



F. No. NESTS/Admin/HiringofManpower/civil/163/2021-22

Dated: 27/05/2025

**Subject: - Hiring of Technical Consultant on contract basis in NESTS --reg.**

National Education Society for Tribal Students (NESTS), an autonomous organization under Ministry of Tribal Affairs, Government of India, is engaging qualified and experienced professionals for following posts purely on contractual basis for attending to specific and time-bound jobs of this Department. The incumbent shall not have any claim for regular appointment under this office.

The Qualification, age limit and remuneration are given in the table below and scope of work is given in Annexure-I: -

S. No.	Position	No. of Post	Qualification	Remuneration	Eligibility
1	Architect Consultant	01	Bachelor degree in Architecture from a recognized university or institution	₹80,000/- per month	<p>(a) <b>Post qualification experience:</b></p> <p>A minimum of <b>seven (7) years</b> of relevant professional experience in architectural planning, design, and preparation of Master Layout Plans (MLP) is required.</p> <p><i>Preference shall be given to candidates with prior experience in projects related to Eklavya Model Residential Schools (EMRS).</i></p> <p>(b) <b>Upper age limit (As on 01.06.2025):</b></p> <p>Not exceeding 35 Years</p>

S. No.	Position	No. of Posts	Qualification	Remuneration	Eligibility
2	Technical Consultant (Civil)	06	Bachelor degree/diploma in civil engineering from a recognized university or institution.	₹60,000/- per month	<p><b>(a) Post qualification experience:</b></p> <p>A minimum of <b>five (5) years</b> of relevant professional experience in planning, monitoring and executing the building projects. <i>Preference shall be given to candidates with prior experience in projects related to Eklavya Model Residential Schools (EMRS).</i></p> <p><b>(b) Upper age limit (As on 01.06.2025):</b></p> <p>Not exceeding 35 Years</p>

2. The details including eligibility criteria, scope of work etc. of the above engagement are also available on the website i.e. <https://nests.tribal.gov.in/>.

3. Interested candidates, who fulfil the eligibility criteria, may submit their application in the prescribed proforma in sealed cover super-scribed "**Application for engagement as .....**" which should reach this office latest by 17/06/2025 at the following address:

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Joint Commissioner (NESTS),  
Gate No. 3A, Jeevan Tara Building,  
Parliament Street, New Delhi-110001

Post	Scope of work
<b>Architect Consultant</b>	<p>The Architect shall have following duties for the planning, design, and coordination of the EMRS project:</p> <ol style="list-style-type: none"> <li>1. Scrutiny of Conceptual Plans</li> <li>2. Site Layout and Functional Planning</li> <li>3. Design for Hilly and Difficult Terrain</li> <li>4. Scrutiny of Architectural Working Drawings</li> <li>5. Review of Plumbing and Electrical Layouts</li> <li>6. Regulatory Compliance Review</li> <li>7. Design Refinement and Value Addition</li> <li>8. Detailed Internal Drawings</li> <li>9. Site-Specific Special Plans</li> <li>10. Site Inspections</li> </ol>
<b>Technical Consultant (Civil)</b>	<p>The Technical Consultant (Civil) shall be responsible for the following services in relation to the project monitoring and site inspection of the project:</p> <ol style="list-style-type: none"> <li>1. Daily Coordination &amp; Progress Monitoring</li> <li>2. Technical Scrutiny &amp; Document Control</li> <li>3. Site Inspections &amp; Quality Assurance</li> <li>4. Stakeholder Interface &amp; Issue Resolution</li> <li>5. Land Verification &amp; Service Layout Finalisation</li> <li>6. Progress Certification &amp; Records Keeping Support</li> <li>7. Time, Cost &amp; Quality Performance Tracking</li> <li>8. Verification of the completed projects</li> <li>9. Miscellaneous Technical Assistance as may be assigned by the competent authority</li> </ol>

## **Terms & Conditions.**

### **1. Period of engagement**

The engagement shall be initially for a period of one year which may be extended/curtailed depending upon the performance of the Consultant or functional requirement of the Office with the approval of the Competent Authority.

- Place of posting – National Education Society for Tribal Students (NESTS), Gate no. 3A, Ground Floor, Jeevan Tara Building, Parliament Street, New Delhi-110001.

### **2. Selection Procedure**

The engagement will be purely on contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultants will be selected from shortlisted candidates.

- NESTS reserves the right. to reject any application without assigning any reason.

### **3. Remuneration**

A fixed monthly remuneration shall be admissible and remuneration may be enhanced after the completion of one year at rate of increase of CDA rate from the date of contract/last enhancement plus 2% subject to the satisfactory performance of the consultant certified by the head of section/division.

### **4. Scope of Duties**

During the period of such engagement, the Consultants would be required to perform any work as assigned to them by the concerned Branch Heads in the Commission in which they would be posted to work as consultant.

### **5. Leave**

The Consultant will be entitled for the paid leave at the rate of 1.5 days for each complete month of service calculated on pro rata basis. Accumulation of leave beyond calendar year may not be allowed. In special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid.

- No remuneration for the period of absence in the excess of the admissible leave will be paid. Un-availed leave cannot be carried forward nor en-cashed on extension or tenure or on termination of engagement.

## **6. TA/DA:**

- No TA/DA shall be admissible for joining the assignment or on its completion.
- No TA/DA shall be payable for attending the interviews.

## **7. Other Allowances:**

- No other facilities such as DA, accommodation, residential phone/ conveyance/ transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible to the Consultants.

## **8. Attendance & Working days:**

- The working hours of the Consultants shall be same as regular Government employees working in NESTS. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Gazetted holidays.
- The attendance shall be marked in the Biometric system by the Consultants.

## **9. Service Condition:**

- The Consultants shall not, except with the previous sanction of NESTS, in the bona fide discharge of his duties, publish a book or a compilation of articles or participate in a radio broadcast or representing any private entity in legal or commercial matters or contribute an article or write a letter to any newspaper or periodical, either in his own name or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that he may gather as part of this assignment.

## **10. Office time and working hours**

Engagement of Consultants would be on full time basis. Working hours shall be from 9.30 AM to 6.00 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The Consultants may be called on Saturday/ Sunday/ other Gazetted holidays, if required. The consultant may be required to mark his/her attendance in Bio-metric System or any other system as prescribed time to time.

## **11. Tax deduction at Source**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

## **12. Confidentiality of data and documents**

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose

or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office. .

## **13. Conflict of interest**

The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No Consultant would be permitted to take up any other assignment during the period of Consultancy

## **14. Termination of Services and requirement of notice:**

- In case a Consultants wish to resign from his/her position, he/she shall furnish at least one month's notice period or salary in lieu thereof.
- NESTS shall have powers to terminate any or all the professionals at any time without assigning any reason, with the approval of the Commissioner, NESTS
- Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

## **15. Guidelines for the submission of the application**

Interested candidates, who fulfil the eligibility criteria, may submit their application in the prescribed proforma in sealed cover super-scribed "Application for engagement as .....” which should reach this office latest by 17/06/2025 at the following address.

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Gate No. 3A, Jeevan Tara Building,  
Parliament Street, New Delhi-110001

*Application received after expiry of the prescribed period and / or found to be incomplete in any manner and / or not accompanying all the requisite documents will not be entertained.*

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**APPLICATION FORM**

**Post Applied for:-** \_\_\_\_\_

Photograph to  
be attached here

Sl. No	Description	Details
1.	Name of the Candidate	
2.	Father/Husband's Name	
3.	Date of Birth	
4.	Age as on 01.06.2025	
5.	Mobile no:	
6.	Mail id:	

7. Permanent Address:

8. Correspondence Address:

9. Nationality:

10. Educational Qualification (Chronological order)

Sl. No.	University/Institute	Degree	Year of passing	% / Grade	Page no of consolidated pdf
I.		10 <sup>th</sup> / Matriculation			

II.		12 <sup>th</sup> /Intermediate			
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III.		Graduation in _____			
IV.		Master in _____			

#### 11. Post qualification work experience in relevant fields (Chronological order)

Sl. No.	Office/ Institution	Post Held	From	To	Nature of duties (in detail) highlighting experience	Page no of consolidated pdf
I.						
II.						
III.						
IV.						

#### 12. Essential qualification

Description	Please fill in the following details:
(a) Specify the position you are applying for.	
(b) Provide details of your educational qualifications, clearly indicating how they meet the essential qualifications required for the position.	
(c) Outline your relevant work experience, including the number of years of post-qualification experience as specified for the role.	
(d) Clearly confirm whether, based on the information provided above, you fulfill the required educational qualifications and post-qualification experience for the position.	



12. Languages known with proficiency:

13. Additional information, if any, which you would like to mention in support of your suitability for the post:

14. A short note on your suitability for the post:

15. Self-attested copy of documents (**essential**)

S.No.	Documents	Enclosed or not enclosed	Page no.
1.	Proof of age (Matriculation certificate)		
2.	Proof of address (Aadhar Card)		
3.	Essential Educational Qualification		
4.	Post Qualification Experience Certificate		
5.	Complete CV ( <b>Curriculum Vitae</b> )		

*I declare that the information furnished by me in the application is true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidate is liable to be rejected at any stage during or after selection process or after appointment.*

**Date:**

**Place:**

**Signature of the Applicant**

Joint Commissioner (NESTS),  
Gate No. 3A, Jeevan Tara Building,  
Parliament Street, New Delhi-110001

Sir,

I hereby undertake:

- a) to treat all the information that come to my knowledge as part of my duties in this Office i.e. NESTS as confidential information and keep it strictly confidential.
- b) not to sell, trade, publish or otherwise disclose information to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
- c) to hold such confidential information in trust and confidence both during and after the terms of my engagement.
- d) not to engage in any other employment/ occupation/ consultancy or any other activity during my engagement with NESTS.
- e) to abide by data security policy and related guidelines applicable in the office of NESTS.
- f) not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
- g) to maintain highest standards of ethics & integrity during the period of engagement as Engineer.

2. In the event of my termination of employment for any reason whatsoever I shall promptly surrender and deliver to this Office any records/ material, equipment, documents or data which is of confidential nature.

3. I shall keep NESTS informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, Confidential Information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

Address:

(Signature)

Date:

Name: