



भारत सरकार टकसाल मुंबई

INDIA GOVERNMENT MINT MUMBAI

आईएसओ 9001:2015, आईएसओ 14001:2015 एवं
एनएबीएल17025:20 आईएसओ/17 प्रमाणित इकाई
भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई
सीआईएन :U22213DL2006GOI144763
मिनी-रत्न श्रेणी I सीपीएसई (भारत सरकार के पूर्णस्वामित्वाधीन)
शहीद भगत सिंह मार्ग, फोर्ट, मुंबई - 001 400

ISO 9001:2015, ISO 14001:2015 & NABL/ISO 17025:2017 Certified Unit
A Unit of Security Printing and Minting Corporation of India Limited
CIN : U22213DL2006GOI144763
Mini -Ratna Category - I CPSE (Wholly owned by Govt. of India)
Shahid Bhagat Singh Road, Fort, Mumbai-400 001



Tel: 022 -22703184/85 Fax: 022 - 22661450 Email: igm.mumbai@spmcil.com Web : igmmumbai.spmcil.com

Advt. No. 03 /Admn /2023

India Government Mint, Mumbai is a unit of Security Printing and Minting Corporation of India Limited (SPMCIL), a Miniratna Category-I, Central Public Sector Enterprise, wholly owned by Government of India and started functioning as a Corporatized entity with effect from 13th January, 2006, under the administrative control of the Ministry of Finance, Dept. of Economic Affairs. Mumbai Mint is engaged in the minting of the coins, manufacturing of weights and measures, medals and medallions etc.

With the above background, India Government Mint, Mumbai Mint invites applications for Consultant (Civil) or Retired Civil Engineers from CPWD or PWD on contract basis for a period of one year:-

Name of post	Number of post	Essential Qualification	Eligibility Criteria	Monthly Emoluments (consolidated and all inclusive)
Consultant (Civil)	01	Degree in Civil Engineering (B.E. or B. Tech.)	1. Retired Civil Engineer from Executive category equivalent to Level E-1 to E-2 or E-3 to E-4 or E-5 or E-6/7 of Government Department/State Bodies/Autonomous Bodies/PSU, etc. who have served in CDA/IDA pay scales 2. Experience in Construction and Maintenance works of structure and buildings, Quarters, Monitoring and execution of civil projects and having hands on experience in the e-tendering process.	Rs.50,000/- for retirees from Level E-1 to E-2; OR Rs.60,000/- for retirees from Level E-3 to E-4; OR Rs.65,000/- for retirees from Level E-5. Rs. 70,000/- for retirees from Level E-6/7

Period of Contract : 1 year

Age limit : 64 Years as on 31.10.2023

Date: 07.08.2023

Sd/-
Dy. General Manager (HR)
For Chief General Manager

Roles and responsibilities of a Consulting Civil Engineer

Types of services to be performed by Civil Consultant will be as below:

1. Consultant himself should be of the expert knowledge and the experience of a consulting civil engineer.
2. Consultant has to carry out some study and investigation which involve analysis and simple computation while others may require field trips to observe and inspect equipment or structures. It may involve a review of studies, reports, investigations or communications prepared by other engineers or by Mint management.
3. To prepare feasibility report. Feasibility reports are concerned with determining the feasibility of some projects while presenting the results of surveys, studies and investigation carried out to confirm the engineering solution to be adopted in line with the financial cost. A feasibility study will usually include such items as purpose of study, requirements and needs of project, alternate solutions, estimated cost, recommendations and conclusion.
4. To prepare Engineering Design. Engineering design is the process of determining the physical characteristics and dimensions of a structure or project to be constructed or manufactured. These characteristics and dimensions are presented graphically on drawings, commonly referred to as blueprints by the layman. Such drawings, or plans, are supplemented by written documents called specifications.

Plans and Specifications are used to direct the contractor or the manufacturer on the details of work expected from him. Frequently, the design process includes the preparation of detailed lists of materials called bill of quantities which is used to procure all the materials needed for the construction or manufacturing work.

5. The consulting civil engineer has to assist the mint in the selection of contractors or in the purchase of materials for the award of contracts. Procurement usually involves the receipt of a proposal from one or more material suppliers and selection is made on a competitive or a negotiated basis.

Mint contracts are usually awarded on the basis of competitive bidding while the engineer will normally prepare the contract documents in addition to drawings and specifications in conjunction with the Mint management.

With the plans, specifications and contract documents, bids are solicited from contractors or manufacturers through public notices issued in accordance with requirements. After the receipt of all interested tenders, bids are opened and tabulated, consulting civil engineer will go through and will make his recommendations to the mint.

6. General supervision involves the following:

- a) Preparing detailed tender drawings on agreed design basis.
- b) Preparing tender documents and calling tenders in line with proposed schedule.
- c) Assessing and reporting on tenders received and assisting for making fair and appropriate recommendations.
- d) Preparations of contract documents.
- e) Technical supervision of works in progress including site visits and attendance at meetings as are necessary to advice on the general standard and conduct of the works.
- f) To review progress of project jointly at suitable interval to ensure proper coordination and smooth implementation of works. To carry out final inspection of the works to meet the requirements.
- g) To assist/certify the general correctness of the progress payment claims.
- h) To assist/certify the practical completion and final completion of the works.
- i) Periodic visits to site
- j) Consultation with the mint management
- k) Interpretation of plans and specifications
- l) Checking working drawings and data
- m) Processing & certification of contractor's payment estimates
- n) Preparation of amendments to contractor's contract
- o) Final inspection of project

7. Legal Services: Consulting civil engineers are requested to function as expert witnesses in the court proceedings and to advise Mint Management and lawyers on engineering matters involved in legal procedures.

8. Consultant can be awarded any works other than as mentioned above by General Manager, India Government Mint, Mumbai.

HOW TO APPLY:

1. The application should be submitted in the Pro forma given in the advertisement, preferably type written.
2. The outer cover should be subscribed as “**APPLICATION FOR THE POST OF CONSULTANT (CIVIL)**”.
3. The application should be accompanied with attested copies of certificates in support of educational qualification, age and experience.
4. Duly completed application should be sent to the General Manager, India Government Mint, Shahid Bhagat Singh Road, Fort, Mumbai 400 023 through registered/speed post **on or before 28.08.2023** Applications received late/incomplete will be rejected. IGMM Management will not be responsible for any postal delay/loss of documents during transit.

5. GENERAL:

- The appointment will be purely on contractual basis initially for a period of **one year** and depending on the performance, it may be extended as per the requirement of India Govt. Mint, Mumbai.
- The compensation (all inclusive) shall be regulated as per the following norms:

Sr. No.	Category (From/to)	Monthly Compensation (All inclusive) in Rs.
1.	E-1 to E-2	50,000
2.	E-3 to E-4	60,000
3.	E-5	65,000
4	E-6 to E-7	70,000

- The selected candidate will not have any claim over other emoluments/ benefits/ compensations available to other India Govt. Mint, Mumbai employees. However, for any out station travel as per the requirement, with the prior approval of the competent authority, only the expenses towards travelling, lodging and boarding (as per SPMCIL Travel rules/policies) will be borne by the Unit.
- The selection will be as per the terms and conditions in this advertisement and the candidates will be shortlisted keeping in view their experience, profile, etc., and called for the interview.
- No correspondence will be entertained from the applicants who are not selected, either before or after the selection. The decision of SPMCIL would be final and binding.
- Management reserves the right to reject the application without assigning any reason. The recruitment process can be cancelled/ suspended/ terminated without assigning any reasons. The decision of the management will be final and no appeal will be entertained.
- Application that are not in conformity with the requirements indicated in this

advertisement, incomplete applications and those received after the last date will not be entertained.

- In order to regulate the number of candidates to be called for interview, if so required, SPMCIL Management reserves
The right to raise the minimum eligibility standards/criteria, OR to relax the minimum eligibility criteria/standards.
- **Age of the eligible candidates should be less than 64 years as on 31.10.2023**
- Canvassing in any form will result in disqualification.

Other Terms & Conditons:

1. His/Her presence is required on all working days during the consulting hours i.e. 9.00 A.M. to 5.30 P.M. with half an hour lunch break.
2. He/She will be required to work in accordance with the timings observed by this Mint, Mumbai, i.e. Monday to Saturday. Holidays applicable to you will be the same as applicable to the employees of this Mint.
3. Absence during the month, other than authorized leave, will not be reckoned for the purpose of payment of remuneration. Deduction will be made on pro-rata basis for the number of days of absence in that month.
4. He/She will be entitled for paid leave of one day for every 20 days of work including weekly holidays and other applicable holidays. The leave may be availed with prior approval of the controlling officer only after it actually becomes due and not in advance/anticipation.
5. During the tenure of this engagement, you will wholly devote yourself to work assigned to you and will not undertake any other employment either on full or part time basis. Any violation of this condition will entail termination of your services not withstanding to point no. 9 below.
6. He/She will maintain absolute secrecy and confidentiality in matters relating to official documents and / or information which you may acquire during the tenure. You shall at all times during your tenure maintain absolute integrity, discipline, devotion to duty and do nothing against the interest of India Government Mint (A Unit of SPMCIL), Mumbai. Any contravention of this condition will entail immediate termination of your engagement not withstanding to point no.9 below.
7. His/Her performance will be reviewed periodically to ensure completion of assignments entrusted to you. In the event of performance being unsatisfactory, your services are liable to be terminated without any notice and /or without assigning any reason thereof not withstanding to point no.9 below.
8. Management has the right to terminate your services by giving one month's notice or by giving one month's consolidated compensation in lieu of such notice during your tenure. Similarly, if your wish to foreclose your tenure, you can do so by giving one month's notice in writing or by depositing one month's Consolidated remuneration, in lieu of such notice.

Sd/-
Dy. General Manager (HR)
For Chief General Manager