

NABARD invites applications from eligible Civil / Electrical Engineers having necessary experience and qualifications for the positions as given below :

Sr	Position	Qualification	Experience
1	Chief Engineer (Civil) - 1 post	Candidate should be BE (Civil) from a recognised university. Any qualification relating to banking, finance, development finance etc. shall be of added advantage.	With civil engineering background and having minimum experience of 5 years of working at the top management level in an organisation executing big projects preferably with exposure to computerised project management systems.
2	Joint Chief Engineer (Civil & Electrical) - 1 post each	Candidate should be BE (Civil / Electrical) from a recognised university. Any qualification relating to banking, finance, development finance etc. shall be of added advantage.	With Civil / Electrical engineering background and having experience of working at the middle management level for atleast fifteen years executing big projects preferably with exposure to computerised project management systems.
3	Deputy Chief Engineer (Civil & Electrical) - 2 posts each		With Civil and Electrical Engineering background and having experience of working at the middle management level executing big projects for minimum exposure of ten years preferably with exposure to computerised project management systems.

(Appointment will be on contract basis, initially for two years, extendable further on the basis of performance evaluation)

Location : Posting shall be at HO, Mumbai. However the Bank reserves the right for placements at any of its Administrative units in India.

Preferred Age Group (Yrs) : 50 to 60 for Chief Engineer & 45 to 55 for Joint Chief Engineer / Deputy Chief Engineer as on 31 August 2010.

Compensation :

Grade	without housing facility	with housing facility
Chief Engineer	Rs.12 lakh p.a.	Rs.10 lakh p.a.
Joint Chief Engineer	Rs.10 lakh p.a.	Rs. 8.5 lakh p.a.
Deputy Chief Engineer	Rs.9 lakh p.a.	Rs.7.5 lakh p.a.

Applicants serving in Government / Quasi Government offices, Public Sector Undertaking, Nationalised Banks and Financial Institutions or other organisations will be required to apply through proper channel.

The application must be submitted in the Proforma given in the website in the same order preferably typewritten on fullsize paper. All items of the applications must be filled in according to instructions given for filling up the application form.

The candidate has to opt only for one of the post.

Applications may be submitted in a cover superscribed "Application for the post of Chief Engineer / Joint Chief Engineer / Deputy Chief Engineer on contract basis" to reach "The Chief General Manager, HRMD, NABARD, Head Office, C-24, 'G' Block, Bandra Kurla Complex, Bandra (E), Mumbai 400 051" not later than 24 September 2010. Applications received after due date shall not be entertained. The final appointment will be based on the decision of a Selection Committee constituted for the purpose subject to medical fitness. Bank reserves the right not to fill up any or all the post.

Terms and conditions of appointment of Chief Engineer (on contract basis) -

1. Period

The engagement will be strictly on contract basis for an initial period of two years from the date of reporting for duty. The contract shall come to an end on the expiry of a period of two years from the date of joining the Bank and is extendable further on the basis of performance evaluation. The contract shall be terminable by one month's notice on either side.

2. Compensation

Rs.12 lakh p.a. without housing facility.

OR

In case the candidate opts for bank's accommodation, Rs.10 lakh p.a.

3. Job Responsibilities

- ❖ To handle all the matters relating to acquisition, construction, maintenance and disposal of properties of the bank at various centres in India.
- ❖ To associate as Member / Member-Secretary to Technical Sub Committee, set up for the purpose of advising the bank on technical matters.
- ❖ To take up planning of construction projects in accordance with various rules and procedures laid down by the bank including implementation of projects.
- ❖ Ensure compliance with various norms / guidelines issued by CVC / CTE from time to time.
- ❖ Any other work in connection with premises related issues / areas as may be assigned by the bank.
- ❖ Interacting with High level and senior executives of Govt. Departments, Development Authorities.

4. Leave

He / She will be entitled for casual leave upto a maximum of 15 days in a calendar year on proportionate basis provided that not more than 07 days may be taken continuously subject to contingencies of work and that no replacement is required during the tenure of casual leave and provided that the Public Holidays may not be combined with this leave in such a way as to increase the absence at any one occasion beyond 10 days.

ii) He / She will be eligible for ordinary leave @ 1/11th of the duty period, which could be availed by him/ her during the contract period. He/She will be eligible to avail of accumulated Ordinary leave before completion of his / her term with the Bank, However, he/she will not be eligible for the facility of encashment of leave.

5. Travelling / Halting Allowance

He / She will be entitled to Travelling and Halting allowance in respect of official journeys performed in connection with Bank's work during the contract period as per NABARD (Travelling Allowance) Rules, 1983, applicable to officers of Grade 'F' in the Bank. For the purpose of working out journey period etc. NABARD Travelling Allowance Rules, 1983, would be applicable. The Officer would be eligible to stay in Bank's Visiting Officers' Flat on official / personal visits to various centres of the Bank on payment of usual charges as applicable to NABARD officers.

6. Medical facilities

He / She will be eligible for dispensary facilities for himself / herself only, as available in the dispensary at Head Office / Staff Quarters

7. Housing accommodation

Bank's quarters as eligible for senior officers of NABARD will be provided in case he / she opts for Bank's accommodation. He / She will be liable to vacate the flat / quarters on the date of expiry of the contract.

8. Superannuation benefits

NABARD will not make any contribution towards any superannuation benefits

9. Conduct, Discipline and Appeal

During the period of his / her engagement on contract basis, he / she shall be governed by the provisions contained in Chapter IV of NABARD (Staff) Rules, 1982.

10. Other conditions

He / She is required to furnish a statement of movable / immovable property held by him as also by his / her spouse and other dependents at the time of appointment and also regularly on annual basis thereafter, in the form prescribed by the Bank, for the purpose.

Terms and conditions of appointment of Joint Chief Engineer / Deputy Chief Engineer (Civil / Electrical) - (on contract basis)

1. Period

The engagement will be strictly on contract basis for an initial period of two years from the date of reporting for duty. The contract shall come to an end on the expiry of a period of two years from the date of joining the Bank but is extendable further on the basis of performance evaluation. The contract shall be terminable by one month's notice on either side.

2. Compensation

For Jt. Chief Engineer (Civil / Electrical) Rs. 10 lakh p.a. And for Deputy Chief Engineer (Civil / Electrical) Rs. 9 lakh p.a. without housing facility.

OR

In case the candidate opts for bank's accommodation, for Jt. Chief Engineer (Civil / Electrical) Rs. 8.5 lakh p.a. And for Deputy Chief Engineer (Civil / Electrical) Rs. 7.5 lakh p.a.

3. Job Responsibilities

As detailed in Annexure I for Joint Chief Engineer and in Annexure II for Deputy Chief Engineer (Civil & Electrical)

4. Leave

He / She will be entitled for casual leave upto a maximum of 15 days in a calendar year on proportionate basis provided that not more than 07 days may be taken continuously subject to contingencies of work and that no replacement is required during the tenure of casual leave and provided that the Public Holidays may not be combined with this leave in such a way as to increase the absence at any one occasion beyond 10 days.

ii) He / She will be eligible for ordinary leave @ 1/11th of the duty period, which could be availed by him/ her during the contract period. He/She will be eligible to avail of accumulated Ordinary leave before completion of his / her term with the Bank, However, he/she will not be eligible for the facility of encashment of leave.

5. Travelling / Halting Allowance

He / She will be entitled to Travelling and Halting allowances in respect of official journeys performed in connection with Bank's work during the contract period as per NABARD (Travelling Allowance) Rules, 1983, applicable to officers of Grade 'D' / 'E' in the Bank. For the purpose of working out journey period etc. NABARD Travelling Allowance Rules, 1983, would be applicable. The Officer would be eligible to stay in Bank's Visiting Officers' Flat on official / personal visits to various centres of the Bank on payment of usual charges as applicable to NABARD officers.

6. Medical facilities

He / She will be eligible for dispensary facilities for himself / herself only, as available in the dispensary at Head Office / Staff Quarters.

7. Housing accommodation

Bank's quarters as eligible for senior officers of NABARD will be provided in case he / she opts for Bank's accommodation. He / She will be liable to vacate the flat / quarters on the date of expiry of the contract.

8. Superannuation benefits

NABARD will not make any contribution towards any superannuation benefits.

9. Conduct, Discipline and Appeal

During the period of his / her engagement on contract basis, he / she shall be governed by the provisions contained in Chapter IV of NABARD (Staff) Rules, 1982.

10. Other conditions

He / She is required to furnish a statement of movable / immovable property held by him / her as also by his / her spouse and other dependents at the time of appointment and also regularly on annual basis thereafter, in the form prescribed by the Bank, for the purpose.

Job profile of Joint Chief Engineer (Civil / Electrical)

1. To provide support to the Chief Engineer.
2. All works related to building construction projects (office and staff quarters) of NABARD all over India.
3. Maintenance and repairs of Bank property.
4. Attending to all references from Regional Offices on maintenance and repairs of the office and staff quarters, air-conditioning of RO buildings.
5. Attending to and providing technical opinion etc. on court cases and arbitration cases connected with Premises Department of the Bank.
6. Preparation and submission of memorandum to the Board / EC / MC / TMT etc., for obtaining necessary approval for building construction projects / maintenance and repair of buildings etc. and furnishing of compliance thereof.
7. Attending to the work related to Inspection by RBI, concurrent/statutory auditors / MIS audit, etc. pertaining to Premises Department and their compliance.
8. Preparation of conveyance deeds of Bank's properties in Mumbai.
9. Preparation of budget (capital and revenue expenditure) for Premises Department in HO and ROs, and its review etc.
10. Work related to computerisation (hardware and software) in department.
11. General administration of Premises Department.
12. Work related to Accounts in Premises Department
13. Assessment of requirement of staff quarters and requirement of space for office premises at HO and ROs.

Job profile of Deputy Chief Engineer (Civil / Electrical)

1. To provide support to the Chief Engineer.
2. All works related to building construction projects (office and staff quarters) of NABARD all over India
3. Maintenance of properties in Mumbai i.e. Office buildings and staff quarters, AMCs & RO references.
4. Conveyance of properties in Mumbai and various ROs, compliance to ACB.
5. Arbitration and court cases of Premises Department of the Bank.
6. Liaisoning with the local authorities i.e. Collector's etc. in connection with Mumbai properties.
7. Attending to work related to inspection by RBI, concurrent/statutory auditors / MIS audit, etc. pertaining to Premises Department and their compliance.
8. Putting up of memorandums to the Board / EC / MC / TMT etc., for obtaining approval for building construction project/ maintenance and repair of buildings etc., and furnishing of compliance thereof.
9. All works related to accounts section of the Premises Department.
10. Preparation of Annual Budget for capital and revenue expenditure of Premises Department in HO and ROs, and its review.
11. Work related to computerisation (hardware / software) in the Premises Department and related work
12. General administration of the department.
13. Disposal/renting out of Bank's premises / properties.

6. Educational Qualifications:
(Attach attested certificates)

Name of the University	Examination Passed	Subjects Offered	Year of Passing	Percentage of Marks obtained

7. Work experience : Details of posts held from time to time (attach separate sheet if necessary and also attach attested required experience certificates)

Designation and Post Held	Name(s) with full address(es) of Organisation(s)	Period		Duties performed	Experience		Nature of job/ responsibilities
		From (Date)	To (Date)		Years	Months	

8. Value of Largest Project handled :

a) Name of the Project :

b) Period of the Project :

c) Post held during implementation of the Project :

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or suppressed or I do not satisfy the eligibility criteria, my candidature / appointment, at any stage, is liable to be cancelled / terminated.

Place :

Date :

(Signature of the candidate)

8. Check List :

Attested copies of following:

- | | |
|--|-----|
| • Attached SSC/ School Leaving Certificate for date of birth | Y/N |
| • Attached Mark Sheet of Degree/ Post Graduate Exam | Y/N |
| • Attached Degree/ Provisional Degree Certificate in support of educational qualifications | Y/N |
| • Signed the Undertaking | Y/N |
| • Pasted recent photograph at appropriate place | Y/N |

Any additional information in support of candidature may be given on separate sheets attached to the application.