land Suitability Report (LSR), sketch map, plot particulars, land use from certificate before the land suitability can be approved for construction. 9. The continuous monitoring of physical progress of the project to ensure work is completed within the stipulated time, maintaining the quality as per norms & specifications stipulated by NESTS/CPWD. 10. Verification of physical progress of executed works/ achieved milestones. 11. To look into all other technical issues such as site-specific deviation in design/project cost physically on grounds. 12. To facilitate the finalization of layout of services such as storm water Drain, sewer lines, cable lines, roads, etc. 13. To see that internal and external electrical installation as per approved design layout, specification, and other electrical parameter in case of electrical consultant. 14. Any other work assigned by the Competent Authority.
3.	Junior Young Technical Consultant (Headquarters)	<ol style="list-style-type: none"> 1. To assist NESTS officials working in Civil wing in the matters pertaining to EMRS project; 2. To examine and process the cases of construction related matters in coordination with concerned officials including computer related work; 3. Scrutiny of demand of funds received from construction agencies; 4. Scrutiny of cost estimates as per CPWD norms; 5. To interact with the site engineer, structural consultant and TPQAA. 6. Coordination with State EMRS Society/State on other land issues. Coordination of Land related activities with states including scrutiny of Land Suitability Proposals. 7. Record keeping and documentation of EMRS project; 8. Scrutiny and processing of EoT matters;

	9. To look into all other technical issues such as site-specific deviation in design/project cost submitted by construction agencies; 10. Any other work assigned by the Competent Authority.
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4. Other Terms & Conditions: -

- a. The consultant will not be entitled to any kind of allowances including residential accommodations & transport facilities.
- b. The consultant shall be required to observe normal timing of office.
- c. The consultant shall be eligible for leave as per prevailing Govt of India rules/guidelines.
- d. The consultant may be required to attend office on holidays or beyond office hours, in case of exigencies and no additional allowance shall be paid for the same.
- e. Retired Government Servant/Ex-serviceman engaged as a consultant shall be paid as per the prevailing of Govt of India rules/guidelines. Their engagement in the organisation shall not be considered as a case of re-employment.
- f. The organisation shall have right to terminate the services of the consultants at any time without giving any notice and without assigning any reason.
- g. The income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting payment and TDS certificate shall be issued by concerned DDO.
- h. In case, the consultant is required to travel inside the country in connection with official works/site visit, TA/DA shall be paid as per prevailing norms of NESTS.

5. Selection Procedure: -

Suitable candidates meeting the prescribed qualification and eligibility criteria shall be selected on the basis of the merit list prepared on the basis of marks obtained in the Walk-In interview.

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Additional Commissioner,
NESTS (Ministry of Tribal Affairs)