

**HUBLI-DHARWAD BRTS COMPANY LIMITED**

No: HDBRTS/Admin/2016-17 / 34

Date: 03-06-2016

**NOTIFICATION FOR THE RECRUITMENT OF EMPLOYEES ON  
CONTRACT AND DEPUTATION BASIS**

Hubli-Dharwad BRTS Company Limited, a Government of Karnataka undertaking, is a Special Purpose Vehicle (SPV) entrusted with the responsibility of implementation of Bus Rapid Transit System (BRTS) between the twin cities Hubli and Dharwad. HDBRTS Company Limited invites applications for the appointment of **Assistant Executive Engineer (Civil) and Assistant Engineer (Civil)** on contract basis or on deputation from other Government Departments. Retired employees from Government/PSUs, not more than 65 years of age are also eligible to apply for the posts on contract appointment. The last date for the receipt of application is **5<sup>th</sup> July 2016**. Eligible candidates willing to apply for the posts shall send the duly filled application as per the format given below, to the following contact address/e-mail ID. The applications received after the last date shall not be considered. The application shall be sent in a closed envelope superscripted with **“Application for the post of -----“**.

**Contact Address:**

The Managing Director  
Hubli-Dharwad BRTS Company Limited  
1<sup>st</sup> floor, KSFC building, PB Road  
Rayapur, Dharwad-580009  
Ph No +91 0836 2222007  
Email: [info@hdbrts.co.in](mailto:info@hdbrts.co.in)  
Website: [www.hdbrts.co.in](http://www.hdbrts.co.in)

**JOB PROFILE:**

Sl. No	Name and Number of Post	Brief Description about Job	Educational Qualification	Experience
01	Assistant Executive Engineer (Civil) <b>No of posts: 02</b>	He will be responsible for carrying out various project tasks. Responsible for planning, scheduling and execution of civil works, reviewing drawings, technical specifications, tendering and procurement. Inspect and ensure quality	Engineering Degree or Diploma in Civil from an Institute established by Law in India or equivalent.	<b>Direct Recruitment:</b> Shall have required qualification and experience in planning and execution of road works and other civil works as under: Degree holder: minimum

		<p>construction work that is performed under contracts. Maintenance of work related reports. Ensure compliance with IRC and other relevant Government standards. Perform other responsibilities associated with this position as may be appropriate as per the directions of Managing Director.</p>		<p>5 years. Diploma Holder: minimum 8 years <b>Deputation:</b> Officer with prescribed qualification and a minimum of 5 years of Group B service and experience in planning and execution of civil works.</p>
02	<p>Assistant Engineer (Civil) <b>No of posts: 02</b></p>	<p>He will be in charge of particular project works as assigned by the competent authority. Daily review of contractors Planning, Scheduling and execution of civil works, reviewing drawings, technical specifications in consultations with project monitoring consultants. Responsible for quality construction works that is performed under the contracts. Maintenance of work related files, correspondences, certifying the contractor bills. Ensure compliances with IRC Government standards. Perform other responsibilities associated with this position as may be appropriate as per the directions of Managing Director</p>	<p>Engineering Degree or Diploma in Civil from an Institute established by Law in India or equivalent.</p>	<p><b>Direct Recruitment:</b> Shall have required qualification and experience in planning and execution of road works and other civil works as under: Degree holder: minimum 4 years. Diploma Holder: minimum 6 years  <b>Deputation:</b> Officer with prescribed qualification and minimum 5 years of Group B service and having experience in infrastructure management.</p>

I. Job Location: All the vacancies are in Hubli-Dharwad.

## II. PAY:

### DEPUTATION

Pay will be as applicable in the parent department / Karnataka Civil Service Rules.

### ON CONTRACT

SI No	Name of Post	Monthly Consolidated Pay (in Rs.)
01	Assistant Executive Engineer (Civil)	35,000/-
02	Assistant Engineer (Civil)	30,000/-

1. Besides the above consolidated pay, medical insurance cover will be provided as admissible under HDBRTS Co. Ltd. rules for all the posts.
2. Satisfactory Service Allowance for completion of every one year as per Company Policy.
3. Conveyance allowance will be provided as per the Company HR policy.
4. Travelling and Dearness allowance will be admissible as per Company HR policy.

## III. CONTRACT APPOINTMENT

1. The contract appointment will be initially for 3 years, extendable for further periods on mutually agreed terms and conditions if required for the Company. The contract shall become effective from the date of acceptance of contract.
2. The contractual period of appointment may be terminated by either side by giving 90 days notice or by paying the contractual remuneration of three months in lieu of notice period, if the circumstances so warrant.
3. The contract period will be subjected to the appraisal of performance of the contract employee every year.
4. The Contract appointment is purely on contract basis and it shall not give any right automatically to claim for Permanent/Regular appointment if any from HDBRTS Company Limited, Dharwad.
5. The contract employee shall render his service to the Company on whole time basis. If any employee is engaged in any other works/business other than the Company works, it would attract disciplinary action as per Company HR policy.
6. The contract employee shall not apply for any appointment /scholarship/commission elsewhere, without first informing to Managing Director of HDBRTS Company Limited, Dharwad.

#### **IV. GENERAL INSTRUCTIONS**

1. Eligible candidates willing to apply for the above posts shall send the duly filled application to the contact address / e-mail ID.
2. Selection will be by a Committee constituted by the Competent Authority.
3. Documents in support of qualification and relevant experience for the post shall be submitted in originals and one set of Photostat copy for verification along with the resume, at the time of interview. After verification, the candidate has to submit a set of Photostat copies of verified certificates and testimonials. Non submission of documents/testimonials claimed in application, will lead to rejection of candidature.
4. Any candidate found guilty of impersonation or submitting fabricated documents or making statements, which are false or incorrect or attempts to use unfair means for the purpose of recruitment, shall be rejected.
5. Prescribed qualifications are the minimum requirements and mere possession of the same does not entitle candidates to be called for interview. The experience is post qualification and the minimum required. Mere possession of minimum experience does not confer any right for interview/selection.
6. The candidate shall have to appear for the interview at their own cost.
7. The candidate shall have to indicate his/her acceptance to the offer within 15 days from the receipt of offer, if not next candidate in order of merit will be offered the appointment on similar lines. The competent authority may allow as deems fit such extension of time for acceptance of offer.
8. The candidates shall mention their personal mobile number and email ID in the application form without fail.

#### **V. INSTRUCTIONS TO APPLICANTS ON DEPUTATION BASIS.**

1. Eligible and willing candidates may send their application in the prescribed Pro-forma through proper channel to the contact address mentioned above.
2. Employee may also send an advance copy of the application in the prescribed pro-forma. However, in such cases the concurrence of the parent department shall reach the competent authority before finalisation of the selection process.
3. On joining HDBRTS Company, the salary of the candidate on deputation shall be fixed as the parent department scale or shall be governed by Karnataka Civil Service Rules as applicable.
4. If at any point of time during deputation the information furnished by the candidate is found to be wrong /incorrect, then the employee will be repatriated immediately.
5. The period of deputation shall be three years and can be extendable up to 5 years.

## **VI. MISCELLANEOUS**

1. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to the selection/appointment shall be a disqualification.
2. The Company shall not be liable for any damage/injury/loss to the individual, if any sustained during the entire recruitment process and journey.
3. The Company reserves the right assess fitness or otherwise of the candidate selected.
4. The Company reserves the right to annul the recruitment process at any time without assigning any reasons thereof.

**APPLICATION PROFORMA**  
**(Application on Contract Basis)**

1. Position Applied For:

2. Name:

3. Date of Birth:

4. Educational Qualification:

Affix Pass port  
size Photograph

Sl. No	Educational Qualification	College/ University	Year of Passing

5. Membership of Professional Associations:

6. Other Training:

7. Languages Known:

8. Contact Mobile Number:

9. Personal E-mail ID:

10. **Employment Record:** Detailed Professional Experience that best illustrates the capability to handle the tasks assigned to the proposed position shall be given.

Sl. No	1	2	3
Name of the Company			
Position Held:			
Work Period (DD/MM/YY)	From: To:	From: To:	From: To:
Name of the Assignment / Project			
Location			
Project Features			
Activities Performed			

Contd....

<b>11. Indicate in 200 words about your suitability for the position vis-a-vis strength/capabilities</b>	
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<b>12. References</b>	Indicate the details of two referees (preferably from the last two work places) Name : Designation : Contact Address : Contact Number : E-mail :
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<b>13. Address for Correspondence :</b> (Please mention postal address with pin code)	
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**Date:**

**Signature:**

**APPLICATION PROFORMA**  
**(Application on Deputation Basis)**

1. Position Applied For:

2. Name:

3. Date of Birth:

4. Educational Qualification:

Affix Pass port  
size Photograph

Sl. No	Educational Qualification	College/ University	Year of Passing

5. Membership of Professional Associations:

6. Other Training:

7. Languages Known:

8. Contact Mobile Number:

9. Personal E-mail ID:

10. Employment Record:

Sl. No	1	2	3
Name of the Employer			
Designation			
Work Period (DD/MM/YY)	From: To:	From: To:	From: To:
Scale of Pay			
Duties Performed			

Contd....



**11. Service Details:**

<b>Sl. No</b>	<b>Particulars</b>	
1	Date of initial Government appointment	
2	Present Grade and organization	
3	Date from which in present grade	
4	Present pay scale	

<b>12. Indicate in 200 words about your suitability for the position vis-a-vis strength/capabilities</b>	
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<b>13. Address for Correspondence :</b> (Please mention postal address with pin code)	
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**Date:**

**Signature:**

**CERTIFICATE**

(For Applicants on Deputation Basis)

(To be filled by cadre controlling officer of the organization where the employee is working and empowered to forward the application)

This is to certify that:

1. The service particulars furnished by Mr./Mrs./Ms. \_\_\_\_\_ have been verified from his service record and found correct.
2. There are no adverse remarks in the ACR / APR from the preceding three years of service.
3. There is no vigilance case pending or contemplated against Mr./Mrs./Ms. \_\_\_\_\_ and his/her integrity is hereby certified.
4. If the employee is selected for appointment on deputation to HDBRTS Company Limited, he/she will be relieved within 15 days of receiving intimation from the office.

Signature of the Competent Authority:

Name of the Organization:

Name of the Officer:

Designation of Officer:

Office Seal: