

TERM OF REFERENCE (TOR)
for hiring staff under Himachal Pradesh Horticulture Development Project (HPHDP)

Sr. No.	Position	Appro x Number	Qualifications & Experience etc.	Roles and Responsibilities	Consolidated Remuneration
1	Junior Engineer (Civil)	5	Diploma in Civil Engineering from AICTE approved institute with 5 years' field experience OR B.Tec /BE in Civil Engineering with 3 years' field experience in construction/execution of all Civil works. roads, buildings, Industrial units like CA stores etc from reputed or recognized company showing/providing 3 months' salary statements, banks statement in support..	<ol style="list-style-type: none"> 1. On site supervise the Civil construction activities as per approved drawings/estimates and issue necessary directions for guidance purpose. 2. Preparation of BOQ , checking of detailed estimates etc. 3. Monitoring and expedite the physical as well financial progress of project as per approved work program in order to get it complete in time. 4. Recording of measurement books and preparation of bills verification for further payments as per time limits. 5. Ensure quality of all Civil works as per specification alongwith all relevant tests and record of results. 6. Maintenance of all work related records, stores etc. 7. Preparation and submission of estimates/rates alongwith relevant documents, details for extra/substitute items, variation details if any required well in time as per contract agreement. 	30000/-
2.	(Junior Engineer) Mechanical	3	Diploma in Mechanical Engineering from AICTE approved institute with 05 years' experience in Supervision of erection, installation & commissioning of Plant & Machinery related to Fruit Processing Plants / CA Stores/ Automated Fruit Grading and Packing lines/ any industrial unit etc. OR B.Tech degree in Mechanical Engineering with 03 years' experience in Supervision of erection, installation & commissioning of Plant & Machinery related to Fruit Processing Plants / CA Stores/ Automated Fruit Grading and Packing lines/ any industrial unit The candidates will have to submit documentary	<ol style="list-style-type: none"> 1. Site supervision of installation and commissioning works of plant and machinery and utilities etc as per approved drawings/P&I diagrams/ piping layouts. 2. Receiving the Plant & Machinery as per approved specifications at site, maintaining the Fixed Asset Register, verification of bills of constructors. 3. Maintenance of all work related records/ stores. 4. Ensuring quality of Plant & Machinery works being executed as per approved time lines. 5. O&M of fire protection system, Boiler, Chillers, other plant & machinery installed in C.A stores/Processing unit 6. Prepare requirement of material/spares etc 	30000/-

			evidence regarding last pay drawn in form of salary statements or bank statements for the previous three months.		
4	(Junior Engineer) Electrical	3	<p>Diploma in Electrical Engineering from AICTE approved institute with 05 years experience in Supervision of erection, & commissioning of Electrical installation related to Fruit Processing Plants / CA Stores/ Automated Fruit Grading and Packing lines/any substations, Power house, industrial unit etc..</p> <p>OR</p> <p>B.Tech degree in Electrical Engineering with 03 years experience in Supervision of erection, installation & commissioning of Electrical Installations related to Fruit Processing Plants / CA Stores/ Automated Fruit Grading and Packing lines any substations ,Power house, industrial unit etc.</p> <p>The candidates will have to submit documentary evidence regarding last pay drawn in form of salary statements or bank statements for the previous three months.</p>	<ol style="list-style-type: none"> 1. Site supervision of installation and commissioning works of electrical installations etc as per approved drawings/P&I diagrams etc. 2. Receiving the electrical installations as per approved specifications at site, maintaining the Fixed Asset Register, verification of bills of constructors. 3. Maintenance of all work related records/stores. 4. Ensuring quality of electrical installation works being executed as per approved time lines. 5. O&M of Electrical works of cold stores & Processing Plant. 6. Prepare requirement of materials/spares 	30,000/-
4.	Draughtsm an/Survey or	1	<p>ITI Certificate in Civil surveying from Govt. recognized/ approved institution with minimum 3 years' field and office experience for all kinds of surveys, preparation of maps drawings-on Auto CAD/manual Estimates etc from reputed recognized company showing providing last 3 months' salary statements, basic statement in support..</p>	<ol style="list-style-type: none"> 1. Conduct survey and prepare computer assisted/ by hand drawings, site plan, contour plan, X- sectional details with other features, layout plans etc, for all kinds of terrain. 2. Prepare preliminary, detail estimates in co-ordination with Junior Engineer and Assistant Engineers. 3. Direct or prepare and maintain sketches, maps report in order to establish legal boundaries for properties based upon legal deeds and titles. 4. Maintenance of all records of drawings/designs site plans etc. Including soft copies related to assigned projects at safe plan. 5. Supervise or preparation of all related project data, charts, plots, maps, records and documents related to survey. 	20,000/-

				6. Preparation and submission of estimates/rates along with relevant documents, details for extra/substitute items, variation details if any required work in time as per contract agreement.	
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Common Competencies Required for all Positions.

- Demonstration of strong conceptual, analytical skills with clarity of thought process and problem solving skills.
- Excellent organization Skills
- Accuracy with keen attention to detail
- Ability to work under tight time lines
- Self-motivated, high level of zeal and enthusiasm in all endeavors, unblemished integrity, ability to organize and prioritize own work to meet deadlines.
- Ability to work both independently and as well as in a team.
- Strong communication skills, with ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using the data and facts.
- Good command of English language and oral communication skills.

The above positions are purely temporary project assignments on contract initially for a period of 11Months and the selected candidates can be placed anywhere in Himachal Pradesh. The selected contractual appointee will have no claim to continue after 11 months' period which could only be considered on the basis of exceptional performance for future period of 11 months under the project. Similarly, they will not have any claim against Govt. of HP. Eligible Candidates below age of 45 years (62 years in case of retired persons from Govt./PSU) (as on dated 28/02/2021) having requisite qualifications and experience who wish to apply shall file online application on the prescribed format along with self-attested testimonials/ copies of certificates on the above mentioned website on or before 09.04.2021 up to 05:00 p.m. Applications received offline shall not be entertained.

Only the short-listed candidates will be called for an Interview/test. Canvassing in any form will lead to disqualification and rejection of candidature.

-S/d-
Managing Director
(PIU) HPMC

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