

**North Eastern Regional Institute of Water and Land Management (NERIWALM),
Dolabari, P.O: Kaliabhomora, Tezpur – 784027 (Assam)**

(A Registered Society registered under Societies Registration Act, 1860 and under administrative control of Department of Water Resources, Ministry of Jal Shakti, , River Development & Ganga Rejuvenation, Govt. of India)

Applications are invited for contractual engagement for **Consultant (Administration)** from eligible candidate in prescribed format along with all necessary documents and testimonials may be submitted to “The Director, NERIWALM, Dolabari, P.O: Kaliabhomora, Tezpur-784027, Assam through registered post/speed post on or before **06.03.2023**. Details regarding application format, qualification etc. may be found in **website www.neriwalm.gov.in**.

Amir
27/2/2023

Deputy Director (Admin)
NERIWALM





पूर्वोत्तर क्षेत्रीय जल और भूमि प्रबंधन संस्थान
NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT
(जल संसाधन, नदी विकास और गंगा कायाकल्प विभाग, जल शक्ति मंत्रालय, भारत सरकार के अधीन एक संस्थान)
(An Institute under the Department of Water Resources, River Development and Ganga Rejuvenation,
Ministry of Jal Shakti, Govt. of India)

No. NRWM/ADM/Contractual Engagement/ 394/2021-22/ 5326

Date 07.02.2023

OFFICE MEMORANDUM

Sub: Engagement of Consultant (Administration) in North Eastern Regional Institute of Water and Land Management (NERIWALM), Tezpur, Assam.

North Eastern Regional Institute of Water and Land Management (NERIWALM), Tezpur, Assam is a premier organization under Department of Water Resources, Ministry of Jal Shakti, River Development and Ganga Rejuvenation, Govt. of India conducting Multi- Disciplinary activities starting from different aspects of Water Resource Management, Irrigation Management, Agriculture and Horticulture, Soil & water conservations etc., NERIWALM propose to fill up the following vacancies:

Eligibility: Interested candidates, who are citizens of India and fulfil the eligibility criteria (educational qualification & experience) given below may apply.

Qualifications and Experience:

1. Consultant (Administration -01)

Essential :

- Professionals having Bachelor's degree from a recognised University with minimum of 10 years of Post Qualification experience in the field of General Administration.
- Retired Govt. Servants (including Ex-Serviceman) with Level-08 in the pay matrix and above and having experience of 5 years in General Administration with maximum Age limit of 64 years, would also be eligible for the position.

Desirable :

- Experience in matters relating to formulation of Policy & Programmes, Court Cases, Vigilance/Disciplinary matters, Administration/Establishment cases, knowledge of computer applications; MS Office, analytical presentation skills with ability to generate a well-researched and written report.

1. DURATION OF HIRING: The appointment of Consultant (Administration) would be on Full-time basis and they would not be permitted to take up any other assignment during the period of hiring with NERIWALM. All extant provisions/instructions of NERIWALM etc. shall be strictly followed and the hiring shall be temporary in nature. The terms of engagement shall be initially for one year or filling up of position by regular appointment or attainment of 65 years of age whichever earlier. Director, NERIWALM may extend the term by another year on same terms & conditions, in case the vacancies are not filled in the interim, which will be based on requirement of NERIWALM, performance of Consultant (Administration) and health fitness.

2. REMUNERATION:

2.1 Consultant (Administration): Rs. 70,000.00 pm (fixed).

2.2 No increment and Dearness Allowance shall be allowed during the term of contract.

3. ALLOWANCE

3.1 House Rent Allowance : No HRA shall be admissible



3.2 Transport Allowance : An appropriate and fixed amount as Transport Allowance for the purpose of commuting between residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment.

4. TAX DEDUCTION AT SOURCE (TDS): TDS as admissible shall be deducted from the monthly remuneration of Consultant.

5. TA/DA TO BE PAID TO THE CONSULTANT (ADMINISTRATION): Entitlement of TA/ DA of Consultant (Administration) will be treated as equivalent to Level-8 officers of NERIWALM. The entitlements for travel on tour have to be based on the 7th CPC rates only. Director, NERIWALM, will be the approving authority.

6. CERTIFICATE OF PROFESSIONAL SERVICES: Experience Certificates will be issued to Consultant (Administration) on satisfactory completion of their tenure and on submission of their Performance Report/Paper and its assessment in NERIWALM.

7. DECLARATION OF SECRECY: All professionals hired will be required to furnish oath of secrecy in prescribed format at the time of reporting for the hiring. The professionals may not, except with the previous sanction of NERIWALM in the discharge of his/her duties, publish a book or a compilation of articles or participate in a radio broadcast / TV telecast / any other media or contribute an article or write a letter to any newspaper or periodical or any other media, either in his/her own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast uses any information that he/ she may gather as part of this consultancy, without the prior approval of NERIWALM.

During the period of his / her assignment with NERIWALM, the professional would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him/ her during the period of assignment to anyone who is not authorized to know/ have the same.

The professional hired by the NERIWALM shall in no case represent or give opinion or advice to others in any manner which is adverse to the interest of NERIWALM.

8. TERMINATION OF ENGAGEMENT: NERIWALM reserves the right to cancel the appointment of the Consultant (Administration) at any time, without providing any reason whatsoever. However, in the normal course, it will provide one month's notice. The professional can also seek for termination of the Contract upon giving one month's notice to NERIWALM.

9. LEAVE OF ABSENCE: Consultant (Administration) shall be entitled to Casual Leave of 8(Eight) days in a Calendar Year on pro-rata basis. Absence beyond eight days will result in Leave Without Pay (LWP). i.e. deduction from the monthly consolidated remuneration on pro-rata basis. Such as absence on LWP may be permitted by the Controlling Officer.

10. ATTENDANCE AND OFFICE HOURS : Consultant (Administration) shall be required to mark their attendance on the Aadhar Enabled Biometric Attendance System and will also be required to maintain their presence during normal office hours. In exigency of service, attending to office work may be required beyond office hours and on holidays, for which no additional remuneration shall be paid.

11. LOGISTICS AND SUPPORT : The Consultant attached to the NERIWALM, would be provided with working space and other necessities as deemed fit by NERIWALM.

12. AGE-LIMIT : Maximum age limit for appointment of Consultant (Administration) shall be 64 years as on closing date of advertisement.

13. REVIEW OF GUIDELINES : These guidelines may be reviewed as and when the circumstances so warrant.

14. RIGHT OF NERIWALM : NERIWALM has the right to cancel the advertisement and not go for engagement of Consultant (Administration), at any stage. It may accept or reject any or all applications without giving any reason thereof, whatsoever.

Ch. Victoria Devi
7/12/22
(Ch. Victoria Devi)
Deputy Director (Admin)



BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name of the post applied for :

2. Name (in block letters) :

3. Father's Name :

4. Address :

Photograph

5. Phone/Mobile No/Email Id :

6. Date of Birth (in Christian era) :

7. Educational Qualification :

Degree/Examination	College & University	Year of passing	Class/div. & % of marks/grade	Subject/discipline/specialization

8. Other Qualification :

9. Whether Educational and other qualifications required for the post are satisfied. (If any qualifications has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)

10. Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/Experience possessed by the officer
Essential	Essential
A) Qualification	
B) Experience	
Desirable	Desirable
A) Qualification	
B) Experience	

11. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.

--

12. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institute	Post held on regulars basis	From	To	Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in details) highlighting experience required for the post applied for

13. Achievements: The candidates are requested to indicate information with regard to:

- a) Research publications and reports and special projects :
- b) Awards/Scholarships/Official Application :
- c) Affiliation with the professional bodies/ institutions/societies and :
- d) Patents registered in own name or achieved for the organization :
- e) Any research/innovative measure involving official recognition :
- f) Any other information :

(Note enclose a separate sheet if the space is insufficient)

The above-mentioned information is true to the best of my knowledge and belief.

Date :

Place :

(Signature of the candidate)