



कार्यालय अधीक्षण अभियन्ता  
8वाँ वृत्त लो०नि०वि० नई टिहरी।



OFFICE OF THE SUPERINTENDING ENGINEER, 8<sup>th</sup> CIRCLE, P.W.D. NEW TEHRI  
Phone & Fax 01376-232073 E-Mail- seteh.pwduk@gov.in/sepwdehri@rediffmail.com

पत्रांक 524 / 5व्यक-8 / 2020

दिनांक 30/01/2020

सेवा में,

आई०टी० सेल,  
कार्यालय प्रमुख अभियन्ता एवं विभागाध्यक्ष,  
लोक निर्माण विभाग, उत्तराखण्ड, देहरादून।

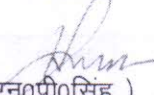
विषय:- विज्ञापन सूचना के प्रकाशन के सम्बन्ध में।

महोदय,

कृपया संलग्न सूचना आपको इस आशय के साथ प्रेषित की जा रही है कि संलग्न सूचना अपनी वेबसाइट पर दिनांक 31.01.2020 तक अपलोड करने की कृपा करें।

संलग्न:- सूचना की प्रति।

भवदीय,


  
(एन०पी०सिंह )  
अधीक्षण अभियन्ता

प्रतिलिपि निम्नलिखित को सूचनार्थ प्रेषित।

- 1- मुख्य अभियन्ता, ग०क्ष० लो.नि.वि., पौड़ी।
- 2- अधिशासी अभियन्ता, अस्थाई खण्ड, लो०नि०वि०, थत्यूड को उक्त क्रम में सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।
- 6- राष्ट्रीय सूचना प्रौद्योगिकी विज्ञान केन्द्र, नई टिहरी को इस आशय से प्रेषित कृपया संलग्न सूचना को अपनी वेबसाइट पर दिनांक 31.01.2020 तक अपलोड करने की कृपा करें  
संलग्न - सूचना की प्रति।
- 7- नोटिस बोर्ड।

अधीक्षण अभियन्ता  
8वाँ वृत्त लो०नि०वि० नई टिहरी

IT(Cell)  
El. Upload. r  
P.W.D. web site.

  
31/1/2020



कार्यालय अधीक्षण अभियन्ता,  
8वाँ वृत्त लोनिवि, नई टिहरी (टिहरी गढवाल)।

E-Mail- sepwdtehri@rediffmail.com

Phone & Fax:- 01376-233073

पत्रांक 358/5व्यक-8/2020

दिनांक 22/01/2020

प्रोजेक्ट कोर्डिनेटर (**Project coordinator**) पद हेतु विज्ञप्ति

महामहिम राज्यपाल उत्तराखण्ड की ओर से अधीक्षण अभियन्ता/ नोडल अधिकारी, 8वाँ वृत्त लोनिवि नई टिहरी एन.डी.एम.ए. भारत सरकार द्वारा पारित निम्न कार्यों के सुचारू क्रियान्वयन एवं कोर्डिनेशन हेतु प्रोजेक्ट कोर्डिनेटर (**Project coordinator**) के एक पद पर अस्थाई रूप से एक वर्ष हेतु संविदा पर भर्ती किये जाने के लिए योग्य अभ्यर्थियों से आवेदन आमंत्रित किये जाते हैं।

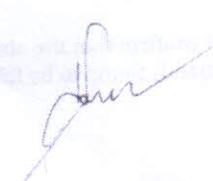
- 1- राज्य में अत्यधिक भू-स्खलन प्रभावित क्षेत्रों के अन्तर्गत जनपद टिहरी गढवाल के विकासखण्ड जौनपुर में कैम्पटी-चडोगी मोटर मार्ग के किमी० 01 में क्रोनिक स्लाइड का सुरक्षा व उपचार कार्य।
- 2- कर्णप्रयाग-ग्वालदम-जौलजीवी राज्य मार्ग सं० 11 (किमी 166) हर्डियानाला के भूस्खलन भाग का सुरक्षात्मक उपचार कार्य।

क्र०सं०	पद का नाम	कुल परिलब्धियां	कार्य की अवधि
1	प्रोजेक्ट कोर्डिनेटर	रू०-70000/प्रति माह	01 वर्ष के लिए

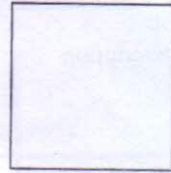
विस्तृत जानकारी सरकारी वेबसाइट <https://tehri.nic.in> & <http://pwd.uk.gov.in> पर दिनांक 31/01/2020 से उपलब्ध होंगी।

Terms of Reference

Name of the Position	Project Coordinator
No of Position	1 (One) Post
Job Description	<ul style="list-style-type: none"> <li>■ Coordinate &amp; monitor PIUs executing civil works, Project Coordinator for helping in execution of project as per timeline in recommended DPR.</li> <li>■ Work with PIUs and DSC for overseeing quality of construction</li> <li>■ Design and develop Standard Operating Procedures (SoP) /templates for project specific components/expected outcomes/outputs.</li> <li>■ Prepare quality reports, identify deviations/non-compliance, set CAR/PAR plans and monitor.</li> <li>■ Work closely with PIUs to monitor and coordination of various activities, projects and programmes and ensure their smooth execution for successful implementation of the project.</li> <li>■ Day to day follow ups &amp; coordination across all projects components.</li> <li>■ Inspect and assess the ongoing Meeinging/training programmes if any -Monitoring status and progress.</li> <li>■ Liaise between all parties in the project — e.g NDMA, SDMA, DDMA, Nodal officer and PIUs etc.</li> <li>■ Identify project bottlenecks and preparation of correction plan.</li> <li>■ Liaison with different Departments, PIUs, Consultants to ensure smooth implementation of Project components</li> <li>■ Work in coordination with the PIUs team on the project and other in PR, communication and executing activities.</li> <li>■ Assist PIUs in executing project including documenting all the project progress related documents digitally and physically.</li> <li>■ Assist PIUs in the compilation and preparation of reports.</li> <li>■ Assist PIUs in the compliance and completion of various mission findings and reporting the progress related to project.</li> <li>■ Undertake media tracking of coverage of different events to keep the project team informed of current viewpoints and issues if any.</li> <li>■ Facilitate case studies of best practices and lessons learnt and disseminate such learnings to internal and external audiences.</li> <li>■ Coordinating and making necessary arrangements during any events or meetings and adhering to logistical requirements as per need.</li> <li>■ Ensuring uniform communication is delivered to all.</li> <li>■ Any other requirements to ensure attainment of complete Disaster management.</li> </ul>
Skills & Proficiencies:	<p>Having working experience of handing multi-stakeholder projects/ assignments. <i>Experience of at least 3 years in dealing with landslide risk mitigation and management related projects and having subject background such as geotechnical engineering, geology, civil engineering, geo-morphology and hydrology activities of the project and its execution.</i></p> <p>Good communication and interpersonal skills, for dealing with many types of people at all levels in a direct diplomatic way, are essential. An understanding of customer/client requirements is also necessary.</p>
Educational Qualification / Experience	<p>Graduate in Civil Engineering, Geology Geo Technical Engineering, Geo Morphology or Hydrology.</p> <p>Experience:</p> <ol style="list-style-type: none"> <li>i. Minimum 3 years experience in land slide risk mitigation and management.</li> <li>ii. Experience in Monitoring/Implementation of State/Central Government Projects/Programs at Field level</li> <li>iii. Experience of quantitative and qualitative data collection and analysis</li> <li>iv. Experience in Civil Engg. Project implementation , Labour markets and related field.</li> </ol>
Skills & Proficiencies:	Knowledge of Quality tools & processes Proficiency in Microsoft Office Good report writing and analytical skills.
Age limit	Maximum Age Limit: 40 years. (In deserving cases, the qualification and experience may be relaxed)
Remuneration	INR.70,000/- per month
Place of Posting	Nodal Officer SDMA and NDMA, Secretariat Office Dehradun, Uttrakhand
Reporting	The Coordinator will report to Nodal Officer, SDMA and NDMA.
Office Adders	All the documents with Application form duly filled and signed will be sent by speed post/Registered post may be submitted personally upto dated <b>17-02-2020, 5:00 PM to the office of Superintending Engineer, 8th circle PWD New Tehri, Tehri Garhwal Uttarakhand</b> . The application after mentioned date will not be entertained Revised applications will be shortlisted and eligible candidates shall be called for interview in very short time and intimation for interview will be given telephonically and by Mail.



**Application Form**  
(To be downloaded from website)



**RECRUITMENT OF PROJECT CORDINATOR**  
ADVT. NO.....

*This application is a key part of the selection process. Fill each and every part of the form carefully and completely. In case any clause in the form is not applicable in your case, please write "Not Applicable" in the space provided. Except Experience certificate, no other certificate copies are to be attached.*

*Candidates called for interview will be required to produce original certificates in support of information provided.*

01. Name of candidate (In Capital letters):  
02. Date of Birth (as recorded in Matriculation or equivalent certificate) :  
03. Father's Name  
04. Permanent Address:  
05. Academic Qualifications:

Name of Examination	School/College	Address	Division Secured	% of marks	Year of passing
High School					
Higher Secondary					
Graduation					
Post Graduation					

06. Any other Academic Qualifications (if any):  
07. Work Experience: (Use additional sheet of paper, if space inadequate).

Name /short address of Organisation	Designation	Period of Service (from-to)	Nature of Work done
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(Pl. enclose Experience certificate/s from relevant authority)

08. Experience in project management in segments related to administration, personnel management and budgeting Sectors: (Use additional sheet of paper, if space inadequate).

Name /short address of Organization	Designation	Period of Service (from-to)	Nature of Work done ( in categories administration, personnel management and budgeting)
09. Extra Curricular Activities/ hobbies/Other interests (if any):			

Address for Correspondence:

Address:

Contact Details:

Phone:

Email ID:

I confirm that the above information is true to the best of my knowledge. If any time any information is found to be false, the Authorities may take action as deemed necessary.

Signature