

**NATIONAL CAPITAL REGION PLANNING BOARD
1ST FLOOR, CORE-4B, INDIA HABITAT CENTRE
LODHI ROAD, NEW DELHI-110003.**

File No. A-12034/8/2020 (9099120)

Dated: 19.06.2024

TERMS OF REFERENCE OF ENGAGEMENT OF YOUNG PROFESSIONAL FOR GEOGRAPHIC INFORMATION SYSTEM (GIS) ON CONTRACT BASIS IN NCR PLANNING BOARD :-

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

A. Job Description

To work on Geo-Portal of National Capital Region (NCR) and GIS related work of Delineation of NCR and Regional Plan-2041 and any other work assigned by Director (A&F)/CRP/Member Secretary.

B. Eligibility Criteria, Experience and Age etc.

- i. Name of the post – Young Professional (GIS).
- ii. No. of Post – 02 (Two).
- iii. **Essential Qualification (s) and Experience:**

- B.E.(Civil) / B. Tech (Civil) / B. Arch. / B. Planning.
- PG Diploma in RS / GIS.

Experience:

At least 2 years of relevant work experience in GIS.

Desirable Qualification:

M. Planning (Any Stream).

- iv. **Age Limit** : upto 32 years.

C. Remuneration :

- i. Consolidated remuneration of ₹ 70,000/- (₹ Seventy Thousand only) per month.

D. Other conditions:

- i. Applicant shortlisted/called for the interview must bring a copy of detailed CV as per prescribed Application Proforma (**Annexure**), alongwith self-attested copies of educational and professional qualifications, experience certificates and originals that need to be shown for verification at the time of interview.
- ii. The selection shall be made on the basis of an interview by a Selection Committee to be formed by this Board.
- iii. Appointment of Young Professional (GIS) will be on full time basis. He/she will be required to attend the office on daily basis as per office hours.
- iv. No TA/DA shall be admissible for joining the assignment or on its completion. However, in case the Young Professional (GIS) is required to go on tour for 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 shall be by Air in Economy class or by Rail in Ac Two Tier Economy class only.
- v. Hotel accommodation of upto Rs. 2250/- per day, taxi charges of up to Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed.
- vi. The Young Professional (GIS) shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis. Unavailed leaves cannot be carried forward to the next year. Further, leave up to one month may be considered without remuneration with the approval of Competent Authority of NCRPB. However, in exceptional cases for professional development, training etc., this condition may be relaxed by Member Secretary, NCRPB.
- vii. The Appointment of Young Professional (GIS) 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 Young Professional (GIS) at any time during the period of contract by giving one month's notice in writing. In case he/she desires to leave the assignment, he/she is required to give one months' notice, which can be curtailed by the Competent Authority of the Board.
- ix. NCRPB will not entertain any claim for regular appointment of the post at any point of time, if any vacancy is advertised/revived/created in future in the Board.
- x. In addition to above, the terms and conditions of the contractual engagement will be given at the time of appointment.

Those having the required qualifications and experience may apply in the prescribed Application Proforma (**Annexure**) duly completed in all respect and signed

by the candidate with self-attested copies of testimonials etc. within 15 days from publication of advertisement in the Newspapers to Director (A&F), National Capital Region Planning Board, First Floor, Core 4B, India Habitat Centre, Lodhi Road, New Delhi-110003 or through email on email id ncrpb-ade@nic.in.

(Anubhav Choudhary)
Director (A&F)

Encls. - Annexure - Application Proforma

(Annexure)

APPLICATION PROFORMA

Application format for appointment as Young Professional (GIS)

Passport size
photo

1.	Name in full (in block letters)	
2.	Father's name	
3.	Date of Birth	
4.	Nationality	
5.	Address	
6.	Telephone /Mobile No.	
7.	E-mail address	

8. Educational Qualification (from Graduation onwards)

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

9. Work Experience

S.No.	Organisation/ Institution	Period		Nature of Work	Total Experi ence	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.

(Signature)

Date:

Place: