

Government of India
Ministry of Commerce & Industry
Cochin Special Economic Zone Authority
CSEZ Administration Building, Kakkanad,
Cochin – 682 037.

F. No.CSEZ-CSZA0E(22)/1/2025-SEZ Cochin

Dated the 22nd January, 2025

CIRCULAR

Sub: Engagement of Consultant (Civil Works) in CSEZ on contract basis – Reg.

The Cochin Special Economic Zone Authority under the Ministry of Commerce & Industry, Government of India invites applications from qualified and experienced retired Government servants for engaging as Consultant (Civil works) in CSEZ, Cochin on contract basis for a period of one year.

(i)	No. of Personnel required	01 (one)
(ii)	Qualification& Experience	BE/BTech in Civil Engineering with a minimum of 15 years' post qualification experience in execution, supervision or operation & maintenance of civil infrastructure projects like construction of multi-storied buildings, road works, supply/treatment of water/effluent, having worked with Central/State Government Departments/Organizations.
(iii)	Age limit	65 years
(iv)	Job requirements	• Verification of schedule of rates, specifications, cost index calculations, theoretical consumption of materials, detailed estimates, approval of extra items, substituted items, detailed plans, site plans, drawings etc. • To assist the OMMC agency for execution of all types of Civil works • To monitor the quality of the work and ensure the same to be carried out as per the contract conditions. • Verification of the approval materials, wages of labour, works diary, Stock in hand register, Laboratory test reports, progress of works, CPM/PERT Charts, handing/taken over site, soil test, safety permit, water/electricity connection, etc. • Verification of the Measurement books, physical inspections, work done statement, Running Account Receipt, Inventory registers, Master drawings of structures, operating manual if required, building register etc. Scrutinize the completion of work on time and handed over to office, cleaning of surrounding areas, LD Clause due to delay of works etc. • Any other works assigned related to the above mentioned activities.
(v)	Selection Procedure	• The selection of Consultant (Civil works) shall be made in accordance with the provisions contained in GFR 2017 and Manual of Procurement of Consultants& Other Services. • Selection will be finalized after personal interview.
(vi)	Tenure of engagement	The engagement shall be initially for a period of one year, renewable on satisfactory performance after a review.

(vii)	Remuneration drawl	A monthly consolidated remuneration to be paid shall be fixed based on personal interview with selected candidates. Note: The total monthly remuneration and the pension drawn by the consultant shall not be more than the last pay drawn by him calculated at the current rates of dearness allowance in the case of retired government servants. Drawl of pension: A retirement Government official appointed as Consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement as Consultant. His engagement as Consultant shall not be considered as a case of re-employment.
(viii)	Other terms and conditions	- Selected Consultant shall not be entitled to any kind of allowance or accommodation facility. No TA/DA shall be admissible for joining the assignment or on its completion. - TDS as admissible shall be deducted from the monthly remuneration. A TDS certificate shall be issued by the concerned DDO on demand. - The engagement would be on full-time basis and he/she would not be permitted to take up any other assignment during the period of engagement with this office. - The engagement is purely of a temporary nature. - The engagement can be terminated by either party at any time without assigning any reason thereof by giving 30 day's notice. - The selected Consultant is expected to display utmost honesty, secrecy of office and sincerity while discharging his duties. The personnel engaged as Consultant (Civil works) on contract basis shall not, except with the previous sanction of the CSEZA in the bona-fide discharge of his duties publish or contribute an article or anonymously or pseudonymous in the name of any other person, uses any information that he may gather as part of this assignment, without the approval of the CSEZA. - The selected Consultant shall be responsible for safe keeping of all the official files and documents which may be in his/her use, custody or charge and shall return them in good condition and order at the time of termination of the engagement. He/She shall be required to maintain utmost secrecy in respect of all official files/documents, commercial transactions, tenders, software packages license, copy rights & trade mark and any other information in connection with the Government of India or Authority or Office of the Development Commissioner and about any person/institution in relation to the former. - The selected Consultant shall neither seek nor accept instructions from any authority external to CSEZA or office of the Development Commissioner, CSEZ in connection with the performance of his obligations under the contract. - The selected Consultant shall not advertise or otherwise make public for purposes of commercial advantage the information that he has a contractual relationship with CSEZA, nor shall in any manner whatsoever, use the name, emblem or official seal of CSEZA, in any manner.

2. The last date for receipt of applications, in the prescribed format is 3rd February, 2025 upto 3.00 PM. Applications received after due date/time and without supporting documents will not be considered. CSEZA reserves the right to accept or reject in part or in full to all responses without assigning any reasons whatsoever

4. Application in the prescribed format in Annexure – I, may be sent to the Chairperson, Cochin Special Economic Zone Authority, CSEZ Administration Building, Kakkanad, Cochin – 682 037. The envelope containing the application form should be clearly labeled as “Application for engagement as Consultant (Civil Works) in CSEZ”. Only the candidates shortlisted on the basis of their application will be intimated and called for the interview.

Secretary, CSEZA

To

1. Website of CSEZA.

Annexure – I

**Application for the post of Consultant (Civil works) on contract basis in the Cochin
Special Economic Zone Authority, CSEZ Administrative Building,
Kakkanad, Kochi – 682 037.**

Recent
passport size
photograph

1	Full name (in block letters)	
2	Father's name	
3	Date of birth (DD/MM/YYYY)	
4	Age as on date	
5	Contact details	Mobile No. Email ID:
6	Address for communication (Copy of address proof to be attached)	 PIN:
7	Educational/Technical qualification (Enclose copy of certificate/ mark sheet)	
8	Brief particulars of experience (assignment-wise) (A separate sheet may be enclosed)	
9	Additional information, if any, in support of your suitability for the post.	

I hereby declare that the particulars furnished above are true and correct in the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound to the decision of the CSEZA. I have read this circular and ready to accept all the terms and conditions for engagement of Consultant (Civil works) on contract basis.

Place:
Date:

Signature
(Full name of the applicant)