



Uttarakhand Tourism Development Board (UTDB),
Pt. Deen Dayal Upadhyay Paryatan Bhawan,
Near O.N.G.C. Helipad, Nimbuwala,
Garhi Cantt, Dehradun – 248 003
Ph. 91-135-2559898, Fax. 91-135-2559988

Ref No. 8613/2-2-826/2024

Date: 07 /03/2024

“Invitation of application for recruitment in ADB assisted Tourism Project”

Uttarakhand Tourism Development Board (UTDB) invites applications from the suitable candidates for the various positions in Project Management Unit (PMU) / Project Implementation Unit (PIU's) on **deputation/contractual basis** under the ADB assisted - **Holistic Development of Tehri Lake and its Catchment Project**. The details including qualification, Number of Posts, Term of Reference and Remuneration etc. alongwith application form will be available on website <https://uttarakhandtourism.gov.in> from **11/03/2024**.

A- Project Management Unit (PMU) UTDB		B- Project Implementation Unit (PIU) UTDB/ TADA	
Sl.No.	Name of the Position	Sl. No.	Name of the Position
1	Addl. Project Director	1	Project Manager
2	Civil Engineer (Building & Infrastructure)	2	Land Record and Acquisition Specialist
3	Structural Engineer	3	Community Development Officer
4	Procurement Specialist	4	Accounts Officer
5	Project Architect	5	Support Engineer (Building/ Infrastructure/Roads)
6	Tourism Sector Specialist	6	Support Engineer (Electrical)
7	Environmental & Safeguard Specialist	7	Support Architect
8	Community Development & Gender Specialist	8	Account Assistant
9	G.I.S. Expert	9	Draftsman
10	Project Data & Systems Administrator	10	Data Entry Operator
11	Accounts Officer	C- Project Implementation Unit (PIU) in Tehri Lake Area Project (Public Work Department /Forest Department/Jal Sansthan)-	
12	Office Manager	1	Data Entry Operator
13	Support Engineer		
14	Documentation Officer (Documentation and Record Keeping)		
15	Account Assistant		
16	Data Entry Operator		

Interested candidates possessing required qualifications & experience can apply on the prescribed application format available on the website <https://uttarakhandtourism.gov.in>. The last date of submission of application is **01-04-2024 till 5:00 pm** through speed post/registered post/courier on the above-mentioned address. Applications received after the due date and time will not be accepted/entertained.

Chief Executive Officer, UTDB



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Sl. No.	Name of the Position	Mode of Recruitment	No. of Post	Pay Scale/ Remuneration
A	Project Management Unit (PMU) UTDB			
1	Addl. Project Director	Superintending Engineer- on deputation from Govt. Departments (State /Central/ others) as per deputation rules.	01	As per Govt. Pay Scale
2	Civil Engineer (Building & Infrastructure)	Executive Engineer/ Assistant Engineer on Deputation from Govt. Departments (State /Central/ others) as per deputation rules.	01	As per Govt. Pay Scale
3	Structural Engineer	Executive Engineer/ Assistant Engineer on Deputation from Govt. Departments (State /Central/ others) as per deputation rules/ On Contract Basis	01	As per Govt. Pay Scale in case of deputation & in case of contract basis 70,000/- 1,00,000/-
4	Procurement Specialist	On Contract Basis	01	70,000/- 1,00,000/
5	Project Architect	On Contract Basis	01	70,000/- 1,00,000/-
6	Tourism Sector Specialist	On Contract Basis	01	70,000/- 1,00,000/-
7	Environmental & Safeguard Specialist	On Contract Basis	01	70,000/- 1,00,000/-
8	Community Development & Gender Specialist	On Contract Basis	01	70,000/- 1,00,000/-
9	G.I.S. Expert	On Contract Basis	01	60,000/- 80,000/-
10	Project Data & Systems Administrator	On Contract Basis	01	60,000/- 80,000/-

11	Accounts Officer	On Contract Basis	01	50,000/- 70,000/-
12	Office Manager	On Contract Basis	01	50,000/- 70,000/-
13	Support Engineer	On Contract Basis	02	35,000/- 60,000/-
14	Documentation Officer (Documentation and Record Keeping)	On Contract Basis	01	40,000/- 50,000/-
15	Account Assistant	On Contract Basis	02	35,000/- 50,000/-
16	Data Entry Operator	On Contract Basis	04	20,000/- 30,000/-
	Total		21	
B.	Project Implementation Unit (PIU) UTDB/TADA			
Sl. No.	Name of the Position	Nature of Appointment	No. of Post	Pay Scale/ Remuneration
1	Project Manager	Executive Engineer/ Assistant Engineer on deputation from State Govt. Department as per deputation rules/ On Contract Basis.	01	As per Govt. Pay Scale in case of deputation & in case of contract basis 1,20,000/-
2.	Land Record and Acquisition Specialist	Tehsildar on deputation from State Govt. Department as per deputation rules	01	As per Govt. Pay Scale
3.	Community Development Officer	On Contract Basis	01	50,000/-70,000/-
4.	Accounts Officer	On Contract Basis	01	50,000/-70,000/-
5.	Support Engineer (Building/Infrastructure/Roads)	On Contract Basis	02	35,000/- 60,000/-
6.	Support Engineer (Electrical)	On Contract Basis	01	35,000/-60,000/-
7.	Support Architect	On Contract Basis	01	35,000/- 60,000/-
8.	Account Assistant	On Contract Basis	02	35,000/- 50,000/-
9.	Draftsman	On Contract Basis	01	35,000/- 50,000/-
10.	Data Entry Operator	On Contract Basis	02	20,000/- 30,000/-
	Total		13	
C.	Project Implementation Unit (PIU) in Tehri Lake Area Project (Public Work Department /Forest Department/Jal Sansthan)-			
1.	Data Entry Operator	On Contract Basis	03	20,000/- 30,000/-
Terms and Conditions:				
1. The candidate shall mark the name of the position he/she is applying for in bold letters on the top of the envelop clearly mentioning the name of the position and also disclosing whether PMU OR PIU . The candidate shall submit separate envelops if applied for more than one position				
2. The initial appointment shall be for a period of 01 year, which shall be extendable based on the performance, output and desired/impact.				
3. Above position is time bound and co-terminus with the project.				

4. Applicants working in Govt. sector shall require prior NOC from their employer at the time of Interview.
5. Only shortlisted candidate shall be called for interview. The selection of the candidates shall be based on the interview. No TA/DA will be paid for attending the interview.
6. The shortlisted candidates shall be informed through e-mail Ids provided by the candidates in their application form, candidates are advised to regularly check their e-mails.
7. The engagement under above does not confer any right/claim whatsoever either or implicitly for any regular appointment in UTDB.
8. Interested candidate may apply on the prescribed application form along with CV and a passport size latest photograph with self-attested copies of all the certificates and testimonials.
9. The competent authority reserves right to withdraw the aforesaid advertisement/posts without issuing any prior notice.
10. Interested candidates are advised to regularly visit the website <https://uttarakhandtourism.gov.in> for any addendum (if there is any).
11. All applications should reach the above address latest by 01-04-2024 by registered/speed post /courier only.
12. The applications received after deadline 01-04-2024 till 5:00 pm shall not be entertained.

**Chief Executive Officer,
UTDB**

TERMS OF REFERENCE (TOR) FOR
INDIVIDUAL CONSULTANTS AND SUPPORT STAFF

1. Organization Introduction:

Uttarakhand Tourism Development Board is the highest body to advise Government on all matters relating to tourism in the State. The statutory board is chaired by the Tourism Minister Govt. of Uttarakhand and Chief Secretary of Uttarakhand is its Vice Chairman. The Principal Secretary/ Secretary tourism acts as Chief Executive Officer. The Board also functions as a regulatory and licensing Authority.

Mission & Vision of UTDB:

1. To develop the manifold tourism related resources of the State in an eco-friendly manner, with the active participation of the private sector and the local host communities.
2. To develop and maintain high quality tourism facilities in the state and ensuring quality services to the tourists arriving to Uttarakhand.
3. To place Uttarakhand on the tourism map of the world as one of the leading tourist destinations, and to make Uttarakhand synonymous with tourism.
4. To develop tourism as a major source of employment and income/revenue generation and as a pivot of the economic and social development in the State.

2. Objective of the Assignment:

UTDB has received a loan from Asian Development Bank (ADB) for Holistic Development of Tehri Lake and its Catchment Project. UTDB intends to hire eligible individual Consultants / Assistants through open competitive selection process to assist the Project Director in execution of the respective tasks in efficient and timely manner in the execution of Holistic Development of Tehri Lake and its Catchment Project. The interested candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services as mentioned in the TOR.

Project Management Unit (PMU)

Sl. No.	Name	Experience/Qualification	Term of Reference
1	Addl. Project Director	Bachelor degree in Civil Engineering & at least 15 years of related experience in construction, design and supervision of buildings/ infrastructure works, project supervision & management, policy framework, public finance, procurement & contract management, 5 years experiences out of 15 years in externally aided project (EAP)/INGO/ national NGO/reputed corporate or significant projects in the Government.	<ol style="list-style-type: none"> 1. Technical Head of Project to supervise Overall project & assist the Program Director to provide overall leadership and direction for the project, ensuring alignment with project goals and objectives. 2. Assist in project planning and strategy development, including the identification of key milestones, deliverables, and resource requirements. 3. Build and maintain strong relationships with project stakeholders, including government agencies, donors, partners, and beneficiaries. 4. Contribute to budget planning, monitoring, and financial management, ensuring efficient use of project funds and compliance with financial regulations. 5. Oversee project implementation, coordinating activities, timelines, and resources to meet project goals and milestones. 6. Ensure the quality and standards of project deliverables, conducting regular assessments and implementing corrective actions when necessary. 7. Identify potential risks and challenges to project success and develop risk mitigation strategies. 8. Provide guidance and support to project team members, ensuring effective teamwork and task execution. 9. Ensure project activities adhere to legal and regulatory requirements, as well as internal policies and procedures. 10. Any other matter as assigned by Program Director from time to time.
2	Civil Engineer (Building & Infrastructure)	Bachelor degree in Civil Engineering & 15 yrs experience in constructional activities of project works. Should have experience in design/supervision of civil structure including infrastructure services with related experience with Central Govt./State Govt./ Public Sector Organizations/ externally aided Project (EAP)/multilateral Organizations/International NGOs/Reputed Corporate Organizations.	<ol style="list-style-type: none"> 1. Provide assistance in technical matters concerning surveys & investigations, engineering designs and execution works and coordinate with PIU, PMC and DSCs. 2. Responsible for identification of works and procurement of works, contract administration like resolving contractual issues and providing solutions to key technical issues, etc. 3. In coordination with PMC, oversee the engineering design reports and management plan for sites and finalize the bidding documents for all subproject components. 4. Review and assist Program Director and Additional Program Director in finalising the reports submitted by PMC and DSCs.

Sl. No.	Name	Experience/Qualification	Term of Reference
			<ol style="list-style-type: none"> 5. Assist in setting up procedures and systems for overall project management and monitoring for project implementation 6. Co-ordinate to carry out all the required due diligence and procurement procedures as per ADB requirements for the project. 7. Review project implementation progress from the perspective of overall project management and detailed annual work plans, and recommend remedial measures as appropriate to PMU and PIU. 8. Conduct field checks/monitoring the progress and quality of work during execution of works in coordination with other Experts. 9. In coordination with the safeguard experts in PMU and PMC, assist the Program in getting all the mandatory clearances required to implement the projects 10. Any other matter as assigned by Program Director/Addl. Program Director from time to time.
3	Structural Engineer	<p>Bachelor degree in Civil Engineering & 10 yrs experience in constructional activities of project works. Should have experience in design/supervision of civil structure, bridges, retaining structures and slope protection works with Central Govt./State Govt./ Public Sector Organizations/ externally aided Project (EAP)/ multilateral Organizations/International NGOs/Reputed Corporate Organizations.</p>	<ol style="list-style-type: none"> 1. Review & check the structural analysis to calculate the loads and forces that structures will experience in the sub-project. 2. Assist and advise in Designing structures, including buildings, bridges, and other infrastructure, to withstand these loads while ensuring safety and compliance with building codes and regulations. 3. Advice and Co-ordinate with PIU/DSC/PMC for carrying out the selection of construction materials, such as concrete, steel, wood, or composites, based on the project's requirements and budget. 4. Review structural drawings to ensure that structural elements are aligned with the overall design and specifications. 5. Stay updated with building codes, standards, and regulations, and ensures that structures meet safety standards and regulations, including earthquake, wind, and other environmental factors. 6. Conduct site visits to inspect construction progress, verify that the work is in accordance with design plans, and address any structural concerns. 7. Identify and solve structural engineering problems that may arise during the design or construction phases. 8. Assist and advise in incorporating the sustainable and environmentally friendly practices into

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			<p>structural designs when applicable & collaborate with architects and other engineers to coordinate structural aspects of a project.</p> <p>9. Assist and advise in Assess potential risks associated with structural integrity, such as corrosion, aging, and long-term maintenance, and develop strategies to mitigate these risks.</p> <p>10. Prioritize safety in all aspects of structural engineering work, both in the design phase and during construction.</p> <p>11. Any other matter as assigned by Program Director/Addl. Program Director from time to time.</p>
4	Procurement Specialist	<p>Bachelors in Engineering/ Technology with at least 07 yrs of experience in procurement of goods, civil works and services with central Govt./State organizations/ Externally aided project (EAP)/Multilateral organizations/ International NGOs /Reputed corporate Organizations.</p>	<p>1. In consultation with the Program Director and Project Manager, prepare the procurement plan for all goods works and services to be taken up during the Program.</p> <p>2. Responsible for developing Request for Proposal for consulting services/bid documents, Pre/Post qualification criteria and Bidding Procedures.</p> <p>3. Assist in evaluation of consulting firms in short listing and final selection process.</p> <p>4. Assist in tendering and all procurement activities at PIU/PMU.</p> <p>5. Assist in developing guidelines for invitation of bids, preparing bidding documents, opening and evaluation of bids, etc.</p> <p>6. Assist in preparing bid documents at all DSC level. Review of bidding documents and specifications prepared by DSCs.</p> <p>7. Assist in invitation, receiving and evaluation of bids. Prepare necessary document for approval of bids by Executive Committee.</p> <p>8. Assist in preparation of bid evaluation reports for ADB approval.</p> <p>9. Assist in issue of letter of acceptance to the successful contractor, contract agreement and Notice to proceed etc.</p> <p>10. Assist and advise in contract management including settlement of contractor's claims, extension of time, termination of contracts and completion reports/ certificates.</p> <p>11. Any other procurement related works/tasks as delegated by the Program Director/Addl. Program Director from time to time.</p>
5	Project Architect	<p>Bachelor in Architecture with 07 yrs experience in architecture related works with central Govt./State organizations/ Externally aided project</p>	<p>1. Develop and review architectural designs for ADB-funded projects, ensuring they meet the project's requirements, budget, and sustainability goals.</p> <p>2. Provide technical guidance and expertise</p>

Sl. No.	Name	Experience/Qualification	Term of Reference
		(EAP)/Multilateral organizations/ international NGOs/Reputed corporate Organizations & must have registered with COA.	<p>throughout the project lifecycle, collaborating closely with engineers, and contractors during project implementation to ensure that construction activities adhere to approved architectural plans and specifications.</p> <ol style="list-style-type: none"> 3. Ensure that architectural designs and construction activities comply with local building codes, regulations, and environmental standards. 4. Monitor and assess the quality of architectural work and materials used in projects to maintain high-quality standards. 5. Collaborate with project stakeholders, including government agencies, consultants, and contractors, to ensure effective communication and coordination. 6. Assist in the development and monitoring of project budgets and schedules related to sub-projects components & address any compliance issues that arise during project execution. 7. Provide training and support to project site teams and government counterparts to enhance their capacity in architectural design and management. 8. Assist in budget planning and monitoring, tracking construction-related expenses, and proposing cost-effective solutions when necessary. 9. Provide architectural training and mentorship to junior team members and local counterparts to enhance their skills and knowledge. 10. Any other matter as assigned by Program Director from time to time.
6	Tourism Sector Specialist	Masters in Tourism Administration /Management with at least 07 yrs of experience in tourism sector with central Govt./State organizations/ Externally aided project (EAP)/ Multilateral organizations/ International NGOs/Reputed corporate Organizations and should be conversant with tourism development planning, marketing and promotion, and relevant centre/state tourism guidelines and Asian Development Bank/ External Aided Project procedures.	<ol style="list-style-type: none"> 1. Review the project proposals and concept proposals from sustainable tourism perspective. 2. Ensure that the project proposals are in line with the existing national and state tourism policy and guidelines. 3. Ensure that the project proposals are in line with the vision and destination development strategy for Tehri Lake region 4. Ensure that the various projects are implemented in line with sustainable tourism development guidelines and strategy. 5. Contribute in tourism product development, destination marketing and promotion including events highlighting specific tourism activities and USP of the various clusters proposed for tourism development. 6. Contribute in tourism & hospitality training and capacity development programs as sector specialist.

Sl. No.	Name	Experience/Qualification	Term of Reference
			<ol style="list-style-type: none"> 7. Work in close coordination with other sector specialists for achieving overall project goal and objectives. 8. Any other works/tasks as delegated by the Program Director/Addl. Program Director from time to time.
7	Environmental & Safeguard Specialist	<p>Master's in Environment Science/Ecology/Climate Change & Energy/Earth Systems/Forestry or equivalent with at least 07 Years of related experience in environment protection, conservation and safeguard compliance with central Govt./State organizations/ Externally aided project (EAP)/Multilateral organizations/ international NGOs/ Reputed corporate Organizations and should be conversant with relevant centre/ state environment regulations, guidelines and Asian Development Bank/ External Aided Project procedures.</p>	<ol style="list-style-type: none"> 1. The Safeguard Specialist will assist the Program Director in ensuring that all environmental clearances for the various Project components are obtained and will assist in environment and social monitoring. 2. Coordinate and work together with the PIU, PMC and DSCs in the preparation of environmental and social safeguard reports for obtaining mandatory clearances. 3. Coordinate with the pollution control board and other relevant bodies for the clearance of EIAs and other environmental reports for the Project components. 4. Assist PIU, PMC and DSCs in establishing systems for monitoring environmental and social indicators, mitigation measures and resettlement activities. 5. Provide guidance on reviewing the data collected, evaluating the effectiveness with which the environmental and social mitigation and monitoring measures are implemented. 6. Any other environment & safeguard related works/tasks as delegated by the Program Director/Addl. Program Director from time to time.
8	Community Development & Gender Specialist	<p>Masters in Social Sciences/ Development Studies/Gender Studies/Sociology/social Work/anthropology or equivalent with at least 07 Yrs of related experience in community mobilization/ awareness, Gender Sensitization, implementation of social Development program, resettlement & rehabilitation plan and handing gender equality issues with Central Govt./State Govt./Public sector Organizations/International NGOs/ reputed Corporate organizations and should be conversant with relevant centre/ state resettlement & rehabilitation guidelines and Asian Development Bank/ External Aided Project procedures.</p>	<ol style="list-style-type: none"> 1. Responsible for handing all community development work with particular emphasis on involvement of women in the project and development of women & children, sustainable community development & poverty alleviation programs. 2. Good documentation and reporting skills and fluency in both English and Hindi is essential. Familiarity with current development issues, participatory techniques and planning and monitoring methods is desirable. 3. Lead and co-ordinate activities related to community mobilization, community consultations and other social components of the project. 4. Monitor and guide community development officer of PIU and work together with consultants of PMC & DSC for activities related to community mobilization, community development. 5. Coordinate with Marketing specialist and forest conservation for the community empowerment.

Sl. No.	Name	Experience/Qualification	Term of Reference
			<ol style="list-style-type: none"> 6. Coordinate the inventory and review of recent and current community based development initiatives in state with emphasis for women and children. 7. Any other matter as assigned by Program Director/Addl. Program Director from time to time.
9	G.I.S. Expert	<p>Master's in GIS/Remote Sensing or equivalent with at least 05 yrs of related experience in working on GIS based Master Plans/Regional Plans/Tourism Development Plans, Satellite Data image processing, GIS mapping of land records, GIS applications in rural and urban utility mapping, management of GIS and remote Sensing with Central Govt./State Govt./public sector organizations/ Externally Aided Project(EAP)/Multilateral organizations/International NGOs/Reputed Corporate Organizations.</p>	<ol style="list-style-type: none"> 1. Assist in Geographic Information System (GIS) technology to support the effective implementation of sub-Projects in alignment with ADB's objectives. 2. Oversee the collection, verification, and maintenance of land records, ensuring their accuracy and completeness. Utilize GIS and other technology tools for effective record-keeping. 3. Provide technical expertise and guidance in GIS-related activities to enhance data-driven decision-making and project impact. 4. Conducting a comprehensive assessment of GIS needs and opportunities within the context of Project and ADB guidelines. 5. Designing, developing, and maintaining GIS databases and applications, ensuring compliance with ADB standards. 6. Creating and maintaining accurate GIS maps, spatial data, and analytical reports. 7. Conducting spatial analysis and producing actionable insights based on GIS findings to inform project planning and execution. 8. Offering capacity-building and training sessions to project stakeholders in GIS methodologies and tools as required. 9. Collaborating with relevant departments and teams to integrate GIS with other technological solutions in alignment with ADB norms. 10. Staying updated on GIS trends and emerging technologies, and making recommendations for continuous improvement. 11. Any other matter as assigned by Program Director/Addl. Program Director from time to time.
10	Project Data & Systems Administrator	<p>BE (IT or Computer Studies)/B. tech (IT or Computer Studies)/MCA/ MSC (Computer Science) With more than 5 yrs's experience in Systems support and data/information management with Central Govt./State Govt./public sector organizations/Externally Aided project(EAP)/Multilateral organizations/International NGOs/Reputed Corporate Organizations.</p>	<ol style="list-style-type: none"> 1. Collect, organize, and maintain project-related data & collaborate with project teams to understand their data and system requirements, provide support and training to team members as needed. 2. Implement and maintain data security measures to protect sensitive project data. Ensure compliance with data protection regulations & helping in submission of online periodic reports to ADB. 3. Implementation of E-office Application for smooth functioning of E-file system.

Sl. No.	Name	Experience/Qualification	Term of Reference
			<ol style="list-style-type: none"> 4. Create and maintain documentation related to data management processes, system configurations, and data handling procedures. 5. Online submission/nomination for training program, conference workshop etc. 6. Administer project-specific software systems and applications. Ensure that these systems are properly configured, updated, and maintained. 7. Provide support in Day to Day activities of Video Conferencing meeting for all platforms. 8. Procurement of IT Hardware through Offline and Online Mode (i.e. GEM Application). 9. Address data and system-related issues as they arise, troubleshoot problems, and work to find solutions & provide Technical support in terms of Internet connectivity Wi-Fi Device and LAN Connectivity for smooth functioning. 10. Uploading project tender in UK Tender website, UTDB website and related online portals & uploading project related data in department website (uttarakhandtourism.gov.in). 11. Maintaining Project Employee data & Bio Matrix attendance. 12. Any other matter as assigned by Program Director/Addl. Program Director from time to time.
11	Accounts Officer	<p>Master's in commerce/Accounts/ Finance or equivalent with at least 07 years of related experience of computerized accounting with Central Govt./State Govt./public Sector organizations/Externally Aided Project (EPA) Multilateral organizations/International NGOs/Reputed Corporate Organizations. Preferably be conversant with relevant centre/state guidelines and Asian Development Bank/ External Aided Project procedures.</p>	<ol style="list-style-type: none"> 1. Review & checking of claims to be submitted to GoUK/GOI/ADB for reimbursement. 2. Ensure timely reimbursement of the expenditure bill to the PMU staff. 3. Ensure deduction and timely deposition of TDS with competent authority. Ensure timely issuance of TDS Certificates to the staff/ Service providers 4. Ensure filing of TDS returns in time. 5. To ensure proper maintenance of account books i.e. cash book, ledger etc. 6. To ensure timely preparation of final accounts i.e. trial balance, profit and loss accounts and balance sheet. 7. To ensure preparation of financial statements i.e. depreciation schedules and stock statements relating to the final accounts. 8. To get the accounts of the PIU audited from the Auditors appointed by the department/AG auditors/ auditors appointed by ADB or any statutory auditors. 9. Ensure compliance of all statutory requirements relating to finance issued by income tax authorities or government departments from time to time. 10. Any other tasks/works as assigned by Program

Sl. No.	Name	Experience/Qualification	Term of Reference
			Director/Addl. Program Director/ Director Finance from time to time.
12	Office Manager	Minimum Graduate in any discipline with at least 05 years of relevant experience in office management, maintaining office supplies and procurement, meetings arrangements, travel transport requirements & arrangements etc with Central Govt./State Govt./public Sector organizations/Externally Aided Project (EAP) Multilateral organizations/international NGOs/ Reputed Corporate organizations.	<ol style="list-style-type: none"> 1. The Office Manager is responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. 2. Responsible for providing office management services to the PMU, which includes maintaining office type services and efficiency and maintaining office type records. 3. Manage all procurement/Purchase activities, including the invitation and opening of quotations related to office equipment and repairs through a committee & will be responsible for all purchase/procurement works (Office equipment, stationary, furniture, supply of vehicles etc) for PMU & PIU. 4. Compose, prepare, and process general and confidential correspondence, including e-mail and faxes. 5. Office Manager is responsible to Control correspondences, liaise with other agencies, organizations and groups. Communicate with other managers, supervisors, Co-workers, citizens, and other, maintains confidentiality and represents APD. 6. The Office Manager is custodian of all records of PMU. Define procedures for record retention; ensure protection and security of files and records. 7. Assist in making travel arrangements, including booking flights, accommodations, and transportation. 8. Screen and provide information in response to telephone calls, responding independently when possible. Coordinate meetings, programs, of events by securing location and making other appropriate administrative arrangements. 9. Establish, organize, and assure maintenance of paper and computer records management file systems. Maintain office equipment used to perform office functions & records. 10. Design and maintain central filing systems for office, ensure filing systems are maintained and up to date. 11. Ensure effective transfer of files and records to others, transfer and dispose records according to retention schedules and policies. 12. Perform other related duties as to specific assignments given by Program Director/ Addl.

Sl. No.	Name	Experience/Qualification	Term of Reference
			Program Director.
13	Support Engineer	Engineering graduate in Civil Engineering or Equivalent with at least 05 years of relevant experience with Central Govt./State Govt./public Sector organizations/Externally Aided Project (EAP) Multilateral organizations/international NGOs/ Reputed Corporate organizations in Civil/bridge/slope protection works.	<ol style="list-style-type: none"> 1. Assist the Civil Engineer (Buildings and Infrastructure) in PMU in all his/her activities assigned in ensuring delivery of the sub-projects as per the requirement of the overall project outputs. 2. Supporting technical matters concerning surveys & investigations, engineering designs and execution works. 3. Support in setting up procedures and systems for overall project management and monitoring for project implementation. 4. Support to review the engineering design reports and management plan for sites, ensure conformity to the sub-project selection criteria, and carry out appraisal of the subprojects. 5. Support in contract administration like resolving contractual issues and providing solutions to key technical issues, etc. 6. Assist in the finalization of the bidding documents for all subproject components. 7. Assist in coordination with other staff of Project Management Unit (PMU) and Project Implementation Unit (PIUs) in their functions related to implementation and monitoring. 8. Assist in reviewing project implementation progress from the perspective of overall project management and detailed annual work plans, and suggest remedial measures. 9. Conduct field checks/monitoring the progress and quality of work during execution of works in coordination with other Experts. 11. Checking of claims to be submitted to GoUK/GOI/ADB for reimbursement. 10. Assist the Civil Engineer (Buildings and Infrastructure) in coordination with the safeguard experts in PMU and PMC in getting all the mandatory clearances required to implement the projects 11. Any other matter as assigned by Program Director/Addl. Program Director from time to time.

Sl. No.	Name	Experience/Qualification	Term of Reference
14	Documentation Officer	Minimum Graduate in any discipline with at least 05 years' experience in office correspondence, note preparation, filing, documentation and record keeping with Central Govt./State Govt./ public Sector organizations/ Externally aided project (EAP)/Multilateral Organizations/International NGOs/ Reputed Corporate Organizations.	<ol style="list-style-type: none"> 1. Provide report on the progress of various projects in different formats to PIU, PMU and Asian Development Bank as and when required. 2. Preparation of progress reports, charts, presentations and other reports regularly and as requires. 3. To forward the reports through PIU for the sanction/approval of High Power Committee. 4. Making presentations in front of PMU/High Power Committee and to participate in various meetings related to Project related reports. 5. Assist PIUs in getting approval of various reports from various authorities like PMU/ High Power Committee and Asian Development Bank etc. 6. Participate in the meeting related to preparation of various reports and work packages and provide necessary technical inputs. 7. Communicate with DSCs, Authorities of PMU/ High Power Committee and Asian Development Bank Official and to clarify doubts/ objections related to information for Reports / Documents. 8. Any other matter as assigned by Program Director/Addl. Program Director from time to time.
15	Account Assistant	Bachelors in Commerce/Accounts/ Finance or equivalent with at least 05 yrs of related experience of computerized accounting with Central Govt./State Govt./ public sector Organizations/Externally Aided project (EAP)/ Multilateral Organizations/International NGOs/ Reputed Corporate Organizations. Preferably be conversant with relevant Centre/state guidelines and Asian Development Bank/ External Aided Project procedures.	<ol style="list-style-type: none"> 1. Support to Accounts officer in all accounts matters related to PMU. 2. Maintain accounts books, asset register of Program. 3. Process and put up the bills to the Account officer for approval of payment. 4. Receive/make payments through cash or bank as the case may be. 5. Prepare all cash/bank/journal vouchers. 6. Timely posting of vouchers through tally system. 7. Any other works so as to assist PMU as per the requirement of the overall project outputs. 8. Any other works so as to assist Project Manager/Accounts Officer in ensuring delivery of the sub projects as per the requirement of the overall project outputs.
16	Data Entry Operator	Graduate with at least. Typing speed minimum 5000 KDPH in English and 4000 KDPH in Hindi. Experience: At least 02 Years of related experience with Central Govt./State Govt./ public Sector organizations/Externally aided project. (EAP)/ Multilateral Organizations/International NGOs/ Reputed Corporate Organizations.	<ol style="list-style-type: none"> 1. Provide general administrative support, including filing, photocopying, data entry, and document preparation. 2. Maintain organized and up-to-date records, files, and documents both in physical and digital formats. 3. Provide support to staff members as needed, including coordinating schedules, organizing documents, and facilitating communication.

Sl. No.	Name	Experience/Qualification	Term of Reference
			<ol style="list-style-type: none"><li data-bbox="898 170 1523 285">4. Assist in scheduling meetings, booking conference rooms, preparing meeting materials, and providing logistical support during meetings.<li data-bbox="898 285 1523 396">5. Assist in making travel arrangements for staff members, including booking flights, accommodations, and transportation.<li data-bbox="898 396 1523 470">6. Manage and respond to emails, letters, and phone calls promptly and professionally.<li data-bbox="898 470 1523 541">7. Perform other duties and tasks as assigned to support the office's smooth operation.

Project Implementation Unit (PIU) UTDB/ TADA

Sl. No	Name	Experience/Qualification	Mode of recruitment
1	Project Manager	Minimum Bachelor degree in Civil Engineering with at least 15 yrs of experience of working and managing infrastructure development projects with central govt./State Govt./ public Sector Organizations/Externally aided project (EAP)/ Multilateral Organizations/International NGOs/ Reputed Corporate organizations.	<ol style="list-style-type: none"> 1. Develop comprehensive project plans, outlining project scope, goals, timelines, budget, resources, and deliverables. 2. Lead and motivate project teams, ensuring clear communication, collaboration, and coordination among team members. 3. Manage relationships with project stakeholders, including government agencies and internal teams. Address stakeholder concerns and ensure their needs are met. 4. Monitor project budgets, track expenses, and ensure financial resources are used efficiently. Prepare and present budget reports to PMU. 5. Checking & verification of claims to be submitted to GoUK/GOI/ADB for reimbursement. 6. Identify potential risks and issues, develop risk mitigation strategies, and implement contingency plans to minimize project disruptions. 7. Monitor project deliverables and outcomes to ensure they meet quality standards and project requirements. 8. Prepare and present regular project status reports to PMU, highlighting progress, challenges, and proposed solutions. 9. Maintain detailed project documentation, including project plans, schedules, budgets, and correspondence. Ensure all project documents are organized and accessible. 10. Ensure project activities adhere to legal and regulatory requirements, as well as internal policies and procedures. 11. Conduct project evaluations and capture lessons learned to improve project management processes for future projects. 12. Any other works delegated in ensuring delivery of the sub-projects as per the requirement of the overall project outputs.
2	Land Record and Acquisition Specialist	Graduation in any discipline with 10 years of experience in land records and acquisition with minimum 5 years experience at Tehsildaar level.	<ol style="list-style-type: none"> 1. Oversee the collection, verification, and maintenance of land records, ensuring their accuracy and completeness. 2. Coordinate and conduct land surveys to establish accurate boundaries and property lines. Ensure surveys are conducted in compliance with legal standards and regulations. 3. Negotiate with landowners and stakeholders for land acquisition, ensuring fair and lawful agreements. Prepare acquisition proposals and manage the legal processes related to land acquisition. 4. Address land-related disputes and conflicts, liaising with stakeholders, community members, and legal experts to find amicable solutions. 5. Ensure that all land acquisition activities adhere to

Sl. No	Name	Experience/Qualification	Mode of recruitment
			<p>relevant laws, regulations, and ethical standards. Obtain necessary permits and approvals for land acquisition processes.</p> <ol style="list-style-type: none"> Engage with local communities and landowners, explaining project objectives, addressing concerns, and fostering positive relationships to facilitate smooth land acquisition processes. Maintain detailed documentation of land records, surveys, acquisition agreements, and legal correspondence. Prepare comprehensive reports for stakeholders. Provide training and capacity-building sessions for project staff and community members, enhancing their understanding of land acquisition processes and legal rights. Any other works delegated in ensuring delivery of the sub-projects as per the requirement of the overall project outputs.
3	Community Development Officer	<p>Minimum Bachelors in Social Sciences/Rural Development / Sociology/Management with at least 07 yrs of related experience in community mobilization/ awareness, training & capacity development, implementation of social development programs, resettlement & rehabilitation and handling gender equality issues with central govt./State Govt./ public Sector Organizations/ Externally aided project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate organizations.</p>	<ol style="list-style-type: none"> Provide facilitation to the Community Development Specialist of PMU in procuring information and mandatory clearance from all the concerned agencies to enable DSCs in community mobilization required for the project. In consultation and assistance of PMU, assist the Project Manager of PIU for <ul style="list-style-type: none"> Lead value chain analysis and lead community mobilization activities. Lead workshops and community consultations; and Coordinate and supervise all activities of under this component. Identify appropriate delivery mechanisms for implementing various social components of the project and create arrangements for effective and timely execution of activities. Any other matter as assigned by Program Director from time to time.
4	Accounts Officer	<p>Master's in commerce/Accounts/ Finance or equivalent with at least 07 years of related experience of computerized accounting with Central Govt./State Govt./public Sector organizations/Externally Aided Project (EPA) Multilateral organizations/International NGOs/Reputed Corporate Organizations. Preferably be conversant with relevant center/state guidelines and Asian Development Bank/ External Aided Project procedures.</p>	<ol style="list-style-type: none"> Preparation of claims to be submitted to GoUK/GOI/ADB for reimbursement. Ensure timely reimbursement of the expenditure bill to the PMU staff. Ensure deduction and timely deposition of TDS with competent authority. Ensure timely issuance of TDS Certificates to the staff/ Service providers Ensure filing of TDS returns in time. To ensure proper maintenance of account books i.e. cash book, ledger etc. To ensure timely preparation of final accounts i.e. trial balance, profit and loss accounts and balance sheet. To ensure preparation of financial statements i.e. depreciation schedules and stock statements relating to the final accounts. To get the accounts of the PIU audited from the Auditors appointed by the department/AG auditors/ auditors appointed by ADB or any statutory auditors.

Sl. No	Name	Experience/Qualification	Mode of recruitment
			<ol style="list-style-type: none"> 9. Ensure compliance of all statutory requirements relating to finance issued by income tax authorities or government departments from time to time. 10. Any other tasks/works as assigned by Program Director from time to time.
5	Support Engineer (Building/Infrastructure/Roads)	Engineering graduate in Civil Engineering or Equivalent with at least 05 years of relevant experience with Central Govt./State Govt./public Sector organizations/Externally Aided Project (EAP) Multilateral organizations/inter-national NGOs/ Reputed Corporate organizations in Civil/bridge/slope protection works.	<ol style="list-style-type: none"> 1. Assist PMU in all activities assigned in ensuring delivery of the sub-projects as per the requirement of the overall project outputs. 2. Supporting technical matters concerning surveys & investigations, engineering designs and execution works. 3. Support in setting up procedures and systems for overall project management and monitoring for project implementation. 4. Support to review the engineering design reports and management plan for sites, ensure conformity to the sub-project selection criteria, and carry out appraisal of the sub-projects. 5. Support in contract administration like resolving contractual issues and providing solutions to key technical issues, etc. 6. Assist in the finalization of the bidding documents for all sub-project components. 7. Assist in coordination with other staff of Project Management Unit (PMU) and Project Implementation Unit (PIUs) in their functions related to implementation and monitoring. 8. Assist in reviewing project implementation progress from the perspective of overall project management and detailed annual work plans, and suggest remedial measures. 9. Conduct field checks/monitoring the progress and quality of work during execution of works in coordination with other Experts; 10. Assist the PMU in getting all the mandatory clearances required to implement the projects 11. Any other matter as assigned by Program Director from time to time.
6	Support Engineer (Electrical)	Diploma in electrical engineering or equivalent with at least 05 years of related experience with Central Govt./State Govt./public Sector organizations/externally Aided project (EAP)/ Multilateral organizations/ international NGOs/Reputed Corporation organizations in electrical engineering works.	<ol style="list-style-type: none"> 1. Assist PMU in all activities assigned in ensuring delivery of the sub-projects as per the requirement of the overall project outputs. 2. Develop and review electrical system designs, specifications, and plans for projects, ensuring compliance with relevant codes and standards. 3. Assist in coordination with other staff of Project Management Unit (PMU) and Project Implementation Unit (PIUs) in their functions related to implementation and monitoring. 4. Assist in reviewing project implementation progress from the perspective of overall project management and detailed annual work plans, and suggest remedial measures. 5. Oversee the installation, maintenance, and repair of electrical equipment, systems, and infrastructure to ensure their optimal performance.

Sl. No	Name	Experience/Qualification	Mode of recruitment
			<ol style="list-style-type: none"> 6. Ensure all electrical systems and installations adhere to safety regulations, codes, and guidelines. 7. Provide technical expertise and guidance to resolve electrical-related issues and challenges. 8. Diagnose and troubleshoot electrical problems, develop solutions, and implement repairs or improvements as needed. 9. Any other matter as assigned by Program Director from time to time.
7	Support Architect	Bachelor in Architecture with 05 yrs experience in architecture related works with central Govt./State organizations/ Externally aided project (EAP)/ Multilateral organizations/ International NGOs/Reputed corporate Organizations & must have registered with COA.	<ol style="list-style-type: none"> 1. Assist the Project Architect in PMU/PIU in all his/her activities assigned in ensuring delivery of the sub-projects as per the requirement of the overall project outputs. 2. Assist in coordination with other staff of Project Management Unit (PMU) in their functions related to implementation and monitoring. 3. Assist the Project Architect in PMU/PIU Support in procuring all the mandatory clearances from the concerned agencies to enable implementation of DPRs prepared by DSCs on sub-projects. 4. Assist the Project Architect in field checks/monitoring the progress and quality of work during execution of works in coordination with other Experts. 5. In consultation with Project Architect, provide assistance in reviewing the design and conservation plan of the cultural heritage subprojects prepared by DSCs. 6. Assist in coordination with other staff of Project Management Unit (PMU) and Project Implementation Unit (PIUs) in their functions related to implementation and monitoring. 7. Support in the supervision of works (specifications, skills and processes) under implementation in sub-projects to ensure quality control and approved work standards as per the bid documents. 8. Maintain accurate project records, including architectural drawings, specifications, and reports. Ensure that all documentation is organized and easily accessible. 9. Prepare regular reports on the progress and status of architectural activities within assigned projects & Highlight key achievements, challenges, and recommended actions. 10. Any other works delegated in ensuring delivery of the sub-projects as per the requirement of the overall project outputs.
8	Account Assistant	Bachelors in Commerce/Accounts/ Finance or equivalent with at least 05 yrs of related experience of computerized accounting with Central Govt./State Govt./ public sector Organizations/Externally Aided project (EAP)/ Multilateral Organizations/International NGOs/	<ol style="list-style-type: none"> 1. Support to Accounts officer in all accounts matters related to PMU. 2. Maintain accounts books, asset register of Program. 3. Process and put up the bills to the Account officer for approval of payment. 4. Receive/make payments through cash or bank as the case may be 5. Prepare all cash/bank/journal vouchers. 6. Timely posting of vouchers through tally system.

Sl. No	Name	Experience/Qualification	Mode of recruitment
		Reputed Corporate Organizations. Preferably be conversant with relevant centre/state guidelines and Asian Development Bank/ External Aided Project procedures.	<ol style="list-style-type: none"> 7. Any other works so as to assist PMU as per the requirement of the overall project outputs. 8. Any other works so as to assist Project Manager/Accounts Officer in ensuring delivery of the sub projects as per the requirement of the overall project outputs.
9	Draftsman	Diploma in Architecture/civil with 4 yrs experience of working with Central Govt./State Govt./ public sector Organizations/Externally Aided project (EAP)/ Multilateral Organizations/International NGOs/ Reputed Corporate Organizations and preferably with the knowledge of Auto-Cad, Revit & 3D modeling.	<ol style="list-style-type: none"> 1. Produce clear and accurate technical drawings, plans, schematics, and diagrams using computer-aided design (CAD) software/Revit drafting techniques. 2. Assist the Project Architect/ Support Architect in PMU/PIU in all his/her activities assigned in ensuring delivery of the sub-projects as per the requirement of the overall project outputs. 3. Prepare and maintain technical documents, including blueprints, engineering drawings, and specifications, to support project requirements. 4. Collaborate with architects, engineers, and other stakeholders to understand project requirements and incorporate design changes into drawings as needed. 5. Review and verify the accuracy and completeness of drawings and documentation before release, ensuring they comply with relevant standards and regulations. 6. Stay updated on the latest software tools and technologies, recommending software enhancements or upgrades as necessary. 7. Maintain a well-organized and up-to-date record of all drawings and revisions. Implement version control procedures to track changes systematically. 8. Any other works delegated by Project Architect/ Support Architect in ensuring delivery of the sub-projects as per the requirement of the overall project outputs.
10	Data Entry Operator	Graduate with at least. Typing speed minimum 5000 KDPH in English and 4000 KDPH in Hindi. Experience: At least 02 Years of related experience with Central Govt./State Govt./ public Sector organizations/Externally aided project. (EAP)/ Multilateral Organizations/International NGOs/ Reputed Corporate Organizations.	<ol style="list-style-type: none"> 1. Provide general administrative support, including filing, photocopying, data entry, and document preparation. 2. Maintain organized and up-to-date records, files, and documents both in physical and digital formats. 3. Provide support to staff members as needed, including coordinating schedules, organizing documents, and facilitating communication. 4. Assist in scheduling meetings, booking conference rooms, preparing meeting materials, and providing logistical support during meetings. 5. Assist in making travel arrangements for staff members, including booking flights, accommodations, and transportation. 6. Manage and respond to emails, letters, and phone calls promptly and professionally. 7. Perform other duties and tasks as assigned to support the office's smooth operation.

C- Project Implementation Unit (PIU) in Tehri Lake Area Project (Public Work Department /Forest Department/Jal Sansthan)-

Sl. No.	Name	Experience/Qualification	Term of Reference
1	Data Entry Operator	Graduate with at least. Typing speed minimum 5000 KDPH in English and 4000 KDPH in Hindi. Experience: At least 02 Years of related experience with Central Govt./State Govt./ public Sector organizations/Externally aided project. (EAP)/ Multilateral Organizations/International NGOs/ Reputed Corporate Organizations.	<ol style="list-style-type: none"> 1. Provide general administrative support, including filing, photocopying, data entry, and document preparation. 2. Maintain organized and up-to-date records, files, and documents both in physical and digital formats. 3. Provide support to staff members as needed, including coordinating schedules, organizing documents, and facilitating communication. 4. Assist in scheduling meetings, booking conference rooms, preparing meeting materials, and providing logistical support during meetings. 5. Assist in making travel arrangements for staff members, including booking flights, accommodations, and transportation. 6. Manage and respond to emails, letters, and phone calls promptly and professionally. 7. Perform other duties and tasks as assigned to support the office's smooth operation.

Uttarakhand Tourism Development Board (UTDB),

Holistic Development of Tehri Lake and its Catchment Project (ADB Assisted)

APPLICATION FORM

1.	Unit: Project Management Unit <input type="checkbox"/> Project Implementation Unit <input type="checkbox"/>	Affix a recent passport size photograph duly attested by the candidate
2.	Advertisement No.	
3.	Position applied for	
4.	Name (in capital letters)	
5.	Father's/Husband's name	
6.	Date of birth	
7.	Marital status	
8.	Aadhar number	
9.	PAN No.	
10.	Email id	
11.	Contact Mobile Number	
12.	Postal address for communication with pin code	
13.	Permanent address with pin code	
14.	Notice Period/Time required to join if selected	

15. Educational/Professional and Technical Qualifications (Starting from class 10) (please attach a copy of all relevant certificates duly self-attested):

Sl. No.	Examination Passed	Name of the Board/ University	Regular/Distance Education	Duration of Degree/ Diploma/ Training	Year of Passing

16. Details of post qualification employment in reverse chronological order (Attach separate sheet, if necessary) (please attach a copy of all relevant experience certificates duly self-attested):

Sl. No.	Department / Organization	Post held	Period of employment	
			From	To

17. References:

(i)	Name: Designation & Organization: Postal address: E-mail id Mobile No.	
(ii)	Name: Designation & Organization: Postal address: E-mail id Mobile No.	
(iii)	Name: Designation & Organization: Postal address: E-mail id Mobile No.	

DECLARATION

I hereby declare that I have carefully read and understood the instructions/ general conditions, contained above and mentioned in the advertisement and that all the entries in this form are true to the best of my knowledge and belief. I also declare that I have not concealed any material information, which may debar my candidature for the assignment applied for. In the event of suppression or distortion of any fact, like category or educational qualification or experience, made in my application form, I understand that I will be denied any engagement in the project and if already engaged for any assignment in the project, my engagement will be terminated forthwith.

Place:

Date:

Signature of the Applicant :