

WALK IN INTERVIEW

Walk-in-Interview will be held on **26th Sept, 2022 (Monday) at 10.00 a.m.** on date mentioned below at **National Institute of Agricultural Extension Management (MANAGE), Rajendranagar, Hyderabad** for engagement of following position on contractual basis. The engagement will be initially for a period of **06 months** which is extendable upto one year based on the satisfactory performance. The details of educational qualifications, experience, age and other eligibility criteria, along with **application proforma** are given below. The eligible candidates for the below mentioned contractual posts will be required to make a power point presentation of 10 minutes duration (on the topic of their field in line with the position they applied for) and it will be followed by interview. All the candidates should carry the presentation (in Pen drive) to attend the walk-in-interview.

Sl. No.	Division	Name of the Position	No. of Posts	Date of Interview
1	Administration	Consultant (Civil Engineer)	01	26-09-2022 (Monday)

Sl. No.	Name of the Position	Qualifications	Maximum Age limit
1	Consultant (Civil Engineer)	<p>Officers/employees worked and retired in cadre of Assistant Engineer in Level 7/8 as per 7th CPC in Central and State Governments/PSUs/Autonomous bodies having considerable experience (in relevant subject) of functioning of Central Government Ministries/Departments.</p> <p>The Consultants should have excellent communication and interpersonal skills with a strong flair depth handling work relating to Internal Finance as well</p> <p>The Consultant should have relevant experience as Engineer and familiar with CPWD/PWD norms/procedures and preparation /scrutiny of estimates /tenders and experience of dealing with computers.</p>	62 years

Note: *The above vacancies are indicative and may vary as per actual requirement*

The candidates attending walk-in interview should present themselves for certificate verification at the same venue by 9.00 a.m. on the dates mentioned in the notification. The candidates are directed to bring all the relevant original documents pertaining to educational qualifications, experience, training, projects, testimonials, etc., along with a set of self-attested photocopies and a recent passport size photograph, for necessary certificate verification. It may be noted that production of above said documents is mandatory. Failure to bring the same will render ineligible to attend PPT & Interview. No separate call letter for the PPT & Interview shall be issued. The position is purely temporary on contractual basis for a period of 06 months from the date of joining. MANAGE will not be held responsible to give regular appointment after expiry of the term. No TA/DA will be admissible for attending the interview.

SALARY:**Remuneration:**

A fixed monthly consolidated pay of Rs. 42,000/- shall be admissible. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period as per Ministry of Finance OM 3-25/2020-E.III (A) dated 09.12.2020.

No Increment, TA, DA and HRA is admissible.

DUTIES OF THE POSTS:

1	<p>Consultant – (Civil Engineer)</p> <ul style="list-style-type: none">• Processing of proposals for issue of A/A & E/S from competent authority.• Preparing detailed estimates to ensure that the estimate is prepared as per the approved conceptual plans, drawings, specifications and technical & functional requirement.• Coordination and continuous monitoring of physical progress of the project to ensure work is completed within stipulated time period, maintaining the quality as per norms and specifications stipulated by MANAGE & CPWD.• To look into all other technical issues such as site-specific deviations in design / project cost, extension of time, terms and condition of agreement and coordination with CPWD to ensure timely handing over & completion of works. Day to day site visits & supervision of works and also to ensure project management, quality management, cost & time management, and facility management during the course of works execution.• Maintenance of Infrastructure facilities• Estate Management• Monitoring and supervision of construction work and quality check (civil and electrical posts)• Maintenance of all civil and electrical works at MANAGE• Working Knowledge on computers• Maintenance of Solar roof top grid connected systems• Maintenance of STP's• Tendering process on GeM / e-Procurement• Familiar with CPWD/PWD norms/procedures and preparation /scrutiny of estimates / tenders• Any other duties assigned by the Competent Authority from time to time.
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GENERAL TERMS AND CONDITIONS:

1. The position of Consultants is purely on contractual basis for a period of **Six Months.**
2. The continuance of Consultants during the said period of Six Months depends on the satisfactory performance and availability of the budget for the project in which they have been engaged. It can be terminated at any time by issue of one month notice by MANAGE. It can also be terminated at any time without giving one month's notice if he/she is found guilty of gross negligence or involved in acts of grave misconduct. The services of the Consultants shall stand terminated automatically on expiry of the *contract* period unless it is extended in writing.
3. The candidates have to produce all the original certificates / documents at the time of Interview for verification. Failure to bring the same will render ineligible to attend PPT & Interview.
4. No TA/DA will be admissible for attending the interview.
5. Self-attested copies of all educational qualifications along with experience certificates are required to be submitted invariably.
6. Age and educational qualifications may be relaxed in exceptional cases by the Institute.
7. The Consultants may also leave the assignment, on their own violation by giving one month notice period / deposit 30 days' pay in lieu of notice period or any short fall thereof or as decided by the Competent Authority of MANAGE. The decision of the Competent Authority will be final in this regard.
8. The Consultants are required to adhere to the administrative, financial and disciplinary regulations of MANAGE where the incumbent is working. Regular attendance of them shall be ensured by the concerned Director of the division keeping an attendance register/ biometric.
9. The Consultants shall be engaged on full time basis and will not be allowed to undertake any other work or to accept or hold another appointment with or without remuneration elsewhere.

10. The Consultants will be under the administrative control of the Head of department of the concerned Division at MANAGE. They will be subject to the Administrative, financial and disciplinary regulations of the MANAGE. Consultant shall have to work on all working days except for the General holidays and adhere to punctuality in attendance and should be willing to work before & after office hours in case of need. He/ She should be willing to work late hours, night shifts/ on holidays etc. as & when ordered by competent authority as per the requirement of the institute's work.
11. Their headquarters will be at Hyderabad (OR) will be as necessitated by the requirement.
12. The Consultants will not be entitled to (i) General Provident Fund, (ii) MANAGE Group Insurance Scheme, (iii) All other service benefits allowed to regular employees. He/She will not be entitled to any travelling allowance at the time of joining and leaving MANAGE.
13. The Consultants will be entitled to admissible tour TA & DA as per MANAGE rules.
14. Income tax will be deducted from the emoluments of Consultants at source as applicable.
15. The Consultants is required to produce all the original certificates of educational qualifications, experience at the time of joining at MANAGE for verification.
16. Consultants will not be entitled to any Medical benefit & allowances.
17. The Consultants shall have no claim, whatsoever, for regularization/absorption or otherwise against any regular post on termination of the tenure/project as it is purely contractual/temporary & is time bound in nature which runs co-terminus with the length of the contract period.
18. No correspondence will be entertained with the non-shortlisted or non-selected candidates.
19. The above vacancies are indicative and may vary as per actual requirement.
20. In case of any dispute which may arise out of or in connection with this advertisement/notification, Hyderabad City courts have jurisdiction to decide or adjudicate.

Sd/-

Dy. Director (Admin)