

**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) and Young Professional (Social Science)** 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 **03.03.2022**. Details regarding application format, qualification etc. may be found in website www.neriwalm.gov.in.

Kaliabhomora
7/02/2022
Deputy Director (Admin)
NERIWALM



Website: www.neriwalm.gov.in
E-mail: dir-neriwalm@gov.in
director.neriwalm@gmail.com
Ph No.(03712)291069



दोलाबारी, कालियाभोमोरा
Dolabari, P.O. Kaliabhomora
तेजपुर-784027, असम (भारत)
Tezpur-784027, Assam (India)



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/

3769

Date 10.02.2022

OFFICE MEMORANDUM

Sub: Engagement of Consultant (Administration) and Young Professional (Social Science) 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 recognized University with minimum of 10 years of Post Qualification experience in the field of General Administration.
- Retired Govt. Servants with Level-08 in the pay matrix and above and having experience of 5 years in General Administration with maximum Age limit of 65 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.

2. Young Professional (Social Science) -01:

Essential :

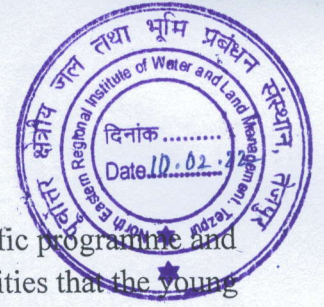
- Master's Degree in in Sociology/ Social Works/ Statistics/ Geography from a recognized university with good academic record (minimum 55% HSLC onwards).

Desirable :

- Working experience in relevant field, working knowledge of GIS software/working knowledge of computers and common software packages e.g. MS Office.

Signature
10/02/2022

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1. **Categories to be Hired:** Consultants & Young Professionals
2. **Target group:** The candidates as per the eligibility criteria specified above.
3. **Objectives:** To achieve the objectives of capacity building programme, scientific programme and other activities implemented by NERIWALM in a time bound manner. The activities that the young professionals and consultants would take up involves but not restricted to the following. The young professionals and consultants may be assigned field work for data collection, scientific studies and administrative works.

CONSULTANTS:

- i. Preparation of lecture notes with reference to latest technical updates.
- ii. Preparation of lecture module.
- iii. Preparation for programme content and plan.
- iv. Delivery of lecture using power point and other modern training aids in virtual/physical mode.
- v. Preparation of complete plan, module and activity chart for capacity building.
- vi. Data integration, analysis and interpretation.
- vii. Preparation of reports on various scientific studies.
- viii. Preparation of user-friendly maps and management plans.
- ix. Providing guidance to the young professionals, students and trainees.
- x. Technical and other assignments entrusted from time to time.
- xi. Other related tasks including field visits as assigned.

YOUNG PROFESSIONALS:

- i. Collating existing data from various sources, digitalization and preparation of GIS datasets.
- ii. Entering data in relevant software and analysis thereof.
- iii. Providing assistance to faculties and consultants in integration, analysis and interpretation of data.
- iv. Preparation of various thematic maps for interpretation of data.
- v. Preparation and drafting of technical reports.
- vi. Other related tasks including field surveys and collection of data from the fields and when required.

4. Duration of Hiring: The appointment of Young Professionals and Consultants 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 (for consultants) 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/Young Professional and health fitness of consultant concerned.

5. Remuneration:

- | | |
|---|-----------------------------|
| 5.1 Consultant (Administration): | : Rs. 70,000.00 pm (fixed) |
| 5.2 Young Professional (Social Science) | : Rs. 45,000.00 pm (fixed). |

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

Handwritten signature and date: 10/02/2022



6. Allowance

6.1 House Rent Allowance : No HRA shall be admissible

6.2 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. However, Young Professionals (YPs) will not be eligible for Transport Allowance.

7. **Tax Deduction at Source (TDS):** TDS as admissible shall be deducted from the monthly remuneration of Consultants and Young Professionals.

8. TA/DA TO BE PAID TO THE YOUNG PROFESSIONALS AND CONSULTANTS:

(a) Entitlement of TA/ DA of Consultants (Administration) will be treated as equivalent to Level-7 officers of NERIWALM (c) Entitlement of TA/ DA of Young Professionals will be treated as equivalent to Level-7 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.

9. CERTIFICATE OF PROFESSIONAL SERVICES:

Experience Certificates will be issued to Young Professionals, Consultants, on satisfactory completion of their tenure and on submission of their Performance Report/Paper and its assessment in NERIWALM.

10. 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.

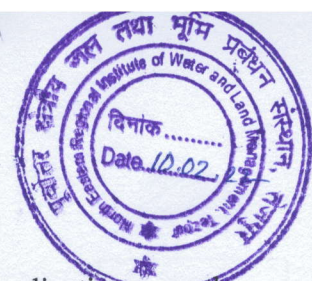
11. TERMINATION OF ENGAGEMENT:

NERIWALM reserves the right to cancel the appointment of the young professional/consultant 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.

12. LEAVE OF ABSENCE:

Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

Signature
10/02/2017



12.1 Procedure for selection of Consultant/Young Professional

Engagement of Consultant/Young Professionals shall be done by inviting applications on the NERIWALM web site i.e. www.neriwalm.gov.in and in local newspaper in the manner as follows:

- (a) A Circular/advertisement shall be uploaded on the website of NERIWALM and published in local newspaper inviting application from willing/eligible persons for engagement as Consultant/Young Professional. The closing date of submission of application should be at least 21 (twenty-one) days from the date of issue of the circular.
- (b) A **Screening-cum-Selection Committee** shall be constituted by NERIWALM for selection of Consultant/Young Professionals. The Committee shall consist of at least three members as under:

Director, NERIWALM	-	Chairman
Professor, NERIWALM	-	Member
Associate Professor, NERIWALM	-	Member Secretary

Absence of any member other than the Chairman will not vitiate the proceedings of the selection committee.

- 12.2 After selection of suitable candidate(s) for appointment as Consultant/Young Professionals, an offer letter shall be issued to successful candidates indicating the terms and conditions of engagement.
- 12.3 No Consultant/Young Professionals shall be allowed to join without first submitting an undertaking towards acceptance of the terms and conditions as mentioned in the offer letter.
- 12.4 The candidates called for interview will be required to produce original certificates in support of fulfilling the eligibility criteria in respect of educational qualification, experience etc. during interview and at the time of joining.
- 12.5 No TA/DA will be provided to the candidates for attending the interview.

13. Logistics and Support

The Young Professionals and Consultants attached to the NERIWALM, would be provided with working space and other necessities as deemed fit by NERIWALM.

14. Age-limit

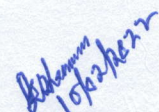
Maximum age limit for appointment of Young Professionals shall be 40 years as on closing date of advertisement and that for consultants shall be 64 years as on closing date of advertisement.

15. Review of Guidelines

These guidelines may be reviewed as and when the circumstances so warrant.

16. Right of NERIWALM

NERIWALM has the right to cancel the advertisement and not go for engagement of Consultant and Young Professional, at any stage. It may accept or reject any or all applications without giving any reason thereof, whatsoever.


(A.K. Sharma)
Deputy Director (Admin)

BIO-DATA/CURRICULUM VITAE PROFORMA

Photograph

1. Name of the post applied for :

2. Name and address (in block letters) :

Phone/Mobile No/Email Id.:

3. Date of Birth (in Christian era) :

4. Educational Qualification :

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

5. Other Qualification :

6. 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):

7. 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	

8. 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

9. 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 regular 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

10. 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)