

No. PERS/9/6/Depu/UT-GC/DMRCL/2022

Dt. 23.08.2022

Requirement of Retired Govt/PSU employees on contract basis on fixed remuneration.

RITES Ltd. is providing General Consultancy Services for Delhi Metro Rail Project, Phase-IV. In this connection, RITES Ltd. needs retired (Govt/PSUs employees) professionals for the following positions:

VC No.	Title of position	No of posts	Minimum post qualification/ Relevant Experience and IDA pay-scale	Minimum Qualification	Minimum Experience required	Location/ Period of engagement
50/22 (E)	Chief Administrative Manager (CAM)	01	20 years GM level/ IDA pay scale Rs.120000-280000/ 7 th CPC level 14 or equivalent pay scale	Graduate in any stream from a recognized University.	Total Professional Experience of at least 20 years. Should have relevant experience as given below:- (a) Co-ordination of mobilization of experts of project. (b) Co-ordination of vehicles movement for officials / monthly log Sheet etc. (c) Co-ordination for hardware / software / assisting staff / helper etc of the Project. (d) Maintenance of attendance of deployed officials and leave records. (e) Preparation of professional bills. (f) Experience of handling details / works / payments / BG / PG etc of GC works of Metro.	Delhi

Remuneration

Negotiable remuneration to be decided as per policy of the company on approval of CV by client.



Transforming to GREEN

कार्पोरेट कार्यालय: शिखर, प्लॉट नं० 1, सेक्टर-29, गुरुग्राम-122 001 (भारत). **Corporate Office:** Shikhar, Plot No.1, Sector-29, Gurugram-122 001 (INDIA)
पंजीकृत कार्यालय: स्कोप मीनार, लक्ष्मी नगर, दिल्ली-110 092 (भारत). **Registered Office:** SCOPE Minar, Laxmi Nagar, Delhi-110 092 (INDIA)
दूरभाष (Tel.): (0124) 2571666, फैक्स (Fax): (0124) 2571660. ई-मेल (E-mail) info@rites.com वेबसाइट (website): www.rites.com

पत्राचार का पता: सृजन, प्लॉट नंबर 144, सेक्टर-44, गुरुग्राम-122 003 (भारत). **Correspondence Address:** Srijan, Plot No. 144, Sector-44, Gurugram-122 003 (INDIA)
CIN: L74899DL1974GOI007227

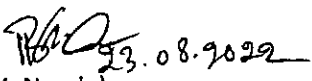
Nature & period of Engagement

The appointment shall be purely on contractual basis initially for a period of one year, extendable until completion of the assignment subject to mutual consent and satisfactory performance. The actual deployment will be subject to approval of client.

Age Limit: - Maximum 65 years as on 01.08 .2022.

Note:

1. Applicants are requested to register themselves on RITES web site in the registration format available under Tab "Career" – Expert Registration – registration for Consultant/Expert on RITES website <http://www.rites.com> and submit a print out of the same and self attested copies of the following documents along with the prescribed proforma (Annexure-B) in hard copy to the undersigned **within 21 days from the date of publication.**
 - a. 2 recent passport size colour photographs.
 - b. High School certificate for proof of Date of Birth.
 - c. Certificates of Academic & Professional qualifications
 - d. Detailed CV.
 - e. Pension Payment Order.
 - f. Service Certificate, Last Pay-slip, indicating last grade and basic pay drawn issued by the last employer.
 - g. PF No with the last employer.
 - h. Proof of Identity & Address (Passport, Voter ID, Driving License, Aadhaar Card etc)
 - i. PAN Card
 - j. Proof of different periods of experience as claimed in the Application Form (if applicable)
 - k. Any other document in support of candidature
 - l. Those who have been imposed any major/minor penalties during the last 5 years of service are not eligible to apply.
 - m. Detailed CVs may also be mailed at subhash.98@rites.com with contact details.


(B.K. Nanda)
Sr.Dy.General Manager/HR
RITES Ltd. (Shikhar)
Plot No.1, Sector-29, Gurgaon-122001

VC No. _____

Annexure-B**Form TECH-6: Curriculum Vitae (CV) for Proposed Non-Key Experts****1. General**

Position Title and No.	
Name of Non Key Expert	
Name of the Firm proposing the Non Key Expert	RITES Ltd.
Date of Birth	
Nationality	Indian
Country of Citizenship/Residence	India

2. Education:**3. Employment record relevant to the assignment:**

Mr. _____ is a Degree holder in _____ Engineering having overall _____ Years of Experience. He has worked for _____ years in similar type of work. He has varied experience in rail related infrastructure projects in relevant field & associated works etc.

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed Relevant to the Assignment
From____ To____	Organisation: Position Held : For reference: Contact: Email ID:	INDIA	
From____ To____	Organisation: Position Held : For reference: Contact: Email ID:	INDIA	
From____ To____	Organisation: Position Held : For reference: Contact: Email ID:	INDIA	
From____ To____	Organisation: Position Held : For reference: Contact: Email ID:	INDIA	

*Contact information for references is required only for assignments during the last 3 years.

4. Language Skills (indicate only languages in which you can work):

Language	Read	Write	Spoken
English	Yes	Yes	Yes
Hindi	Yes	Yes	Yes

5. Adequacy for the Assignment:

Mr _____ will Assist Project Manager/CRE in the overall implementation of the Elevated Viaduct and Stations Section. He will be responsible for approving methodology for execution of work by the contractor in consultation with Project Manager/CRE & GMRC and set up reporting system for monitoring of the progress of various elements of work. He will assist Project Manager/CRE in conducting comprehensive periodical reviews of progress of work and plan remedial measures in case mile stones are not likely to be achieved. He will monitor the Section Engineers, Quality control and Safety Expert teams to ensure quality and safety and construction in accordance with approved designs and laid down specifications. Assist the Project Manager/CRE in overall completion of the contract including testing and commissioning.

Detailed Tasks Assigned on Consultant's Team of Experts: do not mention anything here

Reference to Prior Work/Assignments that Best illustrates Capability to Handle the Assigned Tasks

1. Project Name:

Duration : Year ___ years ___ months (From _____ to _____)

Location:

Client:

Main Project Features:

Position Held:

Activity Performed:

2. Project Name:

Duration : Year ___ years ___ months (From _____ to _____)

Location:

Client:

Main Project Features:

Position Held:

Activity Performed:

3. Project Name:

Duration : Year ___ years ___ months (From _____ to _____)

<p>Location:</p> <p>Client:</p> <p>Main Project Features:</p> <p>Position Held:</p> <p>Activity Performed:</p>
<p>4. Project Name:</p> <p>Duration : Year ___ years ___ months (From _____ to _____)</p> <p>Location:</p> <p>Client:</p> <p>Main Project Features:</p> <p>Position Held:</p> <p>Activity Performed:</p>

6. Certification:

I, the undersigned, certify to the best of my knowledge and belief that:

- (i) this CV correctly describes my qualifications and my experience;
- (ii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in the Expert Schedule in Form TECH-7 provided team mobilization takes place within the validity of this proposal or any agreed extension thereof;
- (iii) I am committed to undertake the assignment within the validity of Proposal;
- (iv) I am not part of the team who wrote the terms of reference for this consulting services assignment;
- (v) I am, pursuant to Clauses 3 and 4 of the ITC, eligible for engagement.

I understand that any misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

(Mr _____)

[Signature of Key Expert or authorized representative of the firm]

Full name of authorized representative:

**(Tarini Baswal)
Group General Manager/ UT-GC
RITES LIMITED**

This CV can be signed by an authorized representative of the Consultant provided that if the Consultant's proposal is ranked first, a copy of the CV signed by the Key Expert and/or specialist must be submitted to the Client prior to the commencement of contract negotiations.