

**Tamil Nadu water Supply and Drainage Board, 31,Kamarajar Salai,
Chepauk Chennai - 600005**

Notification No.1 /RS/A2/ 2023 dated 26.04.2023

Engagement of one Technical Advisor and 4 Regional Coordinators to monitor and Coordinate in Technical matters for implementation of Combined Water Supply Schemes, Retrofitting of CWSS, Operation and Maintenance of CWSS, Under Ground Sewerage Schemes with special emphasis on Jal Jeevan Mission on consolidated pay for one year.

Applications are invited from the highly motivated, experienced and suitable qualified individuals for the following positions.


Sl. No.	Name of the Post	Required Nos.	Qualification and Experience
1	Technical Advisor	1	Graduate in Civil / Mechanical Engineering with minimum 30 years experience in CWSS, UGSS
2	Regional Co-ordinator	4	Graduate in Civil / Mechanical Engineering with minimum 30 years experience in CWSS, UGSS

The application form and related documents, available in the TWAD Board website (<https://www.twadboard.tn.gov.in>), can be downloaded at free of cost.

The filled application should be submitted to the Joint Chief Engineer(CoM) TWAD Board Head Office 31,Kamarajar Salai, Chepauk, Chennai - 600005 on or before 11.05.2023 upto 3.00 PM.

The undersigned reserve the rights to reject any or all the applications without assigning any reasons.

Sd/- V. Dakshinamoorthy
Managing Director,
TWAD Board, Chennai-05.


26/04/2023
for Managing Director,
TWAD Board, Chennai.

TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD

TWAD House, 31, Kamarajar Salai, Chepauk, Chennai – 600 005

Annexure I

(Purpose of Service along with Terms & Conditions of the Contract)

1. PURPOSE OF ASSIGNMENT :

Technical advisor:

- To monitor physical progress of all major works, and in case back log is noted to render technical support to solve the back log and speed up the works.
- To monitor financial achievements so as to avail fund as per time limit for every tranche
- To pursue as a liaison officer at Government level for enter upon permission to work sites including pipeline works
- To render support for technical appraisal of projects with funding agencies.
- To liaison between funding agency and TWAD Board for timely settlement of work payment.
- To render extensive technical support to management in all issues
- Any other works entrusted by the Managing Director, TWAD Board.

Regional Co-ordinator:

- To monitor the implementation of the Projects taken up under the allocated region.
- To monitor physical progress of critical components which will affects the timely completion of project and speed up the project.
- To monitor the procurement of materials as per the approval action plan of project.
- To pursue with next higher level officers than District/ Division level, as a Liaison officer for enter upon permission to work sites including pipeline works.
- To sort out issues related to design deviations as per site conditions during execution of project with technical expertise of Anna University/ IIT faculty.
- To liaison between funding agency and TWAD Board for timely settlement of work payment.
- To report important bottlenecks to Head office and sort out the issues.
- Any other works entrusted by the Managing Director, TWAD Board.

2. OBJECTIVES :

To ensure the timely completion of all assigned projects and to aid in implementation by giving technical inputs.

3. DUTY STATION :

S.No.	Name of Post	Station
1	Technical Advisor	Head Office, Chennai
2	Region Co-ordinators	Vellore, Thanjavur, Coimbatore & Madurai

4. AUTHORITY INPUTS, COUNTERPART SERVICES & FACILITIES :

- TWAD Board will provide office space within the premises with furniture, Desktop Computers, Printers and necessary stationary provisions.
- Vehicle arrangements will be provided for Technical advisor & Regional Co-ordinator.

5. SUPERVISOR / REPORTING TO :

- Managing Director, TWAD Board, Chennai, Tamil Nadu

6. CONTRACT DURATION :

One year from the date of appointment or until termination by Managing Director, TWAD Board whichever is earlier.

7. QUALIFICATIONS & EXPERIENCE:

- Bachelor of Engineering in Civil/Mechanical Engineering with minimum 30 years of experience of working in implementation of water supply and sewerage schemes. The prospective candidate should have worked in GoI/ Any state Government department/ Statutory Boards or experience of work in PMU / PMC projects in GoI/Any State Government departments/ statutory boards..
- Those having lesser or other educational qualification and less than the above years of experience will not be considered for evaluation and will be rejected.
- Fluency in spoken/written English and Tamil (local language) would be an essential qualification for this assignment.
- Excellent writing skill in English & Tamil will be an asset.

Sd. Managing Director,
TWAD Board, Chennai

9. EVALUATION CRITERIA :

- The applicant will be evaluated on the basis of the scores secured for the qualification criteria required for this assignment.
- The total score is 100. The minimum and maximum score for various evaluation criteria are listed under:

S. No	Details of experience/Criteria	Sub Score	Total Score	
1.	Capability, Experience and Qualifications			
	Graduate in Civil / Mechanical Engineering with minimum 30 years experience should have worked in GoI/ Any state Government department/ Statutory Boards or experience of work in PMU / PMC projects		85 Marks	
	a. Education qualification	25 marks		
	b. Age should have completed as on 01.04.2023.			
	i. Upto 61 years	10 marks		
	ii. 62 – 63 years	5 marks		
	iii. 64 – 65 years	3 marks		
	iv. More than 65 years	1 marks		
	c. Period of experience in the field of Water Supply & Sanitation projects.			
	i. 37.5 years of experience	50 marks		
	ii. 35 years of experience	40 marks		
	iii. 32.5 years of experience	30 marks		
	iv. 30 years of experience	25 marks		
2.	Presentation skill of Technical Consultant: Technical Consultant has to make a power point presentation before High Level Committee about their sectoral/ professional experience, methodology and understanding of the project / assignment	15 marks		15 marks
	Total Marks			100 Marks

10. REPORTING REQUIREMENTS :

The Technical Advisor & the Regional Co-ordinators are expected to submit the following reports.

- Separate Registers shall be maintained by the Technical Advisor & the Regional Co-ordinators for all the movements, Tasks done, tour programmes taken up. All the registers shall be submitted to the Managing Director on demand.
- Fortnight Scheme-wise Task report along with enclosures to the Head of the Office.
- Monthly performance report to be submitted to the Managing Director, TWAD Board
- Inspection notes, Minutes of the Meeting with any other departments, etc shall be submitted to the Managing Director, TWAD Board then and there.
- Particulars called for then and there by the Managing Director, TWAD Board shall be submitted earliest.

11. PAYMENT :

The monthly pay shall be Rs. 1,25,000/- per month on consolidated basis (or) last pension drawn plus, DA, HRA, CCA whichever is less for Technical Advisor and Rs.1,00,000/- per month on consolidated basis (or) last pension drawn plus, DA, HRA, CCA whichever is less for Regional co-ordinators.

12. INSURANCE :

The selected candidates should have sufficient insurance cover in live for all categories such as life cover, accident insurance, medi-claim etc.,

The Managing Director, TWAD is not liable for payment of any compensation to the individual during the tenure of this assignment.

13. TERMINATION OF ASSIGNMENT:

The Managing Director, TWAD, Chennai shall terminate the assignment of Technical Advisor/ Regional Co-ordinators during the tenure with a notice of 15 days without assigning any reasons. The payment of remuneration will be made for unpaid period calculated on daily average basis.

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TWAD Board, Chennai

14. TERMINATION OF INVITATION OF REQUEST FOR PROPOSALS (RFP) PROCESS :

The Managing Director, TWAD, Chennai shall terminate the process of invitation of this RFP without assigning any reasons.

15. SUBMISSION OF PROPOSAL

- The application format, terms of reference is available in TWAD Board (<https://www.twadboard.tn.gov.in/>) website.
- The proposal shall Duly filled and signed in bottom of each page of Annexure I,II, III,IV & V.
- **The applications shall be submitted on or before 11.05.2023 by 3.00 pm to the Joint Chief Engineer (CoM),TWAD Board, Head Office, Chennai - 600005 in sealed envelopes in person or by Registered post** in scripting the name of post applied for along with,
 - a) Self covering letter
 - b) Annexure I, II,III,IV & V signed at the bottom of all pages
 - c) Copies of certificates for qualification and experience

The cost for preparation and submission of proposals shall be borne only by the candidates who are willing to apply.

Sd. Managing Director,
TWAD Board, Chennai

ANNEXURE –II

**(APPLICATION FORMAT FOR ENGAGEMENT OF TECHNICAL ADVISOR &
REGIONAL CO-ORDINATOR FOR TAMIL NADU WATER SUPPLY AND DRAINAGE
BOARD, CHENNAI)**

1. Name of the applicant:
2. Gender : Male / Female
3. Date of Birth :
4. Nationality :
5. Contact Address :
6. Mobile No: e-mail id:
7. Educational Qualification

Sl. No.	Degree obtained	University/ Institute	Year of passing	Class obtained

8. Work experience:

Sl. No.	Name of the organisation	Post held with pay	Period		Designation	Nature of Works Done
			From	To		

9. Languages Known:

S.No	Language	Read(√)	Write(√)	Speak(√)
1.	English			
2.	Tamil			
3.	Others(specify)			

Sd. Managing Director,
TWAD Board, Chennai

10. Any other relevant information to add

Place :

Date :

Signature

Annexure -III
CONTRACT AGREEMENT

(The selected Applicant should execute a contract agreement in Rs. 100/- worth stamp paper before taking up the assignment)

THIS DEED OF AGREEMENT made on this the th day of April, 2023 between the Managing Director, Tamil Nadu Water Supply and Drainage Board, Chepauk, Chennai-05 (hereinafter called "the Managing Director") which expression shall wherever the context so permits, include his successors-in-office and assigns **ONE PART;** and Thiru.....S/o.....residing at (hereinafter called "TECHNICAL ADVISOR/REGIONAL COORDINATOR") which expression shall wherever the context so permits, include his successors-in-office and assigns of the **OTHER PART:**

WHEREAS the Managing Director intends to engage one Technical Advisor and four Regional Coordinators to monitor and coordinate the implementation of Combined Water Supply Scheme, Water Supply Improvement scheme, Underground Sewerage System with special emphasis on Jal Jeevan Mission under consolidated pay.

AND WHEREAS for this purpose the Managing Director desires to engage the Technical Advisor/Regional Coordinators to assist and follow up the schemes referred to above.

AND WHEREAS THE TECHNICAL ADVISOR/REGIONAL COORDINATOR expresses their desire to monitor, coordinate and follow up the matters for implementation of Combined Water Supply Schemes, Water Supply Improvement schemes, Underground Sewerage System with special emphasis on Jal Jeevan Mission under consolidated pay.

Sd. Managing Director,
TWAD Board, Chennai

NOW THIS DEED OF AGREEMENT WITNESSTH AS FOLLOWS:

1. That the Agreement shall come into force from the date of Joining of the Technical Advisor/Regional Coordinators and shall remain valid for a period of **one year** from the date of execution of agreement.
2. That the Technical Advisor agreed to monitor and follow up the physical progress of major works, and in case back log is noticed to render technical support to solve the back log and speed up the works.
3. That the Technical Advisor agreed to monitor financial achievements so as to avail fund as per time limit for every tranche.
4. That the Technical Advisor agreed to pursue at Government level as Liaison officer for enter upon permission to work sites including pipe line works.
5. That the Technical Advisor agreed to render support for technical appraisal of projects with funding agencies.
6. That the Technical Advisor agreed to liaison between funding agency and TWAD Board for timely settlement of work payment.
7. That the Technical Advisor agreed to render extensive support to manage all issues.
8. That the Technical Advisor agreed to attend any other work entrusted by the Managing Director.
9. That the Regional Coordinators agreed to monitor progress of the Schemes especially critical components which will affect the timely completion of project and speed up the project.
10. That the Regional Coordinators agreed to monitor the procurement of materials as per approved action plan of project.
11. That the Regional Coordinators to pursue with next higher level officers than District / Division level, as Liaison officer for enter upon permission to work sites including pipe line works

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12. That the Regional Coordinators to sort out issues related to design deviations as per site conditions during execution of project with technical expertise of Anna University / IIT faculty.
13. That the Regional Coordinators to liaison between funding agency and TWAD Board for timely settlement of work payment.
14. That the Regional Coordinators to report important bottlenecks to head office and sort out the issues.
15. That the Regional Coordinators agreed to attend any other work entrusted by the Managing Director.
16. That the Technical Advisors/Regional Coordinators agreed to attend works, review meetings convened by Managing Director, Joint Managing Director and Chief Engineer to offer the comments on roles assigned.

A. Job Chart:

The Technical Advisor/Regional Coordinators would perform his/her duties assigned to be performed for successful implementation of the schemes and other works assigned if any. Activity to be performed will be informed from time to time by the Managing Director, TWAD and the Technical Advisor/Regional Coordinators shall be bound to perform duties to the fullest satisfaction of the Managing Director, TWAD. It is noted by the Technical Advisor/Regional Coordinators that he will be deemed to be on duty for twenty-four hours a day and could be asked perform duty at any time even beyond office hours.

B. Remuneration:

The remuneration for the Technical Advisor / Regional Coordinators, Tamil Nadu Water Supply and Drainage Board will be paid a consolidated amount of Rs._____ per month or part calculated on daily average basis as the case may be.

The Technical Advisor / Regional Coordinators would be paid a fixed remuneration on receipt of satisfactory report. TA/DA for any approved tour will be reimbursed as per Govt. norms for each category of post. The

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Technical Advisor / Regional Coordinators shall be solely responsible for payment of income tax and other taxes as admissible that may be due and the Tamil Nadu Water Supply and Drainage Board shall have nothing to do in this regard.

C. Full Time engagement:

This engagement will be on full time basis and the Technical Advisor / Regional Coordinators, shall not take up any other activity or work, or hold any position elsewhere which may hamper his duty as assigned hitherto or may be prejudicial to the interests of the Tamil Nadu Water Supply and Drainage Board.

D. Non-Disclosure of Information:

The Technical Advisor / Regional Coordinators, undertakes not to disclose/divulge or make public aspect on legal obligations, any information that he/she may acquire in course of his/her work without the written consent of the Managing Director, Tamil Nadu Water Supply and Drainage Board.

E. No claim for regularization in the Government:

The Technical Advisor / Regional Coordinators, shall have no right or claim or preference either for regular employment or for extension of the period of the contract, on account of his/ her engagement on contract basis as detailed in this agreement and the Technical Advisor / Regional Coordinators, undertakes not to make any such claim at any point of time. It is expressly stated and agreed that the Technical Advisor / Regional Coordinators, shall not claim any right in Tamil Nadu Water Supply and Drainage Board at any point of time.

F. Termination of contract :

The Managing Director, Tamil Nadu Water Supply and Drainage Board reserves the right to terminate the contractual agreement at any point of time if it is found the services rendered by the Technical Advisor / Regional Coordinators, is not satisfactory , or if it found at any declaration of information furnished by him/ her proves to be false or willfully suppressed , or if there is any breach of any of the terms and conditions of this term of contractual engagement, or if the contractual officer is found to be involved

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in any act of indiscipline or misconduct , or if the Technical Advisor / Regional Coordinators, is found to be involved in any act that may become embarrassing for the Managing Director, Tamil Nadu Water Supply and Drainage Board or in case of inadequacy of fund from where remuneration is paid, the contract may be terminated forthwith without any notice. The decision of the Managing Director, Tamil Nadu Water Supply and Drainage Board in this regard shall be final and binding on the Technical Advisor / Regional Coordinators, and shall not be subject to challenge.

G. Leave:

The Technical Advisor / Regional Coordinators, will not be entitled for any earned leave. However, the maximum number of casual leaves to be allowed in a year shall be 12 working days, excluding 2 days of restricted holidays. Leave of absence for more than total a total 14(=12+2) working days in a year shall be treated as leave without pay.

However, casual leave for more than 5 working days at a stretch shall not be granted to Technical Advisor / Regional Coordinators. All leave will need to be sanctioned in advance. Technical Advisor / Regional Coordinators, may also be allowed medical leave (with paid CTP) for a maximum of 10 days in a year, subject to production of medical certificates. However, leave of absence on medical ground beyond 10 days in a year will be treated as leave without remuneration.

H. On Tenure Completion :

Upon completion of tenure or otherwise , the Technical Advisor / Regional Coordinators, undertakes to hand over all articles , books of accounts, documents, assets entrusted to him/ her or may have come in to his or her possession during the period of contract and he/she undertakes to obtain a clearance certificate for the same forthwith . In default, he / she is liable for consequences under the law in force, besides compensating the same.

I. Code of conduct:

The Technical Advisor / Regional Coordinators, undertakes to act and function with professionalism, utmost care, skill, honesty, good faith and integrity as

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well as high moral ethical standard. The Technical Advisor / Regional Coordinators undertakes to compensate any loses sustain by the Tamil Nadu Water Supply and Drainage Board on account of his/ her actions / inactions.

J. Not to sign on behalf of the Govt.:

The Technical Advisor / Regional Coordinators are not authorized to sign for or on behalf of the Tamil Nadu Water Supply and Drainage Board.

IN WITNESS WHEREOF, the Managing Director, Tamil Nadu Water Supply and Drainage Board, Chennai -5 and the Technical Advisor / Regional Coordinators set their hands, on the day, month and the year first above written and in the presence of:

(Full Signature of the Technical Advisor / Regional Coordinators)

Name:

Address:

Date:

Witness No. 1

Name:

Address:

Date:

(Signature of the Appointing Authority)

Name:

Address:

Date:

Witness No.2

Name:

Address:

Date:

Sd. Managing Director,
TWAD Board, Chennai

Annexure IV
(Self declaration)

I, Thiru/Tmt. _____ aged
about _____ years S/o/ D/o/ W/o _____
residing at _____
Po- _____, PS _____,
District _____ do hereby declare that I will not claim any
permanent status in the TWAD, Chennai-5.

Date:

Place:

Signature

Sd. Managing Director,
TWAD Board, Chennai

Annexure V

S. No	Documents	Provided (yes/No)	Page No
1	Self Covering Letter		
2	Signed copy of Annexure I_ Purpose of Service & other Terms and Conditions of Service Contract		
3	Signed copy of Annexure II_ Application Format		
5	Signed copy of Annexure III_ Form of Agreement		
6	Signed copy of Annexure IV_ Self Declaration for not claiming permanent status		
7	Certificate of Educational Qualification		
	Under Graduate		
	Post Graduate		
	Doctorate		
8	Experience Certificate / Self attested Experience Certificate		
9	Reports of Work involved and completed		
10	Insurance coverage details		

(Check list of Documents submitted for Engagement of Technical Advisor / Regional Co-ordinator)