

## **NEWSPAPER ADVERTISEMENT**

### **Engagement of Retired Government Employees for Field work for High Precision Leveling**

On behalf of President of India, Director, Geodetic and Research Branch, Survey of India, invites application from retired Government employees, having experience in field of high precision leveling, for engagement as Field Surveyor on contractual basis for providing services in Survey of India.

Details of eligibility criteria, age limit and other terms and conditions of engagement are available on tab Recruitment on Survey of Indian website [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in)

Interested retired employees with desired qualification/experience may send their application in prescribed pro forma. The application should reach by e-mail/post to Director, G&RB, Survey of India, at Office of Director, Geodetic and Research Branch, 17 EC Road, Survey of India, Dehra Dun 248001, email : [grb.soi@gov.in](mailto:grb.soi@gov.in), on or before 02nd Dec. ,2020, 03.00 p.m. Application sent through email should be marked in subject as "Application for the Field Surveyor". Application sent through post envelop should be clearly marked "Application for the Field Surveyor".

# ADVERTISEMENT

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Interested retired employees with desired qualification/experience may send their application in prescribed pro forma. The application should reach by e-mail/post to Director, G&RB, Survey of India, at Office of Director, Geodetic and Research Branch, 17 EC Road, Survey of India, Dehra Dun 248001, email : [grb.soi@gov.in](mailto:grb.soi@gov.in), on or before 02nd Dec. ,2020, 03.00 p.m. Application sent through email should be marked in subject as "Application for the Field Surveyor". Application sent through post envelop should be clearly marked "Application for the Field Surveyor".

## **Engagement of Retired Government Employees for Field work for High Precision Leveling**

**Role** : Field Surveyor (7 Posts)

**Nature of Work** :

1. Field Surveyors are required to carry out High precision leveling field work as per Work plan, Technical instruction and Administrative instruction issued by Director G&RB or his representative.
2. Use Leveling instrument, equipment and other accessories/tools etc to accurately carry out High Precision leveling. Field surveyors are required to deliver prescribed weekly out turn in accordance with quality standards given in technical instructions.
3. Maintain records of observations/measurements in prescribed formats and carry out necessary computation to ensure quality checks as prescribed in technical instruction.
4. Field Surveyor will also be responsible to ensure routine upkeep and maintenance of instrument, equipments, tools, field vehicles and Govt Stores entrusted to him for field work.
5. Supervise and provide guidance to field staff in his team. Field Surveyor will also be responsible to ensure, conducive working environment and general well-being of field staff in his team, necessary to require their effective productivity level.
6. Purchase petty items and fuel required for supporting field works and operational maintenance of equipment and vehicle or construction / minor repairs for Monumented BMs with due approval of Director G&RB or his representative. Maintenance of records of expenditure in prescribed format and submit to office for audit and clearance.
7. Handle field contingency advance given for necessary procurements of petty items and fuel. Keep records in prescribed formats for said field contingency advance.
8. Submit periodic returns/reports about Field work, petty expenditure and field contingency advance.
9. Field Surveyors are also required to do necessary liaison / correspondence with local authorities on behalf of Director G&RB.
10. To undertake any other work as assigned by Director G&RB or his representative.

**Eligibility** :

1. Persons retired from the post of Officer Surveyor/Surveyor/Survey Assistant/Plane Tabler/ Topo Auxilary or equivalent Div I / Div II employee from Survey of India, is eligible for the position of Field Surveyor.
2. Applicant should not be more than 64 years of age. The cut off date will be the last date of receipt of application.
3. The candidate should be medically fit for which a medical certificate from a Registered Medical Practitioner having at least MBBS or equivalent medical degree will have to be given.

**Expertise/Experience Required :**

1. Applicant should have experience of in field of High Precision Leveling.
2. Must have Working Proficiency in Hindi and English.

**Emoluments :**

The total emoluments will be last Basic pay minus the basic pension (before commutation) with DA, at the applicable rate.  $\{(Last\ Basic\ pay - Basic\ Pension) \times (1 + DA\%/100)\}$ . The Income Tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment for which TDS certificates will be issued.

**Allowances and Leave:**

- a. TA/DR on tour may be allowed as per entitlements of Level 5 employees of Central government.
- b. HRA will not be admissible.
- c. 8 days leave in a calendar year be applicable on pro rata basis. Un-availed leave in a calendar year can neither be carried forward to the next calendar year nor be entitled for leave encashment.

**Duration:**

- a. Tenure will be upto 31<sup>st</sup> July, 2021 and subsequent continuation on same terms, if any, in the spells of months limited upto project timelines or upto 65 years of age whichever is earlier, will be decided on basis of functional requirements, appraisal of the performance and medical fitness of individual.
- b. Notwithstanding the provisions of clause 5(a) above, the contract can be terminated by either side, by giving one month's notice. Further, employer reserves right to reject the notice of termination of contract in public interest or for exigency of work. Employer reserves right to terminate contract at any point of time, without any notice, in event of following
  - i. Field Surveyor fail to meet the required standards of skills, duties and conditions.
  - ii. On breach of confidentiality on part of Field Surveyor.
  - iii. On Corruption fraud and financial impropriety on the part of the Field Surveyor
  - iv. Field Surveyor is found lacking in honesty and integrity

**Maintenance of Professional Ethics:**

- a. During the terms of engagement and thereafter the person shall maintain strict confidentiality of the matters pertaining to Survey of India.

- b. The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Department/organization shall remain with Survey of India.
- c. No one shall utilize or publish or disclose or part with, to a third party, any part of data or statistics or proceedings or information collected for Survey of India, without the express written consent of the Director G&RB.
- d. Field Surveyor shall be bound to hand over the entire set of records of assignment to the employer before the expiry of the contract, and before the final payment is released by the Director G&RB.
- e. Field Surveyors would be required to sign a non-disclosure undertaking as per annexure A.

**Place of Posting:**

Office of Director G&RB, Survey of India, Ministry of Science and Technology, Government of India, 17 E.C. Road, Post Box no 77, Dehradun- 248001 (Uttarakhand), India. Ph: 0091-135-2654528, Fax : 0135-2656759, Email [grb.soi@gov.in](mailto:grb.soi@gov.in). However Field Surveyor may be deployed at any part of country for purpose of field survey work.

**Mode of Selection:**

- a. Application received in response to notification will be scrutinized. Based on qualification and experience, candidates will be shortlisted. Shortlisted candidates will be called for a personal interview and verification of original documents.
- b. Time and Place of interview and List of Shortlisted candidates, for Interview, will be uploaded on Recruitment tab of [www.surveyofindia.gov](http://www.surveyofindia.gov) website. The Communication regarding interview shall be made on the email address given in the application.
- c. An Interview Board will take the interview of shortlisted candidates to select suitable candidate for desired post. Candidate who fails to appear before Interview Board on scheduled date and time will forfeit his/her candidature.
- d. Selected candidate will be issued offer of engagement, communication regarding offer of engagement shall be made on the postal address given in the application as well as through e-mail ID given by the Candidate. Name of successful candidate will also be uploaded on Recruitment tab of [www.surveyofindia.gov](http://www.surveyofindia.gov) website.
- e. Selected candidates will be required to join at the place of posting within 15 days from the date of receipt of offer of engagement, failing which their selection/candidature shall be treated to be cancelled without any further communication.
- f. Selected candidates will be required to execute a surety bond of Rs. 2 Lakhs on a Non-judicial stamp paper of Rs.100/- (Rupees One Hundred only), failing which

their selection/candidature shall be treated to be cancelled without any further communication. Bond will be released only after reliving person from engagement and completion of terms of engagement.

**Documents to be submitted:**

- a. Self attested copy of PPO issued by the Ministry/Department/Organization.
- b. Self attested copy of PAN Card, Aadhar Card/Passport.
- c. Self attested copy of Degree/ certificates pertain to Education and other desired qualifications
- d. Self attested copy of Experience details in pro forma given in Annexure C.
- e. Fitness certificate from a registered medical doctor.
- f. Self-addressed duly stamped envelope

**Note:**

1. Chairman of the Selection Board/Director G&RB or his representative reserve the right to reject any application without assigning any reasons.
2. Interested retired employees with above said qualification/experience may send their application in pro forma enclosed (Annexure B&C) along with all necessary supporting documents. The application should reach by e-mail/post to Director, G&RB, Survey of India, at Office of Director, Geodetic and Research Branch, 17 EC Road, Survey of India, Dehra Dun 248001, email : [grb.soi@gov.in](mailto:grb.soi@gov.in), on or before 30th Nov. ,2020, 03.00 p.m. Application sent through email should be marked in subject as "Application for the Field Surveyor". Application sent through post envelop should be clearly marked "Application for the Field Surveyor".

**NON DISCLOSURE AGREEMENT**

To,

The Director,  
Geodetic and Research Branch,  
Survey of India,  
17 EC Road, Dehra Dun -248001.

Sir,

1. I hereby undertake that I will,
  - i. Treat all the information that comes to my knowledge as part of my duties as confidential information and keep it strictly confidential.
  - ii. Not sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by any means of reproduction either in physical, hardcopy, digital or in electronic format.
  - iii. To hold such confidential information in trust and confidence, both during and after the terms of my engagement.
  - iv. Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with employer which would otherwise conflict with my obligations towards employer.
  - v. To abide by data security policy and related guidelines issued by Employer.
  - vi. Shall not resort to any corrupt practices in any respect and at any stage during the tenure of engagement.
2. In the event of termination of my employment for any reason whatsoever, I shall promptly surrender and deliver to employer all records/material, equipment, document or data in my possession.
3. I shall keep employer informed of any change in my address or contact details during the period of my engagement.
4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
5. For the purpose of this undertaking, confidential information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Place : \_\_\_\_\_  
Date : \_\_\_\_\_

**Application form for the Post of the Field Surveyor  
In  
Survey of India**

(Passport size  
photograph)

1	Name				
2	Address				
		Pin Code		State	
3	Phone No	Mobile		Alternate Mobile no/ Landline no	
4		Email ID			
5	Date of Birth				
6	Date of Retirement				
7	Scale of Pay, Basic Pay and Designation at the time of retirement (Along with Proof)				
8	Address of the Central/State Govt office from where applicant has been retired, along with unit and place of last posting				
9	Education Qualification	1			
		2			
		3			
10	Details of placement/employment after retirement	1			
		2			
		3			
11	Any other information				
12	List of Enclosures	1			
		2			
		3			
		4			
		5			

I, \_\_\_\_\_ hereby declare that information furnished by me is true and correct in all respect. I agree to the terms and conditions for engagement as Field Surveyor.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_



## Details of Service

**(For the Post of the Field Surveyor in Survey of India)**

Brief description of service and experience (Roles and responsibilities held by applicant)

Sl no	Name of Department	Designation	Period		Nature of Duty (Roles and responsibilities held by applicant)	Last Pay Drawn as per last pay certificate
			From	To		

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

## BOND TO BE EXECUTED

BY CANDIDATES APPLYING FOR ENGAGEMENT AS FIELD SURVEYOR

KNOW ALL concerned BY THESE PRESENTS THAT I \_\_\_\_\_ son/daughter of \_\_\_\_\_, Resident of \_\_\_\_\_ (Address), (hereinafter called "**the Obligor**") and Shri/Shrimati/Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_, Resident of \_\_\_\_\_ (Address in India) (hereinafter called "**the Surety**") do hereby jointly and severally bind ourselves and our respective heirs and/or executors to pay to the President of India (hereinafter called "**the Government**") on demand the sum of Rs. 2 lakhs (Rupees Two Lakhs only) together with interest thereon @ 12% per annum from the date of demand, AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS the Obligor is engaged as Field surveyor and been entrusted with Government Store/property and imprest to be used to execute assigned survey work.

AND WHEREAS for the better protection of the Government, the Obligor has agreed to execute this Bond with such condition as hereunder is written:

AND WHEREAS the said Surety has agreed to execute this Bond as Surety on behalf of the above bounden Obligor \_\_\_\_\_

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATIONS IS THAT in the event of the Obligor Shri/Shrimati/Kumari \_\_\_\_\_ failing to return Government Store/property and imprest after completion of the assigned survey work, and report to the Director G&RB or his representative in person, the Obligor and the Surety shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum of Rs. 2 Lakhs (Rupees Two Lakhs only) together with interest thereon @ 12% per annum from the date of demand.

AND upon the Obligor Shri/Shrimati/Kumari \_\_\_\_\_ and / or Shri/Shrimati/Kumari \_\_\_\_\_ the Surety aforesaid making such payment, the above written obligation shall be void and / or of no effect, otherwise it shall be and remain in full force and virtue:

PROVIDED ALWAYS that the liability of the Surety hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Government or any person authorized by them (whether with or without the consent or

knowledge of the Surety ) nor shall it be necessary, for the Government to sue the Obligor before suing the Surety Shri/Shrimati/Kumari \_\_\_\_\_ for amounts due hereunder.

THE BOND shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate Courts of law in India.

Signed and dated this \_\_\_\_\_ (Day) of \_\_\_\_\_ (Month) Two Thousand and \_\_\_\_\_ at \_\_\_\_\_ (Place)

Signed and delivered by the Obligor abovementioned  
Shri/Shrimati/Kumari \_\_\_\_\_

In the presence of:

Witnesses: 1. \_\_\_\_\_  
(Name and Complete Postal Address)

2. \_\_\_\_\_  
(Name and Complete Postal Address)

Signed and dated this \_\_\_\_\_ (Day) of \_\_\_\_\_ (Month) Two Thousand and \_\_\_\_\_ at \_\_\_\_\_ (Place)

Signed and delivered by the Surety abovementioned  
Shri/Shrimati/Kumari \_\_\_\_\_

In the presence of:

Witnesses: 1. \_\_\_\_\_  
(Name and Complete Postal Address)

2. \_\_\_\_\_  
(Name and Complete Postal Address)

## **Field Surveyor for Field work for Precision Leveling**

**Role:** Field Surveyor (8 Posts)

### **Scope of work and terms of hiring :**

1. Field Surveyors are required to carry out Precision leveling field work as per Work plan, Technical instruction and Administrative instruction issued by Director G&RB or his representative.
2. Use Leveling instrument, equipment and other accessories/tools etc to accurately carry out Precision leveling. Field surveyors are required to deliver prescribed weekly out turn in accordance with quality standards given in technical instructions.
3. Maintain records of observations/measurements in prescribed formats and carry out necessary computation to ensure quality checks as prescribed in technical instruction.
4. Field Surveyor will also be responsible to ensure routine upkeep and maintenance of instrument, equipments, tools, field vehicles and Govt Stores entrusted to him for field work.
5. Supervise and provide guidance to field staff in his team. Field Surveyor will also be responsible to ensure conducive working environment and general well-being of field staff in his team, necessary to require their effective productivity level.
6. Purchase petty items and fuel required for supporting field works and operational maintenance of equipment and vehicle or construction / minor repairs for Monumented BMs with due approval of Director G&RB or his representative. Maintenance of records of expenditure in prescribed format and submit to office for audit and clearance.
7. Handle field contingency advance given for necessary procurements of petty items and fuel. Keep records in prescribed formats for said field contingency advance.
8. Submit periodic returns/reports about Field work, petty expenditure and field contingency advance.
9. Field Surveyors are also required to do necessary liaison / correspondence with local authorities on behalf of Director G&RB.
10. To undertake any other work as assigned by Director G&RB or his representative.
11. Field surveyor will be entrusted with Government Store/property and imprest to be used to execute assigned survey work. Therefore for better protection of the Government, Field Surveyors will be required to execute a surety bond of Rs. 2 Lakhs on a Non-judicial stamp paper of Rs.100/- (Rupees One Hundred only) with contractor as surety. Bond will be released only after reliving person from engagement and completion of terms of engagement.
12. Field Surveyor will not be entitled for any remuneration/reimbursement towards food or accommodation. Principal employer will be responsible for conveyance of field surveyor to area of work. However in case field surveyor need to use public transport for conveyance between area of work and Head quarter or any other place, he will be reimbursed travel expenses as per entitlements of Level 3 employees of Central government as per prevalent government rules.

**Expertise/Experience Required :**

1. Applicant should have considerable experience of in field of Precision Leveling.
2. Must have Working Proficiency in Hindi and English.

**Maintenance of Professional Ethics:**

- a. During the terms of engagement and thereafter the person shall maintain strict confidentiality of the matters pertaining to Survey of India.
- b. The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Department/organization shall remain with Survey of India.
- c. No one shall utilize or publish or disclose or part with, to a third party, any part of data or statistics or proceedings or information collected for Survey of India, without the express written consent of the Director G&RB.
- d. Field Surveyor shall be bound to hand over the entire set of records of assignment to the Director G&RB or his representative, before the expiry of the contract, and before the final payment is released by the Director G&RB.
- e. Contractor as well as Field Surveyor would be required to sign a non-disclosure undertaking as per annexure A.

**Place of Posting:**

Office of Director G&RB, Survey of India, Ministry of Science and Technology, Government of India, 17 E.C. Road, Post Box no 77, Dehradun- 248001 (Uttarakhand), India. Ph: 0091-135-2654528, Fax : 0135-2656759, Email [grb.soi@gov.in](mailto:grb.soi@gov.in). However Field Surveyor may be deployed at any part of country for purpose of field survey work.

## **Technical Qualification Parameter**

1. Understanding of Business Domain

Bidder has to submit brief note on understanding of Precision Leveling work along with details of past experience. Total 40 marks have been earmarked for this category. Cut off will be 30 for this category.

2. CV of personals on Roll of Bidder

At least 40% required manpower should be on Bidder's payroll at time of bidding. CV's of Field Surveyor's on Roll of bidder will need to meet requirements of RFB. Bidders are required to submit CV's of Field Surveyors on Roll, which will be scrutinized and evaluated. Total 60 marks have been earmarked for this category. Cut off will be 40 for this category.

## **Interview**

Financial bids of all technically qualified bidders will be opened and in case of more than one L1 bidder, Award of contract will be given to contractor having most number of Field Surveyor on its Pay Roll. However Buyer may call Field Surveyor on Pay Roll of bidder for interview to ascertain their credentials provided in CV. Bidders will be given maximum two opportunities to present Field Surveyor on its Pay Roll for interview in front of selection Board. If any bidder fails to present Field Surveyor before Selection Board on scheduled date and time, he will forfeit his/her chance to be considered for award of contract.

**NON DISCLOSURE AGREEMENT**

To,

The Director,  
Geodetic and Research Branch,  
Survey of India,  
17 EC Road, Dehradun -248001.

Sir,

1. I hereby undertake that I will,
  - i. Treat all the information that comes to my knowledge as part of my duties as confidential information and keep it strictly confidential.
  - ii. Not sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by any means of reproduction either in physical, hardcopy, digital or in electronic format.
  - iii. To hold such confidential information in trust and confidence, both during and after the terms of my engagement.
  - iv. Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with principal employer which would otherwise conflict with my obligations towards principal employer.
  - v. To abide by data security policy and related guidelines issued by Principal employer.
  - vi. Shall not resort to any corrupt practices in any respect and at any stage during the tenure of engagement.
2. In the event of termination of my employment for any reason whatsoever, I shall promptly surrender and deliver to principal employer all records/material, equipment, document or data in my possession.
3. I shall keep principal employer informed of any change in my address or contact details during the period of my engagement.
4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
5. For the purpose of this undertaking, confidential information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Place : \_\_\_\_\_  
Date : \_\_\_\_\_

## BOND TO BE EXECUTED

BY CANDIDATES APPLYING FOR ENGAGEMENT AS FIELD SURVEYOR

KNOW ALL concerned BY THESE PRESENTS THAT I \_\_\_\_\_ son/daughter of \_\_\_\_\_, Resident of \_\_\_\_\_ (Address), (hereinafter called "**the Obligor**") and Shri/Shrimati/Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_, Resident of \_\_\_\_\_ (Address in India) (hereinafter called "**the Surety**") do hereby jointly and severally bind ourselves and our respective heirs and/or executors to pay to the President of India (hereinafter called "**the Government**") on demand the sum of Rs. 2 lakhs (Rupees Two Lakhs only) together with interest thereon @ 12% per annum from the date of demand, AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS the Obligor is engaged as Field surveyor and been entrusted with Government Store/property and imprest to be used to execute assigned survey work.

AND WHEREAS for the better protection of the Government, the Obligor has agreed to execute this Bond with such condition as hereunder is written:

AND WHEREAS the said Surety has agreed to execute this Bond as Surety on behalf of the above bounden Obligor \_\_\_\_\_

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATIONS IS THAT in the event of the Obligor Shri/Shrimati/Kumari \_\_\_\_\_ failing to return Government Store/property and imprest after completion of the assigned survey work, and report to the Director G&RB or his representative in person, the Obligor and the Surety shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum of Rs. 2 Lakhs (Rupees Two Lakhs only) together with interest thereon @ 12% per annum from the date of demand.

AND upon the Obligor Shri/Shrimati/Kumari \_\_\_\_\_ and / or Shri/Shrimati/Kumari \_\_\_\_\_ the Surety aforesaid making such payment, the above written obligation shall be void and / or of no effect, otherwise it shall be and remain in full force and virtue:

PROVIDED ALWAYS that the liability of the Surety hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Government or any person authorized by them (whether with or without the consent or



knowledge of the Surety ) nor shall it be necessary, for the Government to sue the Obligor before suing the Surety Shri/Shrimati/Kumari \_\_\_\_\_ for amounts due hereunder.

THE BOND shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate Courts of law in India.

Signed and dated this \_\_\_\_\_ (Day) of \_\_\_\_\_ (Month) Two Thousand and \_\_\_\_\_ at \_\_\_\_\_ (Place)

Signed and delivered by the Obligor abovementioned  
Shri/Shrimati/Kumari \_\_\_\_\_

In the presence of:

Witnesses: 1. \_\_\_\_\_  
(Name and Complete Postal Address)

2. \_\_\_\_\_  
(Name and Complete Postal Address)

Signed and dated this \_\_\_\_\_ (Day) of \_\_\_\_\_ (Month) Two Thousand and \_\_\_\_\_ at \_\_\_\_\_ (Place)

Signed and delivered by the Surety abovementioned  
Shri/Shrimati/Kumari \_\_\_\_\_

In the presence of:

Witnesses: 1. \_\_\_\_\_  
(Name and Complete Postal Address)

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(Name and Complete Postal Address)