

# राष्ट्रीय आदिवासी छात्र शिक्षा समिति

(जनजातीय कार्य मंत्रालय के अंतर्गत  
एक स्वायत्त संस्थान, भारत सरकार)  
भू-तल, गेट नंबर-3ए, जीवन तारा बिल्डिंग,  
संसद मार्ग, नई दिल्ली-110001  
दूर. 011-23340280



# National Education Society for Tribal Students

(An Autonomous Organization under  
Ministry of Tribal Affairs, Govt. of India)  
Ground Floor, Gate No.3 A, Jeevan Tara Building,  
Parliament Street, New Delhi-110001  
Telephone No. 011-23340280  
वेबसाइट/Website: www.tribal.nic.in  
Email: nests-tribal@tribal.gov.in

F. No. NESTS/Admin/HiringofManpower/civil/163/2021-22

Dated: 06/01/2025

## Subject: - Hiring of Engineers in Civil wing of NESTS for EMRS Project reg.

National Education Society for Tribal Students (NESTS), an autonomous organization under Ministry of Tribal Affairs, Government of India, invites applications from the Govt. employees who have retired as on closing date of application from any Ministry/ Department or its attached/PSU/Autonomous body for engagement as under:

S. No.	Position	No. of Posts	Qualification	Remuneration	Eligibility
1	Associate Consultant Engineer	01	B.Tech./B.E./ <b>Diploma*</b> in Civil Engineering or equivalent from a recognized Institution/University  <i>*20+ years' experience for Diploma holders.</i>	-- To be calculated by deducting the pension from the Basic Pay drawn at the time of retirement.  -- For persons retired with NPS, an amount equivalent to 30% of the last pay drawn at the time of retirement shall be deducted from the last basic pay and the resultant amount shall be the fixed monthly amount as remuneration.  -- The Engineer shall also be entitled for Transport	<b>(a) Post qualification experience:</b> Minimum 15 years in government sector.  <b>(b) Any individual, retired from the rank of Assistant Engineer or equivalent post i.e., from any post, in Level-8 of the Pay Matrix as per 7th CPC.</b>  <b>(c) Any individual, retired from the rank of Junior Engineer or equivalent post i.e., from any post, in Level-7 of the Pay Matrix as per 7th CPC.</b>

				Allowance at the rate applicable to him/her at the time of retirement.	(c) Upper age limit (As on 31.10.2024): Not exceeding 62 Years
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2. The details including eligibility criteria, scope of work etc. of the above engagement are also available on the website i.e. <https://nests.tribal.gov.in/>.

3. Candidates who have already applied in response to the advertisement dated 21/10/2024 need not apply again.

4. Interested candidates, who fulfil the eligibility criteria, may submit their application in the prescribed proforma in sealed cover super-scribed "**Application for engagement as Associate Consultant Engineer**" which should reach this office latest by 31/01/2025 at the following address: -

Joint Commissioner (NESTS),  
Gate No. 3A, Jeevan Tara Building,  
Parliament Street, New Delhi-110001

Post	Scope of work
<b>Associate Consultant Engineer</b>	<ol style="list-style-type: none"> <li>1. Provide technical assistance to official side of NESTS Civil Division.</li> <li>2. Conduct site visits/inspections of EMRS projects.</li> <li>3. Ensure compliance with all extant engineering practices including Govt of India rules/regulation.</li> <li>4. Collaborate &amp; coordinate with stakeholders, including government agencies and PSUs/State Governments/CPWD.</li> <li>5. Opening, maintenance and custody of technical files</li> <li>6. Putting up the technical files via Eoffice to official side of Civil Division mentioning precedents/facts, rule position, pointing out any mistake, incorrect statements of facts, etc.</li> <li>7. Go through the receipts and ensure that the receipts, with urgency grading, are dealt with first;</li> <li>8. Follow up of technical related matters.</li> <li>9. Preparation of power-point presentations on technical matters and project updates to Administration.</li> <li>10. Keeping office updated on industry trends, materials, and technologies.</li> <li>11. Maintain project records and documentation for auditing purposes.</li> <li>12. Ensure all official correspondence and files are accurately processed in E-office.</li> <li>13. Participate in technical discussions and meetings organised by NESTS.</li> <li>14. Any other task assigned by reporting/competent authority.</li> </ol>

**Terms & Conditions.****1. Period of engagement**

The engagement shall be initially for a period of one year which may be extended/curtailed depending upon the performance of the Engineer or functional requirement of the Office with the approval of the Competent Authority.

» No Extension will be granted beyond the age of 65 years.

**2. Selection Procedure**

The engagement will be purely on contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Engineers will be selected from shortlisted candidates.

» NESTS reserves the right to reject any application without assigning any reason.

**3. Remuneration**

A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement and for persons retired with NPS, an amount equivalent to 30% of the last basic pay as drawn at the time of retirement shall be deducted from the last basic pay and resultant amount shall be the fixed monthly amount as remuneration. The amount of remuneration so fixed shall remain unchanged for the term of contract and there will be no annual increment / percentage increase during the contract period. No DA/HRA, residential accommodation shall be admissible. Their engagement in the organisation shall not be considered as a case of re-employment.

**4. Scope of Duties**

During the period of such engagement, the Engineers would be required to perform any work as assigned to them by the concerned division heads in the NESTS in which they would be posted to work as Engineer.

**5. Leave**

The Engineer will be entitled for the paid leave at the rate of 1.5 days for each complete month of service. Encashment/ Accumulation of leave beyond contract period will not be allowed. In special circumstances, the Engineer could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid.

**6. Transport Allowance**

An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. No TA/DA is admissible for joining the assignment or on its completion. However, the Engineers would be entitled to draw TA/DA as per normal rules as applicable to any serving Officer of an equivalent rank in NESTS whenever they are required to travel outside Delhi in connection with the work of NESTS.

## **7. Office time and working hours**

Engagement of Engineers would be on full time basis. Working hours shall be from 9.30 AM to 6.00 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The Engineers may be called on Saturday/ Sunday/ other Gazetted holidays, if required. The Engineer may be required to mark his/her attendance in Bio-metric System or any other system as prescribed time to time.

## **8. Tax deduction at Source**

The 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 the office will issue TDS certificate.

## **9. Confidentiality of data and documents**

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall 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 the assignment for the office, without the express written consent of the office. The Engineer shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

## **10. Conflict of interest**

The Engineer appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is averse to the interest of this office. No Engineer would be permitted to take up any other assignment during the period of Consultancy

## **11. Termination of service**

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 07 days. In case, a Engineer desires to leave the • assignment, he/she has to give 07 days' notice which can be curtailed/extended depending upon the workload. » In the event any Engineer is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.

12. NESTS shall not be responsible for any loss, accident, damage; injury suffered by the Engineer whatsoever arising in or out of the execution of his work including travel.

## **13. Guidelines for the submission of the application**

The duly completed application in prescribed proforma should be submitted so as to reach the office latest by 01.06.2024. Any application received after the above date will not be entertained. The application should be submitted with the following documents: -

- a) Copy of PPO
- b) Copy of Last Pay Certificate
- c) Copy of PAN card and AADHAR card
- d) Service certificate mentioning date of retirement (for employees who are due to retire as on closing date of advertisement)

**Application for engagement as Associate Consultant Engineer in NESTS**

1	Name in full (Block letters)	
2	Educational Qualifications	
3	Date of Birth	
4	As on 31.10.2024 in years & months	
5	Post/Rank held at the time of retirement (substantive grade)	
6	Date of superannuation from Govt. service	
7	AADHAR No (Enclose Photo Copy)	
8	PAN No (Enclose Photo Copy)	
9	PPO No (Enclose Photo Copy)	
10	Complete residential address	
11	Mobile Number	
12	E-mail I.D.	
13	Post/Rank held at the time of retirement (substantive grade)	
14	Last Office's address (at the time of retirement)	
15	Brief particulars of experience in Govt. service during last five years, just before retirement*	

Office/ Institution	Post Held on regular basis	From	To	Pay Band & Grade Pay/ Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied	Whether covered under NPS or OPS

16. In case the present employment (after retirement) is held on Contract or any other basis, please state: -

A) Date of appointment	B) Period of appointment on contract	C) Name of the office/organization to which the applicant belongs	D) Name of the post & Pay of the post held

17. Total emoluments per month now drawn

Basic Pay	Grade Pay	Total emoluments

18. Essential qualification:

(a) Education	Essential
B.Tech./B.E. in Civil Engineering or equivalent from a recognized Institution/University	
(b) Post Qualification Experience	
(b.1) Minimum 15 years in government sector.	
(b.2) Retired from the rank and Pay Level of the Pay Matrix as per 7th CPC.	
(b.3) Upper age (As on 31.10.2024):	
(c) Please clearly confirm whether, based on the information provided above, you meet the requisite <b>qualifications</b> and post-qualification work experience for the position.	

19	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.	
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**20. Self-attested copy of documents (essential)**

S.No.	Documents	Enclosed or not enclosed	Page no.
1.	Proof of age (Matriculation certificate)		
2.	Proof of address (Aadhar Card)		
3.	Essential Educational Qualification		
4.	Post Qualification Experience Certificate		
5.	Last Pay Certificate		
6.	Complete CV ( <b>Curriculum Vitae</b> )		

\* As regard Particulars/ Area of Experience, if required, separate sheets may be attached.

*I declare that the information furnished by me in the application is true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidate is liable to be rejected at any stage during or after selection process or after appointment.*

**Date:**

**Place:**

**Signature of the Applicant**



Joint Commissioner (NESTS),  
Gate No. 3A, Jeevan Tara Building,  
Parliament Street, New Delhi-110001

Sir,

1. I hereby undertake:

- a) to treat all the information that come to my knowledge as part of my duties in this Office i.e. NESTS as confidential information and keep it strictly confidential.
- b) not to sell, trade, publish or otherwise disclose information to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
- c) to hold such confidential information in trust and confidence both during and after the terms of my engagement.
- d) not to engage in any other employment/ occupation/ consultancy or any other activity during my engagement with NESTS.
- e) to abide by data security policy and related guidelines applicable in the office of NESTS.
- f) not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
- g) to maintain highest standards of ethics & integrity during the period of engagement as Engineer.

2. In the event of my termination of employment for any reason whatsoever I shall promptly surrender and deliver to this Office any records/ material, equipment, documents or data which is of confidential nature.

3. I shall keep NESTS informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, Confidential Information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature)

Name:

Address:

Date: