

**INDIAN NATIONAL SCIENCE ACADEMY**

Bahadur Shah Zafar Marg,
New Delhi-110002

RECRUITMENT NOTICE

Indian National Science Academy (Professional body of Department of Science & Technology) invites applications for the post of Civil engineer (Consultant) on contractual basis. Detailed terms and conditions of the contract are available on INSA website www.insaindia.res.in. Willing candidates fulfilling the eligibility criteria may apply in the prescribed format available on INSA website.

Dy. Executive Director –I (F & A)

INDIAN NATIONAL SCIENCE ACADEMY
Bahadur Shah Zafar Marg, New Delhi-110002

No.: INSA/Admin/2023-24/
Dated: 22nd March, 2024

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Advertisement: Engagement of Civil Engineer (Consultant) in Indian National Science Academy, New Delhi on contract basis

The Academy intends to engage the services of one (01) Civil Engineer (Consultant) having experience at least for ten years in the field of renovation, revamping, redesigning, construction/reconstruction works, supervising and taking the measurement of ongoing works, making the entries in Measurement Books(MBs) / preparing computerized Measurement Books (CMBs) of Running Account (R.A.) Bills, Final Bill (s) etc.

A. Details of Post

S.No.	Name of Post	No. of post	Nature of Appointment
1.	Civil Engineer (Consultant)	01	On contract basis

B. Details of Eligibility Conditions

S No.	Name of the Post	Age	Emoluments	Education Qualification and Experience
1.	Civil Engineer (Consultant)	Not more than 65 years as on the closing date of the Advertisement/ Notice	Between Rs 50,000- 60,000/- depending upon the qualification and experience	Essential: Graduation (B.Tech /B.E.) in civil engineering /relevant field with at least 10 years' experience in any Government Organization/state Govt. /Central Govt./PSU/Autonomous body. OR Retired Employee of CPWD/PWD/DDA/MES/PSUs or any other Government Organization with (i) Grade pay of Rs.5400 and above & (ii) at least 10 years' experience in the required domain with the qualification as mentioned above would also be eligible for this position. Desirable: Preference will be given to candidates having Masters' degree in civil engineering/relevant field.

C. Nature of Duties

1. Renovation of Informatics Centre (Library Building) or reconstruction/redesign of a new building after demolishing the old Informatics Block and further examination of building structure.

2. Supervise the renovation/revamping or redesigning and reconstruction work of office building.

D. Mode of Selection

Applications received in response to advertisement will be scrutinized and shortlisted applicants will be called for personal interview/discussion. Based on the qualification, experiences & outcome of personal interview/discussion, the candidate will be selected.

E. Terms of Engagement

1. The civil engineer who accepts the offer of engagement, shall sign a contract with the Academy having the confidentiality clause along with the terms & conditions of engagement.
2. The tenure of the civil engineer will be initially for a period of one year from the date of engagement. This can be extended one more year based on the requirement and the performance of the candidate/person. The tenure may be terminated by giving one month's notice on either side.
3. Civil Engineer shall be eligible for 8 days leave in a calendar year on pro-rata basis. INSA would be free to terminate the services in case of absence by more than 15 days beyond the entitled leave in a calendar year.
4. No TA/DA shall be admissible for joining the assignment or on its completion. However, he/she shall be allowed TA/DA for their travel in connection with the official work.
5. Any breach of contract executed by the civil engineer with the Academy shall be considered a sufficient ground for the termination of the engagement by the Academy.
6. INSA reserves the right to reject any application without assigning any reasons.

D. Important Terms & Conditions

1. The Academy reserves the right to cancel the recruitment process without assigning any reason.
2. Candidates must ensure their eligibility before applying. The prescribed essential qualifications and experience are minimum and mere possession of the same does not entitle any candidate to be called for interview. In the event of number of applications being large, the Academy reserves the right for shortlisting criteria to restrict the number of candidates to be called for interview to a reasonable number on the basis of higher percentage of marks Or on the basis of higher educational qualifications than the minimum prescribed in this advertisement Or on the basis of higher experience Or any other method as decided by the Academy. The decision of the Academy will be final and binding on the candidates.
3. Candidate should apply in prescribed format through proper channel which may be downloaded from the Academy's website: **www.insaindia.res.in**.

4. Only post Qualification experience as required above will be considered for the purpose of calculation of period of work experience.
5. Candidates are required to possess a valid active e-mail ID which is to be filled in the application form correctly and legibly, so that intimation to shortlisted candidates can be sent. The Academy will not be responsible for bouncing of any e-mail sent to the candidates.
6. The age, qualification and experience for the above post shall be reckoned as on closing date of receipt of application.
7. Applications received incomplete in any respect, wrongly filled-in or not in the prescribed format, unsigned, or without supporting photocopies of educational certificates, mark sheets, age, experience and without photograph will not be considered in any case and no correspondence for rejected applications shall be entertained.
8. Candidates in their own interest are advised not to wait till the last date and time and apply well in time. The Academy will not be held responsible, if they are unable to submit their application due to last minute rush.
9. Candidates may send their duly filled in downloaded application form through proper channel along with self-attested photocopies of educational certificates and mark sheets (matriculation onwards), relevant Degree of essential qualifications, experience certificate (in a sealed cover) to the Deputy Executive Director-I (Finance & Administration), Indian National Science Academy, Bahadur Shah Zafar Marg, New Delhi-110002 in an envelope super-scribing "Application for the post of Civil Engineer (Consultant) ". Applications received without supporting documents shall be summarily rejected.
10. The decision of the Academy in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of interview etc. shall be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
11. It is the responsibility of the candidate to assess his/ her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications and experience and submit his/ her application duly filled-in along with the supporting documents as per the advertisement.
12. The last date for submission of application is 08.04.2024, 5.00 p.m. Application after the last date shall not be considered. The Academy shall not be responsible for any postal delay for delivery of application even if posted before the last date. No representation against such rejection will be entertained.

Dy. Executive Director-I (Finance & Admn.)