

**NATIONAL CAPITAL REGION PLANNING BOARD  
CORE-IVB, 1<sup>ST</sup> FLOOR, INDIA HABITAT CENTRE  
LODHI ROAD, NEW DELHI-110003.**

K-12025/4/2013- (Vol.II)

Dated: 13.10.2020

**NOTICE**

**Engagement of Consultant-I (GIS) in the NCR Planning Board on Contract Basis.**

The National Capital Region Planning Board, a statutory body under the Administrative control of Ministry of Housing & Urban Affairs intends to engage one Consultant (GIS) on full-time basis on the following terms of reference:

**A. Job Description**

To work on Geo-Portal of NCR and GIS related work of delineation of NCR and Regional Plan-2041 and any other work assigned by Chief Regional Planner/Member Secretary.

**B. Eligibility Criteria, Experience and Age etc.**

i) **Name of the post** – Consultant-I (GIS)

ii) **No. of post** – 01 (One)

iii) **Essential Qualification(s) and Experience:**

Graduate Civil Engineer or Architect with PG Diploma in GIS and Remote Sensing from a recognised university or Institute.

**Experience:**

- (a) At least 2 years of experience in IT Industry (GIS domain/platform). Hands-on working experience in software packages of ESRI (ArcGIS) is also a must.
- (b) Hands-on experience on AutoCAD Map and open source technologies like QGIS etc.
- (c) Should have worked for at least one complete GIS Project cycle

**Desirable Qualification:**

- (a) Should have ability to work single handedly on a project.
- (b) Experience/Employment in Govt. sector would be an added advantage.
- (c) Experience of working with NIC and/or NRSC would also be an added advantage.

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iv) **Age Limit : upto 45 years.**

**C. Remuneration:**

Consolidated remuneration of ₹ 45,000/- per month (inclusive of all taxes), plus ₹ 1500/- towards local conveyance allowance.

**D. Other conditions:**

- i. Applicant shortlisted/called for the **interview** must bring along a copy of detailed CV, alongwith self-attested copies of educational and professional qualifications and originals that need to be shown for verification.
- ii. The selection shall be made on the basis of an interview by a Selection Committee to be formed by this Board.
- iii. Evaluation will be done based on Qualification, Experience (based on the documents submitted) and the Interview.
- iv. Appointment of Consultant will be on full time basis. He/she will be required to attend the office of NCRPB on daily basis as per office hours.
- v. No TA/DA shall be admissible for joining the assignment or on its completion. However, in case the Consultant is required to go on tour for travel inside the country in connection with the official work he/she will be entitled for **TA/DA with** the prior sanction of the Competent Authority of the Board. The entitlement of TA/DA in such cases would be at following rates:
  - TA -- Reimbursement of Second AC Train Fare.
  - DA -- Reimbursement of Hotel accommodation of upto Rs.500/- per day. Reimbursement of travel charges upto Rs.100/- per diem for travel within the city and reimbursement of food bills not exceeding Rs.150 per day.
- vi. The Consultant will be eligible for **eight days leave** in a calendar year on pro-rata basis. Therefore, shall not draw any remuneration in case of his absence beyond eight days in a year (calculated on a pro-rata basis).
- vii. The Appointment of Consultant will be initially for a period of six months and can be further extended at the discretion of the Competent Authority of the Board upto a maximum period of five years.
- viii. The Board reserves the right to terminate the service of the Consultant at any time during the period of contract by giving 15 days' notice in writing in case his/her services are not found satisfactory. In case a Consultant desired to leave the assignment, he/she is to give one months' notice, which can be curtailed by the competent authority.
- ix. The detailed terms & conditions shall be provided at the time of appointment.

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E. Those having the required qualifications and experience may apply in the prescribed proforma (attached) duly completed in all respect and signed by the candidate with self-attested copies of testimonials etc. **on or before 28<sup>th</sup> October, 2020**. The application received after last date shall be summarily rejected.

*Shilpa*  
13/10/2020

(Shilpa Vijaivargia)  
Admn. Consultant /  
i/c. DD (Admn.)

Attached: Application Proforma

## PROFORMA

### Application format for appointment as Consultant-I (-GIS)

1.	Name in full (in block letters)	
2.	Father's name	
3.	Date of Birth	
4.	Domicile	
5.	Nationality	
6.	Mailing Address (with Tel/Mob. and E-mail address)	
7.	Permanent Address	

#### 8. Educational Qualification

S.No.	Course	University/Institute	Year of Passing	Division/Class

#### 9. Work Experience

S.No.	Organisation/Institute	Period		Nature of Work	Remarks
		From	To		

#### 10. Whether SC/ST/OBC

11. Additional relevant information, if any, in support of your suitability for the said engagement. Attach a separate sheet, if necessary.

#### 12. Reference

- (i)
- (ii)

(Signature)

Date:

Place