OFFICE OF THE PROGRAME DIRECTOR,
PMU, Bridge Improvement in Uttarakhand (BIIU) ADB, PWD, DEHRADUN
(Office of Additional Secretary, PWD, SBI Building, Uttrakhand Secretariat, Subhash Road, Dehradun)

EMAIL- pdpmuadb.pwduk@gov.in

Ref. No.- 36/02BIIU सूचना प्रकाशन/25

Date- 18/11/25

The Bridge Improvement in Uttarakhand (BIIU) - Asian Development Bank assisted project invites application for the following assignment for engagement of services under PMU. Details including Terms of reference (TOR) can be downloaded from 20.11.2025, 5.00 PM from the link https://mis.pwduk.in/dms/lists-2/category/279-tenders & the documents can also be obtained from this office.

The application should be annexed with the updated CV, relevant supported education & experience certificates duly signed by the candidate. Applications are to be submitted only offline in this office in sealed envelope on or before 08.12.2025, 5.00 PM.

Sl.No	Name of Post	No. of Post	Consolidated remuneration per month (Maximum up to)	Qualification/ Experience	Job Code	Engagement type
1	2	3	4	5	6	7
Project Management Unit- PMU Dehradun						
1	Additional Project Director (APD)	01	1. For serving employee: As per Govt. Pay Scale 2. For Retired employee, last pay minus pension.	Serving or Retired: From state services (Not below the rank of Chief Engineer Level-1) Experience: At least 15 years of related experience in Project Supervision & Management, Policy Framework, Public Finance, Procurement & Contract Management. 5 years experiences out of 15 years in Externally Aided Project (EAP) / International NGO/ National NGO / Multilateral Organizations / Corporate or significant projects in the Government.	APD	Retired / Deputation
2	Climate Change Adaptation Specialist	01	1,25,000 - 1,50,000	Master's in climate science Environment Science / or related field. Experience : At least 07 years (05 Years for PhD candidates) of related experience in climate change, carbon mitigation, green technology, use of green material, & climate risk & adaptation assessment with Central Govt./ State Govt./ Public Sector Organizations/ Externally Aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.	CCAS	Contract
3	Social Community Development / Resettlement & Rehabilitation Expert/ Gender Specialist	01	88,000 - 1,10,000	Master's in Development Studies/ Gender Studies/ Sociology/ Social Work/ Anthropology or Equivalent. Experience: At least 07 years of related experience in implementation of social development programs and handling gender equality issues with Central Govt./ State Govt./ Public Sector Organizations/ Externally Aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.	SCD	Contract
4	Environmental Specialist	01	88,000 - 1,10,000	Master's in Environment Science/Ecology / Climate change & Energy/Earth Systems/ Forestry or equivalent with at least 07 years of related experience in environment protection, conservation and safeguard compliance with central Govt. /State organizations/Externally aided project (EAP)/ Multilateral organizations/ international.	ES	Contract
5	IT /MIS Expert	01	77000 - 99,000	Bachelors in Computer Science/ IT or Master's in Computer Application/ Data Base Management/ Program Data Management or equivalent. Experience: At least 07 Years of related Experience in MIS development and implementation with Central Govt. / State Govt. / Public Sector Organizations/ Externally Aided Project (EAP)/	ITMISE	Contract

07/11/25 (SAO) | 07/11/25 (AE) | 07/11/25 EE | 5E | 17.11.25 CE

				Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.		
6	Finance Management Officer	01	77,000 - 1,10,000	CA or Master's in Commerce/Accounts/Finance or equivalent. Experience: At least 07 Years of related experience of computerized accounting with Central Govt. /State Govt. /Public Sector Organizations/ Externally Aided Project (EAP)/ Multilateral Organizations/ International NGOs/Reputed Corporate Organizations.	FMO	Contract
7	Documentation Expert	01	55,000-77,000	Master's degree or Equivalent Experience: At least 05 Years of related experience in note/ Presentation preparation, record management, Data Analysis with Central Govt./ State Govt./ Public Sector Organizations/ Externally Aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.	DE	Contract
8	Office Manager	01	40,000 - 65,000	Master's degree or Equivalent Experience: At least 05 Years of relevant experience with Central Govt. / State Govt. / Public Sector Organizations/ Externally Aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.	OM	Contract
9	Personal Assistant / Stenographer	01	33,000 - 44,000	Graduate in any discipline. Knowledge in MS Office Tools, shorthand 80 to 100 WPM in Hindi. Typing speed minimum 5000 KDPH in English and 4000 KDPH in Hindi. Experience: At least 03 years of experience with central Govt. / State Govt. /Public sector organizations/ Externally Aided Project (EAP)/Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.	PA	Contract
10	Computer Cum Data Entry operator	02	22,000 - 33,000	Graduate in any discipline. Typing speed minimum 5000 KDPH in English & 4000 KDPH in Hindi. Knowledge of MS office, presentation, e portal of procurements & google maps. Experience with Central Govt./ State Govt./ Public Sector Organizations/ Externally aided Project (EAP/ Multilateral organizations/ International NGOs/Reputed Corporate Organizations	CDEO	Contract /UPNL
11	Dak Runner	01	19,800 - 27,500	Minimum High School with least 02 Years work experience in related works	DR	Contract /UPNL
12	Multi-Purpose worker (MPW)	02	19,800 - 27,500	Minimum High School with least 02 Years work experience in related works	MPW	Contract /UPNL
13	Guard (Chowkidaar)	01	19,800 - 27,500	Minimum High School with least 02 Years work experience in related works	GU	Contract /UPNL

General Conditions:-

- The engagement of services will be purely on temporary basis for a period of 1 year (extendable) that may be further increased with increment as per project policy and based on individual performance. Decision of the employer will be final.
- Remuneration mentioned is the maximum amount of remuneration that can be offered for a particular post.
- Any corrigendum or changes in the TOR for the services will be intimated only through the link https://mis.pwduk.in/dms/lists-2/category/279-tenders & amended TOR will be uploaded on the portal.
- The envelope should clearly mention "Proposal for Post name". Proposals received after the deadline will not be accepted for considered under any circumstances. The organization shall not be responsible for any delay due to postal, courier, or technical issues.
- Only complete proposals received within the stipulated time will be evaluated. Evaluation will be based on the qualifications, relevant experience & suitability for the post. After evaluating the application of the candidates by the screening committee, the responsive candidates after evaluation will be called for the interview. The date for the interview will be intimated later on.
- The organization reserves the right to accept or reject any or all proposals without assigning any reason.

07/11/2025 (S.A.O) 07/11/25 (AE) 07/11/25 EE SE 15.11.25

Terms of References
For
Additional Program Director (APD)
PMU, Bridge Improvement in Uttrakhand (BIIU)-ADB

Job Title:	Additional Program Director, PMU, BIIU, Uttarakhand, Dehradun
Location:	PMU, ADB, PWD, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, PMU, BIIU
Responsible for:	Assist Program Director in overall management of the BIIU.

Background:

Uttarakhand is a land of steep Himalayan Mountains, dense perennial river networks, home to a host of pilgrim and tourist places, attracting thousands of people from across the world. Uttarakhand State Public Works Department (PWD) is maintaining 33046.57 km length of different category of roads & 3564 number of motorable & bridle bridges having significantly impacts on economic growth by improving connectivity, facilitating trade, boosting productivity, creating jobs, attracting investment, and enhancing overall quality of life. Mountain roads are typically one or two lanes, but category B class loading bridges limit heavy vehicle movement, hindering power, rail, ropeway & other large projects. Uttrakhand is also highly prone to landslides due to its mountainous terrain, steep slopes, fragile geology, heavy rainfall during monsoon season, and the presence of active tectonic plates.

Disaster & climate resilient bridge network development will enhance & improve the load carrying capacities of bridges. Upgradation of class "B" loading bridges class "A" loading bridges will have positive long term impact on the state's economy & living standard of the rural population, generate employment, boost tourism & improve disaster response. Climate resilience is generally considered to be the ability of the structure to recover from, or to mitigate vulnerability to, climate-related natural hazards & shocks such as earthquakes, landslides, cloud burst, floods and droughts. It is a process that strengthens the ability of all to mitigate vulnerability to risks from, and adapt to changing patterns in, climate hazards and variability.

The Bridge Improvement in Uttrakhand (BIIU) project is a critical initiative aimed at bolstering disaster resilience supported by the Asian Development Bank. This project intends to improve upon & retrofitting& reconstruction of existing Class "B" Loading Bridges to class "A" Loading Bridges and stabilization of Land Slides Zones on the highways in the state of Uttarakhand for efficient traffic movement in all weather conditions incorporating climate-resilient interventions & promote "Build Back Better" principle in planning & design of bridges & for improved fitness of bridges. Enhance the lifespan of the existing bridges & increasing the technical capacity of the department to respond effectively to disaster and climate changes by enhancing emergency response systems. Up gradation of class "B" loading bridges into class "A" bridges will ease transport, provide shorter routes, reduce fuel consumption & decrease the carbon footprint by reducing fuel consumption. This project with aim of having uninterrupted services for public infrastructure to withstanding emergencies. Disaster

& climate resilient bridge network development will enhance & improve the load carrying capacities of bridges. This project will have positive long term impact on the state's economy & living standard of the rural population, generate employment, boost tourism & improve disaster response.

So the project will focus on the up gradation of Class "B" loading Bridges by means of new construction or retrofitting, protection of road work by treating land slide zones, Institutional capacity Building & procurement of equipment for monitoring the condition of bridges, equipment for monitoring the land slide zones & procurement of other equipment related to clearance of the land slides

Purpose of the Job:

To work within the Program Director's Office, and assist to the Program Director, to support the implementation, reporting and documentation of the project BIIU.

1. Senior Level officer with experience in externally aided projects.
2. Minimum experience as mentioned in the advertisement.
3. Experience of working in hilly regions.
4. Can demonstrate IT skills including experience of MS Word, MS projects and Internet Explorer.
5. Proficient in English and Hindi and able to write reports in both languages.

Scope of Work

a) To assist the Program Director in directing the work of the Project, in accordance with agreed strategic priorities and plans, to ensure delivery of projects in line with the project objectives.
b) Develop regular plans with PIUs for the project activities
c) Oversee day-to-day operations and designated management responsibilities of the Project with a specific view to ensuring priorities are understood and, responsibilities and resources are adequately planned.
d) Responsible for the day-to-day coordination of activities within Project Implementation Units Forest Department and District Magistrate Offices / District Units / Field Units.
e) Act as focal point to monitor progress, identify bottle necks and inform management to take corrective actions for smooth implementation of the project activities
f) Document project progress and inform PD on a regular basis
g) Any other relevant work as assigned by the Program Director.

Terms of References
of
Climate Change Adaptation Specialist

PMU, Bridge Improvement in Uttarakhand (BIIU)-ADB

Job Title:	Climate Change Adaptation Specialist PMU, BIIU, Uttarakhand, Dehradun
Location:	PMU, ADB, PWD Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director,
Responsible for:	Overall management, oversight, and monitoring of implementation of social measures in Bridge Improvement in Uttrakhand (BIIU) project as per ADB guidelines.

Background:

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Purpose of the Job:

The **Climate Change Adaptation Specialist** will oversee and manage the Climate Change responsibilities under the Bridge Improvement in Uttrakhand (BIIU) project in accordance with the Government of India and ADB safeguard guidelines and policies.

Person Specification:

- Advanced degree (Master's or PhD preferred) in Climate Science, Environmental Science, Hydrology, Environmental Engineering, Disaster Risk Management, or a related discipline.
- Minimum 10 years of professional experience in climate change adaptation, climate risk assessment, or disaster risk reduction.
- Proven experience in conducting climate risk assessments (CRA), vulnerability assessments, or climate resilience studies for infrastructure or development projects (preferably in the transport sector).
- Demonstrated expertise in applying international CRA methodologies (e.g., IPCC AR6, ADB/World Bank frameworks, UNFCCC guidelines).
- Hands-on experience in downscaling climate projections (CMIP5/CMIP6, CORDEX) and interpreting climate model outputs.
- Strong skills in GIS, remote sensing, and hazard/risk mapping (floods, landslides, droughts, GLOFs).
- Practical knowledge of Indian Himalayan states (esp. Uttarakhand) context—hydro-meteorology, hazards, socio-economic vulnerabilities.
- Track record of working with government agencies, international donors (ADB, World Bank, UNDP, etc.), and multi-stakeholder consultations.

Scope of Work

- Review project documents, design specifications, and geographic location.
- Compile observed climate data (temperature, rainfall, extreme events (Rx1, Rx5)) for Uttarakhand.
- Assess historical frequency and severity of floods, landslides, droughts, cloudbursts, GLOFs and hazards in the state.
- Map existing hazard zones (using IMD, SDMA, NDMA, Geological Survey of India).
- Downscale CMIP6 datasets for climate change projections for Uttarakhand.
- Assess mid-century (2050s) and end-century (2080s) scenarios under SSP2–4.5 & SSP5–8.5.
- Model changes in temperature, precipitation, extreme rainfall (Rx1, Rx5), drought cycles, and glacial melt.
- Overlay projections with project infrastructure locations.
- Conduct exposure, sensitivity, and vulnerability analysis for each bridge.
- Use a risk matrix to rank risks.
- Identify vulnerable bridge "hotspots" (e.g., bridges in high floods/ GLOFs/Cloud burst/ landslide, earthquake risk zones etc).
- Review and refine the hydrological and hydraulic designs for new and rehabilitated bridges using future climate projections (2050s-2080s), rather than solely historical data.
- Obtain historical HFL for each bridge site from respective agencies and local knowledge. Also statistically derive the projected HFL under each of the climate change scenarios for mid-century and end-century (based on climate change projection rather than historical data).

- Validate hazard/risk findings and integrate local knowledge.
- Identify feasible structural adaptation interventions. Specify/propose climate-resilient design features for bridges, such as:
    - Adequate vertical clearance to accommodate increased flood levels and debris flow.
    - Deepened and scour-resistant foundations to withstand higher flow velocities.
    - Use of clear-span structures to minimize in-stream piers in high-risk zones.
    - Slope stabilization measures for bridge approaches in landslide-prone areas.
- Recommend non-structural measures (e.g., early warning systems, O&M protocols, watershed management).
- Assess the climate mitigation benefits of the project. Estimate GHG emission reduction from the project.
- Estimate Climate Adaptation and Mitigation measures cost.
- Prioritize interventions based on cost-benefit and feasibility.
- Prepare a comprehensive Climate Risk Adaptation (CRA) Report.
- Support integration of CRA findings into project design, ESIA, and other safeguards documents.

Terms of References
For
Computer Cum Data Entry operator
PMU, Bridge Improvement in Uttarakhand (BIIU)-ADB

Job Title:	Computer Cum Data Entry operator, PMU, BIIU, Uttarakhand, Dehradun
Location:	PMU, ADB, PWD Uttarakhand, Dehradun
Number of Post:	2
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director & Chief Engineer
Responsible for:	To provide crucial administrative support and smooth operations of PMU

Background:

Uttarakhand is a land of steep Himalayan Mountains, dense perennial river networks, home to a host of pilgrim and tourist places, attracting thousands of people from across the world. Uttarakhand State Public Works Department (PWD) is maintaining 33046.57 km length of different category of roads & 3564 number of motorable & bridle bridges having significantly impacts on economic growth by improving connectivity, facilitating trade, boosting productivity, creating jobs, attracting investment, and enhancing overall quality of life. Mountain roads are typically one or two lanes, but category B class loading bridges limit heavy vehicle movement, hindering power, rail, ropeway & other large projects. Uttrakhand is also highly prone to landslides due to its mountainous terrain, steep slopes, fragile geology, heavy rainfall during monsoon season, and the presence of active tectonic plates.

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Purpose of the Job:

The Data Entry Operator will be responsible for daily office work, File maintenance organizing files, making sure everything runs smoothly within the BIIU Project. He will also help with important paperwork and data entry work to keep everything on track.

Person Specification:

- The minimum qualification should be **Graduate in any discipline (knowledge of MS Office Tools, Typing speed minimum 5000 KDPH in English and 4000 KDPH in Hindi)**
- Experience- At least **05 years** of related experience with Central Govt./State Govt./Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International Organizations/ International NGOs/ Reputed Corporate Organizations
- Willingness to work in remote and hilly areas in difficult conditions.
- Entry level IT skills including experience of MS Word, MS Excel, MS PowerPoint, Preparing KML files, Google maps, MIS etc.

Scope of Work:

a) Support senior officials and executives with data feeding and data entry tasks.
b) Providing information based on data entry function to the right individuals, as well as composing and typing correspondence in Hindi & English Language.
c) Organize and maintain data entry records and files, including creating reports.
d) Efficiency in Computer operating, Data entry, Data record keeping and Data entry operation, data management & different IT related works
e) Any other relevant work as and when required.

Terms of References
For
Dak Runner
PMU, Bridge Improvement in Uttarakhand (BIIU)-ADB

Job Title:	Dak Runner
Location:	PMU, ADB, PWD Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director & Chief Engineer
Responsible for:	Delivering the documents to various offices in Dehradun & outside Dehradun & also carrying out day to day works required in the office of PMU as directed by the higher authority.

Background:

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Purpose of the Job:

The purpose of the dak runner job is to ensure communication between centre.

Person Specification:

High School (10) with at least 07-year work experience in related field & should have two wheeler vehicle to deliver the dak.

Scope of Work

The Dak Runner shall perform day-to-day duties related to movement and handling of official correspondence and files within and outside the office premises & city. The main responsibilities shall include:

1. Collection and delivery of official dak (letters, files, parcels, and documents) from and to various offices, post offices, banks, and other institutions as instructed situated in Dehradun or outside Dehradun.
2. Assisting in dispatch work, including preparation of envelopes, affixing postage, and maintaining dispatch and receipt registers.
3. Ensuring timely and secure delivery of all official communications
4. Carrying files and papers between sections/officers within the office.
5. Assisting in photocopying, filing, and other routine office support tasks as required
6. Maintaining records of movement of documents and submission of daily work reports to the Administrative Officer.
7. Performing any other duties assigned by the Head of Office or Officer-in-Charge from time to time.
8. The Dak Runner should have two wheeler to deliver the dak to the local offices.

Terms of References
of
Documentation Expert

PMU, Bridge Improvement in Uttarakhand (BIIU)-ADB

Job Title:	Documentation Expert PMU, BIIU, Uttarakhand, Dehradun
Location:	PMU, ADB, PWD Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director & Chief Engineer
Responsible for:	Systematic Documentation of all BIIU activities

Background:

Uttarakhand is a land of steep Himalayan Mountains, dense perennial river networks, home to a host of pilgrim and tourist places, attracting thousands of people from across the world. Uttarakhand State Public Works Department (PWD) is maintaining 33046.57 km length of different category of roads & 3564 number of motorable & bridle bridges having significantly impacts on economic growth by improving connectivity, facilitating trade, boosting productivity, creating jobs, attracting investment, and enhancing overall quality of life. Mountain roads are typically one or two lanes, but category B class loading bridges limit heavy vehicle movement, hindering power, rail, ropeway & other large projects. Uttrakhand is also highly prone to landslides due to its mountainous terrain, steep slopes, fragile geology, heavy rainfall during monsoon season, and the presence of active tectonic plates.

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Purpose of the Job:

The Documentation Expert will be responsible for document control procedures, looking after the precious documents of the project, cataloging them, and retrieving them when needed, among other things, and will create templates for project documents.

Person Specification:

- The minimum qualification should be **Master's Degree in any field.**
- Experience- At least **05 years** of related experience in note/ presentation preparation, documentation, record management, data analysis with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International Organizations/ International NGOs/ Reputed Corporate Organizations.
- Familiarity with The ADB safeguards/guidelines will be an advantage.
- Willingness to work in remote and hilly areas in difficult conditions.
- IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent BIIU, as well as to interact effectively with senior management and with other units around results.

Scope of Work:

a) Day to day management, upkeep and maintenance of Project documents, and reports in Hard as well as in digital forms.
b) Develop a long-term strategy for effective storage and retrieval of Project Documents as and when necessary.
c) Protect sensitive information, make teams more efficient and improve accessibility to

Project Documents for authorized personnel. Keeping secrecy of the documents.

d) Ensure preparation of Project Reports / Filing etc. as per ADB guidelines.
e) Edit the reports, research articles, thesis, and other documents as and when required by the PMU.
f) Assist PIUs in getting approval of various reports from various authorities like PMU/ High Power Committee and the ADB etc.
g) Participate in the meeting related to preparation of various reports and work packages and provide necessary technical inputs.
h) Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the PIU, for the ADB etc.
i) Participate in periodic training of the PIU staff on Documentation.
j) Ensure compliance with the ADB safeguards/guidelines.
k) Providing all relevant documents during auditing, missions & for other meeting
l) Any other relevant work as and when required.

Terms of References
For
"Environment Specialist"
PMU, Bridge Improvement in Uttarakhand (BIIU)-ADB

Job Title:	Environment Specialist, PMU, BIIU, Uttarakhand, Dehradun
Location:	PMU, ADB, PWD Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director & Chief Engineer
Responsible for:	Ensure environment compliances of the Project and providing efficient resettlement strategies as per the ADB guidelines.

Background:

Uttarakhand is a land of steep Himalayan Mountains, dense perennial river networks, home to a host of pilgrim and tourist places, attracting thousands of people from across the world. Uttarakhand State Public Works Department (PWD) is maintaining 33046.57 km length of different category of roads & 3564 number of motorable & bridle bridges having significantly impacts on economic growth by improving connectivity, facilitating trade, boosting productivity, creating jobs, attracting investment, and enhancing overall quality of life. Mountain roads are typically one or two lanes, but category B class loading bridges limit heavy vehicle movement, hindering power, rail, ropeway & other large projects. Uttrakhand is also highly prone to landslides due to its mountainous terrain, steep slopes, fragile geology, heavy rainfall during monsoon season, and the presence of active tectonic plates.

Disaster & climate resilient bridge network development will enhance & improve the load carrying capacities of bridges. Upgradation of class "B" loading bridges class "A" loading bridges will have positive long-term impact on the state's economy & living standard of the rural population, generate employment, boost tourism & improve disaster response. Climate resilience is generally considered to be the ability of the structure to recover from, or to mitigate vulnerability to, climate-related natural hazards & shocks such as earthquakes, landslides, cloud burst, floods and droughts. It is a process that strengthens the ability of all to mitigate vulnerability to risks from, and adapt to changing patterns in, climate hazards and variability.

The Bridge Improvement in Uttrakhand (BIIU) project is a critical initiative aimed at bolstering disaster resilience supported by the Asian Development Bank. This project intends to improve upon & retrofitting& reconstruction of existing Class "B" Loading Bridges to Class "A", Loading Bridges and stabilization of Land Slides Zones on the highways in the state of Uttarakhand for efficient traffic movement in all weather conditions incorporating climate-resilient interventions & promote "Build Back Better" principle in planning & design of bridges & for improved fitness of bridges. Enhance the lifespan of the existing bridges & increasing the technical capacity of the department to respond effectively to disaster and climate changes by enhancing emergency response systems. Up gradation of Class "B" loading bridges into Class

"A" bridges will ease transport, provide shorter routes, reduce fuel consumption & decrease the carbon footprint by reducing fuel consumption. This project with aim of having uninterrupted services for public infrastructure to withstanding emergencies. Disaster & climate resilient bridge network development will enhance & improve the load carrying capacities of bridges. This project will have positive long-term impact on the state's economy & living standard of the rural population, generate employment, boost tourism & improve disaster response.

So, the project will focus on the up gradation of Class "B" loading Bridges by means of new construction or retrofitting, protection of road work by treating land slide zones, Institutional capacity Building & procurement of equipment for monitoring the condition of bridges, equipment for monitoring the land slide zones & procurement of other equipment related to clearance of the land slides.

Purpose of the Job:

The Environment expert, designated as an integral part of the Bridge Improvement in Uttrakhand (BIIU) supported by the Asian Development Bank (ADB), will play a pivotal role in managing environmental concerns associated with the ADB-assisted project. The primary responsibilities will revolve around overseeing environmental matters and maintaining accurate documentation in alignment with ADB guidelines and Environment plans. The role necessitates frequent travel to project sites to conduct environmental screenings and various related tasks.

Person Specification:

- Minimum qualification should be **Master's degree in Environmental Science/ Climate Change and Energy/ Earth Systems/ Forestry or Equivalent.**
- Experience- At least **05 years** of related experience in Environment Protection and Conservation with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International Organizations/ International NGOs/ Reputed Corporate Organizations.
- Familiarity with the Asian Development Bank safeguards/guidelines will be an advantage.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.

Scope of Work:

a) Preparation of the Environmental Assessments for the project and finalization in close coordination with the ADB.
b) Ensure the implementation of project design and specification adequately reflect the Asian Development Bank plans for environment conservation.
c) Review and approve the Implementation plan for the environmental measures, as per the environment plan/framework.
d) Liaise with the various central and state government agencies on environmental and other regulatory matters.
e) Continuously interact with the NGOs and community groups to be involved in the project (for the maintenance of additional plantations, if any, suggested for the project).
f) Assist the Department/consultants in establishing dialogue with the affected communities and ensure that the environmental concerns and suggestions from such interactions are

incorporated and implemented in the project.

g) Provide support and assistance to the field PIUs, Government Agencies and the ADB to supervise the implementation of the Environment plans during the preparation of the project, construction as well as operation stage of the project.
h) Conducting site visits, collecting relevant datas from site related to environmental monitoring, analyzing the datas.
i) Report to the Project Manager on the Environmental aspects pertaining to the project.
j) Liaise with the Asian Development Bank representative, to ensure that all potential and actual environmental and settlement issues are resolved.
k) Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the PMU/PIU, for the ADB etc.
l) Participate in periodic training of the PMU/PIU staff on related topics.
m) Making presentations in the Government of India, Uttrakhand Government & during ADB mission.
n) Ensure compliance with the ADB safeguards/guidelines.
o) Provide guidance and support in establishing efficient grievances redressal mechanism.
p) Any other relevant work as and when required.

Terms of References
For
Finance Management Officer

PMU, Bridge Improvement in Uttarakhand (BIIU) -ADB

Job Title:	Finance Management Officer, PMU, BIIU, Uttarakhand, Dehradun
Location:	PMU, ADB, PWD Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director, Program Manager/ Reporting Officer.
Responsible for:	Monitoring and analyzing accounting data and producing financial reports or statements.

Background:

Uttarakhand is a land of steep Himalayan Mountains, dense perennial river networks, home to a host of pilgrim and tourist places, attracting thousands of people from across the world. Uttarakhand State Public Works Department (PWD) is maintaining 33046.57 km length of different category of roads & 3564 number of motorable & bridle bridges having significantly impacts on economic growth by improving connectivity, facilitating trade, boosting productivity, creating jobs, attracting investment, and enhancing overall quality of life. Mountain roads are typically one or two lanes, but category B class loading bridges limit heavy vehicle movement, hindering power, rail, ropeway & other large projects. Uttrakhand is also highly prone to landslides due to its mountainous terrain, steep slopes, fragile geology, heavy rainfall during monsoon season, and the presence of active tectonic plates.

Disaster & climate resilient bridge network development will enhance & improve the load carrying capacities of bridges. Upgradation of class "B" loading bridges class "A" loading bridges will have positive long-term impact on the state's economy & living standard of the rural population, generate employment, boost tourism & improve disaster response. Climate resilience is generally considered to be the ability of the structure to recover from, or to mitigate vulnerability to, climate-related natural hazards & shocks such as earthquakes, landslides, cloud burst, floods and droughts. It is a process that strengthens the ability of all to mitigate vulnerability to risks from, and adapt to changing patterns in, climate hazards and variability.

The Bridge Improvement in Uttrakhand (BIIU) project is a critical initiative aimed at bolstering disaster resilience supported by the Asian Development Bank. This project intends to improve upon & retrofitting& reconstruction of existing Class "B" Loading Bridges to Class "A", Loading Bridges and stabilization of Land Slides Zones on the highways in the state of Uttarakhand for efficient traffic movement in all weather conditions incorporating climate-resilient interventions & promote "Build Back Better" principle in planning & design of bridges & for improved fitness of bridges. Enhance the lifespan of the existing bridges & increasing the technical capacity of the department to respond effectively to disaster and climate changes by enhancing emergency response systems. Up gradation of Class "B" loading bridges into Class

"A" bridges will ease transport, provide shorter routes, reduce fuel consumption & decrease the carbon footprint by reducing fuel consumption. This project with aim of having uninterrupted services for public infrastructure to withstanding emergencies. Disaster & climate resilient bridge network development will enhance & improve the load carrying capacities of bridges. This project will have positive long-term impact on the state's economy & living standard of the rural population, generate employment, boost tourism & improve disaster response.

So, the project will focus on the up gradation of Class "B" loading Bridges by means of new construction or retrofitting, protection of road work by treating land slide zones, Institutional capacity Building & procurement of equipment for monitoring the condition of bridges, equipment for monitoring the land slide zones & procurement of other equipment related to clearance of the land slides.

Purpose of the Job:

Establish financial status by developing and implementing systems for collecting, analyzing, verifying, and reporting financial information, and managing accounting staff.

Person Specification:

- Minimum qualification should be **Bachelor's in Commerce/Accounts/Finance or equivalent field.**
- Experience- At least **05 years** of related experience of computerized accounting with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International Organizations/ International NGOs/ Reputed Corporate Organizations.
- Experience/familiarity with The ADB safeguards/guidelines will be an advantage.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent BIIU, as well as to interact effectively with senior management and with other units around results.

Scope of Work:

a) Prepare IUFR as per ADB guidelines for submission to CAAA
b) Create, Monitor, and execute financial systems in the Project.
c) Collect, analyze, verify, and report financial information to document firms' financial performance.
d) Execution of accounting operational objectives by contributing accounting information and recommendations to strategic plans and reviews.
e) Preparing and execute action plans; implementing production, productivity, quality, and customer-service standards, completing audits; identifying trends; determining system improvements; and implementing change.

f) Forecasting requirements, draft annual budgets, and project expenditures to prepare periodic statements and meet financial regulatory requirements.
g) Analyze general ledger variances and suggest corrective action for management's approval to meet annual accounting financial objectives.
h) Develop action plans, audit operations, and propose efficiency improvements.
i) Confirm financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; and prepare special reports.
j) Maintain financial security by establishing internal control.
k) Avoid legal challenges by understanding current and proposed legislation, enforcing accounting regulations and recommending new procedures.
l) Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the PMU, for the ADB etc.
m) Participate in periodic training of the PMU staff on financial terms.
n) Any other relevant work as and when required.

Terms of References
For
Guard (Chaukidar)
PMU, Bridge Improvement in Uttarakhand (BIIU)-ADB

Job Title:	Guard (Chaukidar)
Location:	PMU, ADB, PWD Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director & Chief Engineer
Responsible for:	Responsible for ensuring the safety, security, and protection of the office premises, property, and Personnel.

Background:

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Disaster & climate resilient bridge network development will enhance & improve the load carrying capacities of bridges. Upgradation of class "B" loading bridges class "A" loading bridges will have positive long-term impact on the state's economy & living standard of the rural population, generate employment, boost tourism & improve disaster response. Climate resilience is generally considered to be the ability of the structure to recover from, or to mitigate vulnerability to, climate-related natural hazards & shocks such as earthquakes, landslides, cloud burst, floods and droughts. It is a process that strengthens the ability of all to mitigate vulnerability to risks from, and adapt to changing patterns in, climate hazards and variability.

The Bridge Improvement in Uttrakhand (BIIU) project is a critical initiative aimed at bolstering disaster resilience supported by the Asian Development Bank. This project intends to improve upon & retrofitting& reconstruction of existing Class "B" Loading Bridges to Class "A", Loading Bridges and stabilization of Land Slides Zones on the highways in the state of Uttarakhand for efficient traffic movement in all weather conditions incorporating climate-resilient interventions & promote "Build Back Better" principle in planning & design of bridges & for improved fitness of bridges. Enhance the lifespan of the existing bridges & increasing the technical capacity of the department to respond effectively to disaster and climate changes by enhancing emergency response systems. Up gradation of Class "B" loading bridges into Class "A" bridges will ease transport, provide shorter routes, reduce fuel consumption & decrease the carbon footprint by reducing fuel consumption. This project with aim of having uninterrupted services for public infrastructure to withstanding emergencies. Disaster & climate resilient bridge network development will enhance & improve the load carrying capacities of

bridges. This project will have positive long-term impact on the state's economy & living standard of the rural population, generate employment, boost tourism & improve disaster response.

So, the project will focus on the up gradation of Class "B" loading Bridges by means of new construction or retrofitting, protection of road work by treating land slide zones, Institutional capacity Building & procurement of equipment for monitoring the condition of bridges, equipment for monitoring the land slide zones & procurement of other equipment related to clearance of the land slides.

Purpose of the Job:

The purpose of the Chowkidar (Guard) position is to ensure the safety, security, and protection of the office premises, assets, and personnel. The Chowkidar is responsible for maintaining round-the-clock vigilance over the premises, controlling entry and exit of persons and materials, preventing theft or damage, and assisting in maintaining discipline and order within the office compound.

Person Specification:

High School (10) with at least 07-year work experience in related field.

Scope of Work

The Chowkidar (Security Guard) shall be responsible for ensuring the safety, security, and protection of the office premises, property, and personnel. The main duties and responsibilities include:

1. Security and Safety

Maintain round-the-clock security of the office premises, gate, and surrounding area.
Prevent unauthorized entry of persons, vehicles, or materials into the premises.
Keep a record of visitors, vehicles, and materials entering and leaving the premises.
Ensure that all doors, windows, and gates are properly locked after office hours.
Report immediately any suspicious activity, theft, fire, or security breach to the officer-in-charge.

2. Protection of Property

Safeguard all movable and immovable property of the office against theft, damage, or misuse.
Keep watch over vehicles, machinery, and equipment within the compound.
Ensure that lights, fans, and electrical appliances are switched off after office hours.

3. General Upkeep

Maintain cleanliness in the security area and around the gate.
Help control entry of vendors, visitors, and workers during working hours.
Open and close the office gates as per office timing.

4. Record Keeping

Maintain a daily security logbook, recording duty hours, visitor entries, and any incidents.
Submit reports to the Administrative Officer / Head of Office, as required.

5. Emergency Duties

Assist in handling fire safety and first aid measures during emergencies.
Support evacuation procedures and cooperate with local authorities if needed.

6. Conduct and Discipline
Remain alert, punctual, and courteous during duty hours.
Wear proper uniform and identity badge while on duty.
Maintain confidentiality and avoid sharing any office-related information with outsiders.

Terms of References
For
"IT / MIS Expert "

PMU, Bridge Improvement in Uttarakhand (BIIU)-ADB

Job Title:	IT / MIS Expert, PMU, BIIU, Uttarakhand, Dehradun
Location:	PMU, ADB, PWD Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director & Chief Engineer
Responsible for:	Managing and Implementing the Information Technology Infrastructure and operations to support all BIIU project activities. Ensure IT & MIS related issues of the Project & developing & maintaining the MIS system.

Background:

Uttarakhand is a land of steep Himalayan Mountains, dense perennial river networks, home to a host of pilgrim and tourist places, attracting thousands of people from across the world. Uttarakhand State Public Works Department (PWD) is maintaining 33046.57 km length of different category of roads & 3564 number of motorable & bridle bridges having significantly impacts on economic growth by improving connectivity, facilitating trade, boosting productivity, creating jobs, attracting investment, and enhancing overall quality of life. Mountain roads are typically one or two lanes, but category B class loading bridges limit heavy vehicle movement, hindering power, rail, ropeway & other large projects. Uttrakhand is also highly prone to landslides due to its mountainous terrain, steep slopes, fragile geology, heavy rainfall during monsoon season, and the presence of active tectonic plates.

Disaster & climate resilient bridge network development will enhance & improve the load carrying capacities of bridges. Upgradation of class "B" loading bridges class "A" loading bridges will have positive long-term impact on the state's economy & living standard of the rural population, generate employment, boost tourism & improve disaster response. Climate resilience is generally considered to be the ability of the structure to recover from, or to mitigate vulnerability to, climate-related natural hazards & shocks such as earthquakes, landslides, cloud burst, floods and droughts. It is a process that strengthens the ability of all to mitigate vulnerability to risks from, and adapt to changing patterns in, climate hazards and variability.

The Bridge Improvement in Uttrakhand (BIIU) project is a critical initiative aimed at bolstering disaster resilience supported by the Asian Development Bank. This project intends to improve upon & retrofitting& reconstruction of existing Class "B" Loading Bridges to Class "A", Loading Bridges and stabilization of Land Slides Zones on the highways in the state of Uttarakhand for efficient traffic movement in all weather conditions incorporating climate-resilient interventions & promote "Build Back Better" principle in planning & design of bridges & for improved fitness of bridges. Enhance the lifespan of the

existing bridges & increasing the technical capacity of the department to respond effectively to disaster and climate changes by enhancing emergency response systems. Up gradation of Class "B" loading bridges into Class "A" bridges will ease transport, provide shorter routes, reduce fuel consumption & decrease the carbon footprint by reducing fuel consumption. This project with aim of having uninterrupted services for public infrastructure to withstanding emergencies. Disaster & climate resilient bridge network development will enhance & improve the load carrying capacities of bridges. This project will have positive long-term impact on the state's economy & living standard of the rural population, generate employment, boost tourism & improve disaster response.

So, the project will focus on the up gradation of Class "B" loading Bridges by means of new construction or retrofitting, protection of road work by treating land slide zones, Institutional capacity Building & procurement of equipment for monitoring the condition of bridges, equipment for monitoring the land slide zones & procurement of other equipment related to clearance of the land slides.

Purpose of the Job:

The IT / MIS Expert , designated as an integral part of the Bridge Improvement in Uttrakhand (BIIU) supported by the Asian Development Bank (ADB), will play a pivotal role in managing and implementing the Information Technology Infrastructure, developing the MIS system for project and operations to support all BIIU project activities. He will ensure IT & MIS related issues of the Project & developing & maintaining the MIS system associated with the ADB-assisted project. The primary responsibilities will revolve around overseeing IT / MIS system matters and maintaining accurate documentation in alignment with ADB guidelines.
The IT / MIS Expert will be responsible to manage and optimize the development, implementation, and maintenance of IT and MIS activities within the BIIU project. He will ensure the effective utilization of IT resources and the development of robust MIS system.

Person Specification:

- The minimum qualification should be **Bachelor's Degree in Computer Science/IT/Computer Application/Networking/Data Base Management/Program Data Management or equivalent.**
- Experience- At least **05 years** of related experience in IT software and hardware support with Central Govt./State Govt./Public Sector organizations/Externally Aided Project (EAP)/Multilateral Organizations/International NGOs/Reputed Corporate Organizations.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent BIIU , as well as to interact effectively with senior management and with other units around results.

Scope of Work:

a) Develop, implement, and maintain robust IT and MIS system aligned with project requirement.
b) Ensure optimal management of databases to enhance performance and reliability.
c) Ensure seamless integration of IT and MIS with existing systems and databases.
d) Oversee IT infrastructure, including hardware, software, and network components, to ensure seamless operations.
e) Perform regular servicing and maintenance of IT requirements.
f) Maintain comprehensive documentation of the MIS, including technical specifications, user guides, and training materials.
g) Conduct training of interested employees about IT activities to increase their awareness and expertise.
h) Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the PIU, for the ADB etc.
i) Participate in periodic training organized for the PIU staff on relevant topics.
j) Ensure compliance with the ADB safeguards/guidelines on the web portal of the Project.
k) Any other relevant work as and when required.

Terms of References
For
Multi-Purpose Worker

PMU, Bridge Improvement in Uttarakhand (BIIU)-ADB

Job Title: Multi Purpose Worker, PMU, BIIU, Uttarakhand, Dehradun
Location: PMU, ADB, PWD Uttarakhand, Dehradun
Number of Post: 2
Contract term: One year with possibility for extension
Start date: Immediately
Responsible to: Program Director, Additional Program Director & Chief Engineer
Responsible for: Carrying out day to day works required in the offices of PMU

Background:

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Disaster & climate resilient bridge network development will enhance & improve the load carrying capacities of bridges. Upgradation of class "B" loading bridges class "A" loading bridges will have positive long-term impact on the state's economy & living standard of the rural population, generate employment, boost tourism & improve disaster response. Climate resilience is generally considered to be the ability of the structure to recover from, or to mitigate vulnerability to, climate-related natural hazards & shocks such as earthquakes, landslides, cloud burst, floods and droughts. It is a process that strengthens the ability of all to mitigate vulnerability to risks from, and adapt to changing patterns in, climate hazards and variability.

The Bridge Improvement in Uttrakhand (BIIU) project is a critical initiative aimed at bolstering disaster resilience supported by the Asian Development Bank. This project intends to improve upon & retrofitting& reconstruction of existing Class "B" Loading Bridges to Class "A", Loading Bridges and stabilization of Land

Slides Zones on the highways in the state of Uttarakhand for efficient traffic movement in all weather conditions incorporating climate-resilient interventions & promote "Build Back Better" principle in planning & design of bridges & for improved fitness of bridges. Enhance the lifespan of the existing bridges & increasing the technical capacity of the department to respond effectively to disaster and climate changes by enhancing emergency response systems. Up gradation of Class "B" loading bridges into Class "A" bridges will ease transport, provide shorter routes, reduce fuel consumption & decrease the carbon footprint by reducing fuel consumption. This project with aim of having uninterrupted services for public infrastructure to withstanding emergencies. Disaster & climate resilient bridge network development will enhance & improve the load carrying capacities of bridges. This project will have positive long-term impact on the state's economy & living standard of the rural population, generate employment, boost tourism & improve disaster response.

So, the project will focus on the up gradation of Class "B" loading Bridges by means of new construction or retrofitting, protection of road work by treating land slide zones, Institutional capacity Building & procurement of equipment for monitoring the condition of bridges, equipment for monitoring the land slide zones & procurement of other equipment related to clearance of the land slides.

Purpose of the Job:

The Multi-Purpose worker will be responsible to efficiently manage and execute a variety of daily based tasks and operations essential for the smooth functioning of PMU within the BIIU project.

Person Specification:

High School (10) with at least 07-year work experience in related field.

Scope of Work:

- Opening and closing of office of the PMU, ADB, PWD, Dehradun
- Assisting in daily based and routine PMU operations in the PMU premise
- Maintenance of cleanliness and hygienic conditions in the PMU premises.
- Arrangement for drinking water & other services in the PMU
- Distribution of files / documents in the different departments.
- Making photo copies of the documents, binding of the documents & keeping documents in the files.
- Any other PMU related miscellaneous activities as assigned by seniors of the PMU office.

Terms of References
For
Office Manager
PMU, Bridge Improvement in Uttarakhand (BIIU)-ADB

Job Title:	Office Manager, PMU, BIIU, Uttarakhand, Dehradun
Location:	PMU, ADB, PWD Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director & Chief Engineer
Responsible for:	Office management activities of PMU.

Background:

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Purpose of the Job:

Designee will be responsible for office management and office activities to assist the PMU in the implementation of the ADB assisted project in Uttarakhand.

Person Specification:

- Minimum qualification should be **Master's Degree or Equivalent field.**
- Experience- At least **03 years** of related experience in office management with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International Organizations/ International NGOs/ Reputed Corporate Organizations.
- Proficiency /experience/familiarity with The ADB or World Bank or similar MDB safeguards / guidelines.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent BIIU , as well as to interact effectively with senior management and with other units around results.

Scope of Work:

a) Day to day management, upkeep and maintenance of office equipment's and fulfilling requirements of various officials pertaining to office support staff.
b) Help the PMU to prepare reimbursement documentation with respect to office expenses in the project implementation unit.
c) Maintains office mail systems and other relevant documents for PMU.
d) Event /training schedules management, Office record keeping.
e) Assessment of requirement in PMU office and report submission to Program Director, Additional Program Director & Chief Engineer
f) Coordinate with procurement section to prepare document for advertising the quotation/notices or Collection of quotation for various shopping activities.
g) Overseeing the various quotations and put it to purchase committee for petty purchases.
h) Developing and maintaining procedures for the effective control of project purchasing procedures to ensure cost control.
i) Liaison with the ADB HQ & INRM office New Delhi, ADB team members & during their mission to Uttarakhand. Arranging seminars, workshops & conferences in Dehradun & PIUs place. Arranging meetings with the higher authority at Secretariat Uttarakhand.
j) Collection /receiving of the supplied item as per the specification. He will ensure documentation regarding all the purchase as per PWD guidelines.
k) Supervising the commissioning of the various office management related processes and recommending the issuance of provisional or final acceptance certificates.
l) Any other relevant work as and when required.

Terms of References
For
Personal Assistant / Stenographer

PMU, Bridge Improvement in Uttarakhand (BIIU)-ADB

Job Title:	Personal Assistant / Stenographer, PMU, BIIU, Uttarakhand, Dehradun
Location:	PMU, ADB, PWD Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director & Chief Engineer
Responsible for:	Office management activities of PMU.

Background:

Uttarakhand is a land of steep Himalayan Mountains, dense perennial river networks, home to a host of pilgrim and tourist places, attracting thousands of people from across the world. Uttarakhand State Public Works Department (PWD) is maintaining 33046.57 km length of different category of roads & 3564 number of motorable & bridle bridges having significantly impacts on economic growth by improving connectivity, facilitating trade, boosting productivity, creating jobs, attracting investment, and enhancing overall quality of life. Mountain roads are typically one or two lanes, but category B class loading bridges limit heavy vehicle movement, hindering power, rail, ropeway & other large projects. Uttrakhand is also highly prone to landslides due to its mountainous terrain, steep slopes, fragile geology, heavy rainfall during monsoon season, and the presence of active tectonic plates.

Disaster & climate resilient bridge network development will enhance & improve the load carrying capacities of bridges. Upgradation of class "B" loading bridges class "A" loading bridges will have positive long-term impact on the state's economy & living standard of the rural population, generate employment, boost tourism & improve disaster response. Climate resilience is generally considered to be the ability of the structure to recover from, or to mitigate vulnerability to, climate-related natural hazards & shocks such as earthquakes, landslides, cloud burst, floods and droughts. It is a process that strengthens the ability of all to mitigate vulnerability to risks from, and adapt to changing patterns in, climate hazards and variability.

The Bridge Improvement in Uttrakhand (BIIU) project is a critical initiative aimed at bolstering disaster resilience supported by the Asian Development Bank. This project intends to improve upon & retrofitting& reconstruction of existing Class "B" Loading Bridges to Class "A", Loading Bridges and stabilization of Land Slides Zones on the highways in the state of Uttarakhand for efficient traffic movement in all weather conditions incorporating climate-resilient interventions & promote "Build Back Better" principle in planning & design of bridges & for improved fitness of bridges. Enhance the lifespan of the existing bridges & increasing the technical capacity of the department to respond effectively to disaster and climate changes by enhancing emergency response systems. Up gradation of Class "B" loading bridges into Class "A" bridges will ease transport, provide shorter routes, reduce fuel consumption & decrease the carbon footprint by reducing fuel consumption. This project with aim of having uninterrupted services for public infrastructure to withstanding

emergencies. Disaster & climate resilient bridge network development will enhance & improve the load carrying capacities of bridges. This project will have positive long-term impact on the state's economy & living standard of the rural population, generate employment, boost tourism & improve disaster response.

So, the project will focus on the up gradation of Class "B" loading Bridges by means of new construction or retrofitting, protection of road work by treating land slide zones, Institutional capacity Building & procurement of equipment for monitoring the condition of bridges, equipment for monitoring the land slide zones & procurement of other equipment related to clearance of the land slides

Purpose of the Job:

The Stenographer / Personal Assistant will provide administrative, secretarial, and clerical support to ensure efficient operation of the project office of PMU in the implementation of the ADB assisted project in Uttarakhand.

Person Specification:

Educational Qualification Graduate in any discipline from a recognized university. Diploma/Certificate in Secretarial Practice, Office Management, or Stenography preferred.
Typing / Shorthand Skills Proficiency in shorthand (minimum 80 w.p.m.) and typing (minimum 40 w.p.m.) in English and/or Hindi.
Computer Skills Proficiency in MS Office (Word, Excel, PowerPoint), email, and other office software.
Experience Minimum 3–5 years of relevant experience in stenographic, secretarial, or administrative work. Experience in ADB / World Bank / externally aided projects will be an advantage.
Language Excellent command over English and Hindi (spoken and written).

Scope of Work:

1. Secretarial and Administrative Support

a) Maintain and manage the daily schedule, appointments, and meetings of the Project Director or senior officials.
b) Draft, type, and format official letters, reports, minutes, and confidential correspondence.
c) Take dictation and transcribe notes accurately in English and/or Hindi.
d) Handle incoming and outgoing correspondence, including emails and official dispatch.

2. Documentation and Record Management

a) Maintain proper filing systems (both physical and digital) for project documents.
b) Assist in preparation of presentations, project reports, and briefing notes for ADB missions or review meetings.
c) Maintain a record of project communications, approvals, and key correspondence.

3. **Coordination and Communication**

a) Coordinate with internal departments, ADB officials, consultants, and external stakeholders for scheduling and documentation.
b) Arrange logistics for meetings, conferences, and workshops, including preparation of agenda and minutes.
c) Facilitate communication between the Project Director and project staff.

4. **General Office Assistance**

a) Manage travel arrangements, tour programs, and documentation for project officials.
b) Maintain confidentiality of all sensitive documents and information.
c) Perform any other related duties as assigned by the Project Director / Administrative Officer.

Terms of References
of
Social Community Development / Resettlement & Rehabilitation Expert/ Gender Specialist
PMU, Bridge Improvement in Uttarakhand (BIIU)-ADB

Job Title:	Social Community Development / Resettlement & Rehabilitation Expert/ Gender Specialist PMU, BIIU, Uttarakhand, Dehradun
Location:	PMU, ADB, PWD Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director,
Responsible for:	Overall management, oversight, and monitoring of implementation of social measures in Bridge Improvement in Uttrakhand (BIIU) project as per ADB guidelines.

Background:

Uttarakhand is a land of steep Himalayan Mountains, dense perennial river networks, home to a host of pilgrim and tourist places, attracting thousands of people from across the world. Uttarakhand State Public Works Department (PWD) is maintaining 33046.57 km length of different category of roads & 3564 number of motorable & bridle bridges having significantly impacts on economic growth by improving connectivity, facilitating trade, boosting productivity, creating jobs, attracting investment, and enhancing overall quality of life. Mountain roads are typically one or two lanes, but category B class loading bridges limit heavy vehicle movement, hindering power, rail, ropeway & other large projects. Uttrakhand is also highly prone to landslides due to its mountainous terrain, steep slopes, fragile geology, heavy rainfall during monsoon season, and the presence of active tectonic plates.

Disaster & climate resilient bridge network development will enhance & improve the load carrying capacities of bridges. Upgradation of class "B" loading bridges class "A" loading bridges will have positive long-term impact on the state's economy & living standard of the rural population, generate employment, boost tourism & improve disaster response. Climate resilience is generally considered to be the ability of the structure to recover from, or to mitigate vulnerability to, climate-related natural hazards & shocks such as earthquakes, landslides, cloud burst, floods and droughts. It is a process that strengthens the ability of all to mitigate vulnerability to risks from, and adapt to changing patterns in, climate hazards and variability.

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"A" bridges will ease transport, provide shorter routes, reduce fuel consumption & decrease the carbon footprint by reducing fuel consumption. This project with aim of having uninterrupted services for public infrastructure to withstanding emergencies. Disaster & climate resilient bridge network development will enhance & improve the load carrying capacities of bridges. This project will have positive long-term impact on the state's economy & living standard of the rural population, generate employment, boost tourism & improve disaster response.

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Purpose of the Job:

The Social / Gender Expert will oversee and manage the social safeguard responsibilities under the Bridge Improvement in Uttrakhand (BIIU) project in accordance with the Government of India and ADB safeguard guidelines and policies.

Person Specification:

- Minimum qualification should be Masters in Development studies/ Gender studies/ sociology/ Social Work/ Anthropology/ social science or any related field.
- Experience- At least **05 years** of related experience in implementation of social development programs and handling gender equality issues with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International Organizations/ International NGOs/ Reputed Corporate Organizations.
- Experience/familiarity with The ADB safeguards/guidelines.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.

Scope of Work:

a) Prepare Resettlement documentation such as Social Impact Assessment including Socio-Economic surveys and Resettlement Action Plans, as required/indicated by social assessment.
b) Ensure that the Project activities followProject ESMF.
c) Provide guidance and support during the process of land acquisition,voluntary land donation and transfer of public land, if any.
d) Providing conceptual and operational leadership on the core social and gender development themes under Bridge Improvement in Uttrakhand (BIIU) project.
e) Serving as a lead person on social issues including stakeholder engagement, grievance management, vulnerable and marginalized groups who may be affected by Bridge Improvement in Uttrakhand (BIIU) project activities.
f) Work closely with other PMU to address any challenges. Advising and/or providing quality operational leadership on major or sensitive matters relating to Gender and social impacts.

g) Supporting the set-up and operationalization of Project's Grievance Redressal Mechanism.
h) Preparing & Review Gender Action plan, Strategy action plan, capacity building plan, labor plan and livelihood restoration plans. Plan for skill development to the genders.
i) Prepare and implement plan for social safeguard training/orientations, and train/orient the project PMU staff.
j) Conduct social screening of Project's activities.
k) Provide support and assistance to the field PIUs, Government Agencies and the ADB to supervise the implementation of the social plans during the preparation of the project, construction as well as operation stage of the project.
l) Conducting site visits, collecting relevant datas from site related to social monitoring, analyzing the datas.
m) Ensure that social safeguard standards are translated, disclosed, and disseminated to PMU.
n) Conduct consultative meetings with relevant stakeholders to discuss site specific social and gender issues of sub-project and get feedback from the participants to address it in a systematic manner.
o) Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the PMU, for the ADB etc.
p) Participate in periodic training of the PMU staff on relevant topics. Making presentations in the Government of India, Uttrakhand Government & during ADB mission.
q) Ensure compliance with the ADB safeguards/guidelines.
r) Any other relevant work as and when required & directed by the PMU.

The responsibilities of this Social cum Gender expert include a section of ' gender analysis' and tasks as below:

- Design a representative sample study methodology for gender analysis and conduct the study to collect quantitative and qualitative data.
- Ensure to include at least 50% women in the sample study.
- Collate bridge wise number of villages / habitations/ schools and health institutions close to the proposed bridges.
- Collect data on average household size in the sample, poverty status (APL/BPL) of the household.
- Collect data on disability in the sample households (male/ female)
- Collect data on membership of women form sample in self-help groups and the activity of the self-help group
- Collect data on average monthly / annual income of male and female and difference in income levels
- Collect data on household level vehicle ownership among men and women
- Mobile phone access within households among men and women (especially to smart phones and other type)
- Collect data segregated by sex (responses from male and female separately) for distance, mode and purpose of travel to place of employment, education, bank, health care, market, agriculture field
- Collect data segregated by sex on income activities (type of activity farm based/ non-farm based)
- Purpose of travel by male and female to place of (a) education (b) health care education, (c) employment (d) market, (e) recreation
- Distance covered by male and female to access a) education (b) health care education, (c) employment (d) market, (e) recreation

- Mode of transport used by male and female to access (a) education (b) health care education, (c) employment (d) market, (e) recreation
- Constraints/difficulty/delay reported by male and female in reaching education, health, jobs/ employment and market due to poor road / bridge conditions
- Impact due to disaster (by type – flooding/ landslide/ earthquake) in the current year and previous year.
- Any training received on disaster management?
- Any type of skill training availed by women members in the households (type of training – farm based, non-farm, traditional, non-traditional)
- Willingness among women to learn non farm-based skill training.
- Interest among women in working on road construction and also operations and maintenance
- Suggestion from women on the design of bridge and approach road, whether what is the they feel the need for pedestrians path, road barriers, other safety elements?
- Perceived benefits of bridge improvement
- Perception of road safety including women safety among women
- Perception of women safety among school girls while commuting to and from schools
- Sanitation conditions in girls and co ed schools alongside the sample bridges (with focus on menstrual hygiene management and rain water harvesting in schools, any student committee on water and sanitation?
- Secondary data on women employment, SHGs and skill training and any other relevant
- Collect photographs from the sites and community consultations

Bridge Improvement in Uttarakhand (BIIU)

PMU, Bridge Improvement in Uttarakhand (BIIU) ADB, PWD, DEHRADUN
(Office of Additional Secretary, PWD, SBI Building, Uttrakhand Secretariat, Subhash Road, Dehradun)

EMAIL- pdpmuadb.pwduk@gov.in

APPLICATION FORM FOR ENGAGEMENT BY SELECTION
(All fields filled are mandatory)

1	Advertisement No. :		Affix a recent passport size photograph duly attested by the candidate
2	Name of the Post applied for:		
3	Name of Unit		
4	Period required to join if selected:		
5	Name in full (in capital letters)		
6	Father's/Husband's name :		
7	Date of birth (DD/MM/YYYY): Age as on the date of application:		
8	Nationality:		
9	Marital status : (Married/ unmarried/ divorced/ separated)		
10	Category :		
11	Gender:		
12	*Email Id :* *(mandatory as all future communication will be on this contact number)*		
13	Contact Mobile Number : *(mandatory as all future communication will be on this contact number)*		
14	Postal address for communication with Pin code :		
15	Permanent address for communication with Pin code :		

16	Have you ever been convicted by a Court of Law or is there any criminal case/disciplinary action pending against you?	**Yes / No** If YES please give details in separate sheets.

17. Educational/Professional and Technical Qualifications. (Starting from class 10) Also attach self-attested copies of all the certificates and testimonial.

Sl.	Examination Passed	Name of the Board/ University	Regular/ Private	Duration of Degree/Diploma/Training	Year of Passing	CGPA/% of Marks & Division/Class	Specialization

18. Details of employment in reverse chronological order (Attach separate sheet, if necessary).

Sl.	Department / Organization	EAP / Funding Agency, if any	Post held	Regular/ Temporary /Permanent/ Contract	Period of employment		Total No. of years	Key Job Responsibilities	Scale of Pay / Consolidated Salary
					From	To			
						Total Experience:			

19	Pay in the Pay Band and Grade Pay / Pay in the pay scale / total emoluments in the post currently held:		
20	References:		
(i)	Name : Designation & Organization: Postal Address: Mobile Number : Email ID :		
(ii)	Name : Designation & Organization: Postal Address: Mobile Number : Email ID :		
21	Additional remarks such as special qualification or experience not covered in the preceding columns.		
22	Language competency: English Hindi *(pl mention 'Yes' or 'No' against each)*	Read	Write Speak

23. Please write one paragraph in own handwriting (not more than 250 words) in the space below justifying your suitability for the assignment applied for:

24. Number of additional sheets enclosed with the application (If space provided is not sufficient):----------

DECLARATION

I hereby declare that I have carefully read and understood the instructions/ general conditions, contained in the above and notes given down below and that all the entries in this form are true to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the assignment applied for. In the event of suppression or distortion of any fact, like category or educational qualification or experience, made in my application form, I understand that I will be denied any engagement in the project and if already engaged for any assignment in the project; my engagement will be terminated forthwith.

Place:

Date: Signature of the Applicant

General Conditions

1. The engagement of services will be purely on temporary basis for a period of 1 year that may be further extended with increment as per projects policy and based on individual performance.
2. **Experience gained after obtaining the minimum educational qualification prescribed for the post will be taken into consideration for ascertaining eligibility for the post.**
3. That jurisdiction of courts at Dehradun shall have absolute jurisdiction. Parties shall not pursue the matter in any other courts.
4. The competent authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part, without assigning any reason or giving notice.
5. **The selection process will be based on academic/ professional qualifications, experience and may also include test of writing skills & interview as may be decided by the competent authority.**
6. Number of posts can be varied as per the requirement of the project.
7. After shortlisting, the candidates will be informed separately for interview, the shortlisted candidates shall be informed through only on the e-mail Id's provided by the candidates in their application form, candidates are advised to provide correct email address and regularly check their e-mails. Only shortlisted candidate shall be called for interview. The selection of the candidates shall be based on the interview. No TA/DA will be paid for attending the interview.
8. The engagement under above does not confer any right/claim whatsoever either or implicitly for any regular appointment in BIIU Project. After selection joining date will be given separately to the candidates.
9. Separate applications are required to be submitted if the same candidate is applying for different units.
10. **Interested candidate may apply on the prescribed application form along with CV and a latest passport size photograph with self-attested copies of all the certificates and testimonials.**
11. **The candidate shall mark the name of the position (PMU) he/she is applying for in bold letters on the top of the envelope clearly. Please sent complete form in A4 Size Envelope only.**
12. Interested candidates are advised to regularly visit the website **https://pwd.uk.gov.in/notice-category/ recruitments** for any addendum (if there is any).
13. The applications received after **deadline 08/12/2025 till 5:00 pm** shall not be entertained.

    How to apply: Applications only on the prescribed form should be sent by SPEED POST or by Hand **or Email to the office** of the **PMU, Bridge Improvement in Uttarakhand (BIIU) ADB, PWD, DEHRADUN (Office of Additional Secretary, PWD, SBI Building, Uttrakhand Secretariat, Subhash Road, Dehradun) Email- pdpmuadb.pwduk@gov.in**

14. Guidelines for submission of application form through Email:-

- Clear Subject Line: Use a descriptive subject line, including the post title and your name (e.g., "Application for [Post Title] - [Your Name]").
- **Attach Required Documents: Ensure all necessary documents (e.g., resume, cover letter, and certificates) are attached in the single PDF file. (Try to avoid uploading heavy file).**As per the Instructions given to the candidates for filling up their Application Form, they are supposed to fill up their particulars carefully and BIIU Project is not responsible for any mistake committed by the candidates in this regard. Application forms once submitted cannot be cancelled/ withdrawn.
- The Candidates may please note that no correspondence will be sent by post. Only e-mail information will be sent to the candidate for any further communication, if required.
- Fill Out the Form Completely: Provide all required information, and ensure all fields are completed accurately.
- Kindly upload only updated & concise resume along with the additional documents specified in the job posting or required/relevant for the application process. Ensure your application is submitted well before the specified deadline. PMU will not responsible for any postal delays. Keep a copy of your application form and attachments for your records.