

Ref. No.- 59403/BIU/PMU/ADB/2026

Date- 24/08/2026

The Bridge Improvement in Uttarakhand (BIU) - Asian Development Bank assisted project invites application for various posts/ assignment for engagement of services under PMU. Detailed advertisement including Terms of reference (TOR) can be downloaded from 25-08-2026, 5.00 PM from the link <https://mis.pwduk.in/dms/lists-2/category/279-tenders> or 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 Room No-16, PMU, BIU, ADB, Office of Engineer-in-Chief, PWD, Yamuna Colony, Dehradun in sealed envelope on or before 09-09-2026, 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	Bridge Design Engineer	02	1,75,000 - 2,00,000	Post Graduate in Structural Engineering Experience: 10 Years of total professional experience & having a minimum 8 years of experience in Bridge design & engineering. Independently handled the design work of at least 5 bridge minimum span of 50 mtrs.	BDE	Contract
3	Geotechnical Engineer	01	1,25,000 - 1,50,000	Post Graduate in Geotechnical Engineering Experience: 10 Years of total professional experience & having a minimum of 8 years of experience in geotech investigations in the construction of bridges or similar projects & have at least of experience 5 similar projects in Geo Tech analysis of similar topographic conditions.	GE	Contract
4	Bioengineering Expert	01	1,25,000 - 1,50,000	Master's in Environmental Science/Forestry and Bachelor's in civil Engineering or related field Experience: At least 07 years of related experience in nature based solution development with Central Govt. / State Govt. / Public Sector Organization/Externally Aided Project (EAP) / Multilateral Organization / International NGOs / Reputed Corporate organizations.	BE	Contract
5	Legal Expert	01	1,20,000 - 1,50,000	Bachelor's in law & preferably master's in Law Experience: At least 07 years of related experience in contract management & dispute resolution, arbitration & conciliation with Central Govt. /State Govt. / Public Sector Organization / Externally Aided Project (EAP) / Multilateral Organization / International NGO's / reputed Corporate Organization.	LE	Contract
6	Procurement Expert	01	1,25,000 - 1,50,000	Bachelors of Engineering / Technology with at least 07 years of experience in the Procurement of goods, civil works and services with central Govt. / state organizations / externally aided project (EAP) / Multilateral organizations / International NGos / Reputed corporate Organizations.	PE	Contract
7	Contract Management Expert	01	1,50,000 - 1,75,000	Bachelors in Engineering / Technology Experience: At least 07 years of related experience in contract management & deal with the legal issues & arbitration regarding procurement of works, goods, and services with Central Govt. / State Govt. / Public Sector Organizations / Externally Aided Project (EAP) / Multilateral Organizations / International NGOs / Reputed Corporate Organizations.	CME	Contract

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8	Disaster Management Specialist/ Specialist Training IRS	01	88,000 - 1,10,000	Masters' in Disaster Management / Environment Science / Earth Science / Forestry / Atmospheric Science or related field. Experience: At least 03 years of related experience in disaster management planning & operations, experience in IT-based incident response management with Central Govt. / State Govt. / Public Sector Organizations / Externally Aided Project (EAP) / Multilateral Organizations / International NGOs / Reputed Corporate Organizations.	DMS	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 Organisations / International NGOs / Reputed Corporate Organisations.	PA	Contract

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.

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Terms of References
For
Additional Program Director (APD)
PMU, Bridge Improvement in Uttarakhand (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. Uttarakhand 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 Uttarakhand (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

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& 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 retrofiting, 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. The project has been classified under Category "A" for Social and Environment Safeguard Policy by ADB.

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 BIU.

Person Specification:

- Serving or Retired: From State Services (Not below the rank of Chief Engineer level-1).
- At least 15 years of related experience in Project Supervision & Management, Policy framework, public finance, Procurement & Contract management, 5 years of experience out of 15 years in Externally Aided Project (EAP)/ International NGO/ National NGO/ Multilateral organization/ Corporate or significant projects in the government.
- Experience of working in hilly regions.
- Can demonstrate IT skills including experience of MS Word, MS Project.
- 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.

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Terms of References
For
"Bridge Design Engineer"

PMU, Bridge Improvement in Uttarakhand (BIIU)-ADB

Job Title:	Bridge Design Engineer PMU, BIIU Uttarakhand, Dehradun
Location:	PMU,BIIU,ADB,PWD Uttarakhand, Dehradun
Number of Post:	2
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Project Director, Additional Project Director, Reporting Officer
Responsible for:	Designs, review of designs and joint supervision of bridges and its components and capacity building of BIIU Engineers.

Background:

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So, the project will focus on the up gradation of Class "B" loading Bridges by means of new construction or retrofiting, 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. The project has been classified under Category "A" for Social and Environment Safeguard Policy by ADB

Purpose of the Job:

To provide technical expertise in bridge design, review, and construction supervision for bridge improvement, retrofiting, and reconstruction works under the BIU Project, ensuring compliance with IRC standards, seismic requirements, climate-resilient design principles, and international best practices.

Person Specification:

- The minimum qualification should be **Post Graduation in Structural Engineering.**
- Experience- At least **10 years** of total professional experience and having a minimum 8 years of experience in Bridge Design and Engineering. Independently handled the design work of at least 5 bridges minimum span of 50 mtrs. .
- Experience in the design, review, assessment, retrofitting, and strengthening of bridges in hilly and mountainous terrain, including consideration of seismic effects, slope stability, geotechnical challenges, hydraulic conditions, and climate-resilient design measures, shall be highly desirable. The candidate shall possess working knowledge and hands-on experience in the use of latest bridge and structural analysis/design software and structural design tools, for the analysis, design, assessment, and rehabilitation of bridge structures. Familiarity with ADB policies, safeguard requirements, and climate-resilient infrastructure design shall be desirable.
- 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 BIU, as well as to interact effectively with senior management and with other units around results.

Scope of Work:

- a) Responsible for ensuring that all designs produced are in accordance with the requirements for completeness, accuracy, constructability, and compliance to seismic requirements of the relevant IRC code and prevalent life safety codes,

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- b) To check and review the Design Philosophy / Design Basis Report of various components of the scheme and to determine the use of appropriate National/International codes of practices, standards and specifications adopted for bridge design.
- c) To check and review the adequacy of design for various components of bridge e.g. foundation, substructure and superstructure keeping in view increased durability and long term serviceability as per Indian and International codes and practices.
- d) Review designs, specifications, construction methodologies, and technical submissions prepared by consultants and contractors.
- e) Verifying data input / load calculations and structural calculations for all components of the scheme and give the comparative statements of differences, if any, between the Design Consultant's output and their own results with an explanatory note wherever so required.
- f) To check and review the detailed seismic analysis and design of the bridge as per relevant Indian / IRC and International Codes.
- g) Conduct and manage bridge inspections to ensure that the bridge is constructed as per IRC codal Provisions and assess structural performance, safety, durability, and seismic adequacy.
- h) To check and review the sequence and methodology of construction.
- i) To check and review the revision in design / drawings of any structure due to change in site conditions or any other valid reason.
- j) To check and review the design and drawings of supporting structures, temporary structures, if required.
- k) Provide technical advice and recommendations to PMU on bridge engineering, construction, maintenance, and rehabilitation matters, as and when required and give their specific opinion / comments.
- l) To attend the special review meetings as and when required.
- m) To review the Geotechnical data and comment on the safe bearing capacity (SBC) proposed by the design consultant / contractor.
- n) To check the type of bearings and expansion joints along with load data and ensure their adequacy including installation details and provision for their replacement/ maintenance etc.
- o) To study and review the of the data like topographical survey, litho logical survey, Geological Investigation Report and Design Basis Note.
- p) Raise the PWD's capacity and awareness on international standards for bridge and structures design, construction and maintenance.
- q) Undertake bridge condition assessments and support construction supervision activities to ensure compliance with approved designs and specifications..
- r) Conduct regular visits to the project sites and report on the progress to the reporting officer.
- s) Design of structural drawings, from schematic design through to working drawings; preparing and coordinating structural specifications and compile the final design package (Drawings, specifications, design analysis, design calculations, and bills of quantities.) in close coordination with the field units.
- t) Provide code analysis for each bridge.
- u) Review and approve structural assessment reports and identify rehabilitation, strengthening, and retrofitting requirements for existing bridges.
- v) Review and verify retrofitting and strengthening designs to ensure compliance with IRC codes, seismic requirements, and climate-resilient design standards.

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- w) Assess the adequacy of retrofit measures for foundations, substructures, superstructures, bearings, and expansion joints to improve load-carrying capacity and service life.
- x) Review construction methodologies and sequencing for bridge rehabilitation and retrofitting works to ensure safe and efficient implementation.
- y) Monitor and supervise retrofitting works during construction and ensure compliance with approved designs, specifications, and quality standards.
- z) Provide technical guidance to PMU and field engineers on bridge inspection, condition assessment, maintenance, rehabilitation, and retrofitting practices.
- aa) Coordinate schedule of drawings for contract documents.
- ab) Liaise and coordinate with THDC India Limited and other relevant stakeholders on matters related to bridge design, construction, approvals, technical reviews, and project implementation.
- ac) Liaise closely with the Project Implementation Units (PIUs) and provide technical guidance, on-the-job support, and capacity-building initiatives to strengthen the technical capabilities of PIU engineers and staff in bridge design, construction supervision, quality assurance, maintenance, and asset management.
- ad) Undertake regular site visits to bridge project locations to monitor progress of works, verify compliance with approved drawings, specifications, construction methodologies, and quality assurance requirements, and provide recommendations for corrective actions where necessary.
- ae) Monitor and assess the quality of construction materials, workmanship, and construction practices to ensure compliance with applicable IRC standards, contract specifications, and approved quality control procedures.
- af) Plan, supervise, witness, and evaluate static and dynamic load testing of bridges in accordance with relevant IRC codes, standards, and approved testing protocols.
- ag) Review, analyze, and interpret bridge load test data and reports to assess structural performance, load-carrying capacity, serviceability, and compliance with design requirements, and recommend remedial measures wherever required.

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**Terms of References
of
Bio Engineering Expert**

PMU, Bridge Improvement in Uttarakhand (BIU)-ADB

Job Title:	Bio Engineering Expert, PMU, BIU Uttarakhand, Dehradun
Location:	PMU, BIU, ADB, PWD Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Project Director, Additional Project Director, Reporting Officer
Responsible for:	Formulation and implementation of use of vegetative measures and small civil engineering structures to ensure the success of Project activities (civil works).

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. Uttarakhand 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. Up gradation 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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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. The project has been classified under Category "A" for Social and Environment Safeguard Policy by ADB

Purpose of the Job:

Bio-engineering expert will provide strategic and technical expertise to civil works of the project through the use of vegetative measures and small civil engineering that effectively enhance the quality of the project.

Person Specification:

- Minimum qualification should be **Master's Degree in Environmental Science, Forestry and Bachelor's in Civil Engineering or related field.**
- Experience- At least **07 years** of related experience in nature-based solution development with Central Government/ State Government Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.
- Experience/familiarity with the Asian Development Bank guidelines will be an advantage.
- Able to demonstrate IT skills including experience of MS Word, Excel, 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) Development of Bio-engineering suitability checklist covering land, slope, soil.

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hydro-geology parameters for guiding and decision-making process to stabilize erosion-prone slopes.

- b) Assist in documenting best practices from the sector to stabilize erosion-prone slopes; landslides, debris disposal sites along the RoW (Right Of Way) boundaries especially from fragile/Himalayan region.
- c) Assessment and design of slope failure treatments (for natural as well as man-induced failures) for such sites.
- d) Development of guidelines for minimizing man-induced instabilities.
- e) Oversee the preparation of Bio-Engineering Solution Manual for the project.
- f) Review Quality control and quality assurance measures frequently for ongoing and completed bio-engineering works.
- g) Edit the reports, research articles, thesis, and other documents as and when required by the PMU.
- h) Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the PMU for the ADB etc.
- i) Participate in periodic training organized for the PMU
- j) Ensure compliance with the ADB safeguards/guidelines.
- k) Provide guidance and support in establishing efficient grievances redressal mechanism.
- l) Coordinate and liaise with relevant stakeholders, including THDC India Limited, the Forest Department, and other concerned government agencies, to facilitate approvals, clearances, technical coordination, and effective implementation of bio-engineering interventions under the project.
- m) Conduct site-specific ecological and environmental assessments and prepare technical reports identifying suitable native plant, shrub, grass, and vegetative species for slope stabilization, erosion control, habitat restoration, and long-term ecological sustainability.
- n) Develop and implement a community participation framework for bio-engineering interventions, promoting the involvement of local communities, self-help groups, and stakeholders in the planning, implementation, and maintenance of nature-based solutions for erosion control and environmental conservation.
- o) Liaise and coordinate regularly with the Project Implementation Units (PIUs), consultants, contractors, and other project stakeholders to ensure effective planning, execution, monitoring, and reporting of bio-engineering activities.
- p) Undertake regular field visits to project sites, including bridge locations, landslide treatment zones, and erosion-prone areas, to monitor progress, assess the effectiveness of bio-engineering measures, verify compliance with approved designs and environmental safeguards, and recommend corrective actions where necessary.
- q) Any other relevant work as and when required.

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**Terms of References
For
"Geotechnical Engineer"**

PMU, Bridge Improvement in Uttarakhand (BIIU)-ADB

Job Title: Geotechnical Engineer PMU, BIIU Uttarakhand, Dehradun
Location: PMU, BIIU, ADB, PWD Uttarakhand, Dehradun
Number of Post: 1
Contract term: One year with possibility for extension
Start date: Immediately
Responsible to: Project Director, Additional Project Director, Reporting Officer
Responsible for: Designs, review of designs and joint supervision of bridges and its components and capacity building of BIIU Engineers.

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. Uttarakhand 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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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. The project has been classified under Category "A" for Social and Environment Safeguard Policy by ADB

Purpose of the Job:

To provide expert geotechnical engineering support to the PMU for planning, design review, construction supervision, and quality assurance of bridge and slope stabilization interventions under the Bridge Improvement in Uttarakhand (BIIU) Project. The Geotechnical Engineer shall ensure that geotechnical investigations, foundation systems, and landslide mitigation measures are technically sound, disaster-resilient, climate-responsive, and compliant with ADB requirements, relevant IRC/IS standards, and international best practices while strengthening the technical capacity of PWD/BIIU personnel.

Person Specification:

- The minimum qualification should be **Post Graduation in Geotechnical Engineering.**
- Experience- At least **10 years** of total professional experience and having a minimum of 8 years of experience in geotech investigations in the construction of bridges or similar projects and have at least experience of 5 similar projects in Geo Tech analysis of similar topographic conditions.
- Experience in geotechnical investigations, foundation design, and bridge engineering projects in hilly and mountainous regions, preferably in the Himalayan terrain or similar geologically challenging environments is desirable.
- Proven experience in the interpretation of geological and geotechnical investigation data, including borehole investigations, geophysical surveys, and slope stability assessments.
- Familiarity with ADB policies, safeguard requirements, and climate-resilient infrastructure design shall be desirable.
- 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 BIUU, as well as to interact effectively with senior management and with other units around results.

Scope of Work:

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- a) Review and verify geotechnical investigation reports, borehole data, field and laboratory test results for bridge and slope stabilization projects.
- b) Review foundation recommendations, bearing capacity assessments, settlement analyses, and geotechnical design parameters for bridge structures.
- c) Assess the suitability of foundation systems including open foundations, pile foundations, well foundations, and deep foundations.
- d) Assess geotechnical conditions affecting existing bridges and recommend suitable foundation strengthening, rehabilitation, and retrofitting measures.
- e) Review geotechnical aspects of bridge rehabilitation and load-capacity enhancement works.
- f) Review and recommend stabilization measures for landslide-prone areas, hill slopes, retaining structures, rock fall protection, and erosion control works.
- g) Evaluate slope stability analyses and mitigation measures to ensure long-term safety and resilience.
- h) Conduct site visits and monitor geotechnical and foundation works to ensure compliance with approved designs and specifications.
- i) Provide technical advice on unforeseen ground conditions, foundation issues, slope failures, and construction-related geotechnical challenges.
- j) Provide technical support to PMU on geotechnical engineering matters and participate in technical review meetings.
- k) Conduct knowledge-sharing and capacity-building activities for PWD/BIIU engineers on geotechnical investigations, foundation engineering, slope stabilization, and bridge rehabilitation practices.
- l) Liaise and coordinate closely with THDC, Geologists and other relevant stakeholders on geotechnical, foundation, and slope stabilization matters to facilitate timely review, approvals, and effective project implementation.
- m) Liaise with Project Implementation Units (PIUs) and provide technical guidance, training, and capacity-building support to enhance institutional capabilities in geotechnical investigations, foundation engineering, and slope stabilization practices.
- n) Work in close coordination with the Bridge Design Engineer and other technical specialists to ensure that geotechnical recommendations are fully integrated into bridge planning, design, construction, rehabilitation, and retrofitting activities.
- o) Review, analyze, and validate geological and geotechnical investigation reports, including subsurface exploration data, geophysical surveys, borehole logs, laboratory test results, and geological hazard assessments.
- p) Plan, supervise, review, and interpret confirmatory borehole investigations and associated field and laboratory testing programs to verify design assumptions and optimize foundation solutions.
- q) Evaluate and recommend the application of advanced geotechnical investigation techniques, innovative foundation systems, modern testing methodologies, and emerging technologies relevant to bridge and slope stabilization projects in mountainous terrain.
- r) Undertake regular site inspections to monitor geotechnical and foundation works, verify construction quality, assess compliance with approved drawings, specifications, and contractual requirements, and recommend corrective actions where necessary.

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s) Provide technical inputs for risk assessment and mitigation of geotechnical hazards, including landslides, rockfalls, slope instability, erosion, seismic impacts, and other terrain-related challenges affecting bridge infrastructure.

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**Terms of References
of
"Legal Expert"
PMU, Bridge Improvement in Uttarakhand (BIIU)-ADB**

Job Title: Legal Expert, PMU, BIJU Uttarakhand, Dehradun
Location: PMU, BIJU, ADB, PWD Uttarakhand, Dehradun
Number of Post: 1
Contract term: One year with possibility for extension
Start date: Immediately
Responsible to: Reporting Officer, Project Director, Additional Project Director
Responsible for: Providing legal advisory services, contract management support, dispute resolution, statutory compliance, and legal risk management for bridge improvement, rehabilitation, reconstruction, landslide stabilization, procurement, and institutional strengthening activities under the BIJU Project.

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. Uttarakhand 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. Up gradation 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 Uttarakhand (BIJU) 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

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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:

To provide legal expertise and advisory support to the PMU for effective implementation of the Bridge Improvement in Uttarakhand (BIIU) Project by ensuring compliance with applicable laws, contractual obligations, procurement regulations, land acquisition and statutory requirements, and ADB policies. The Legal Expert shall support contract administration, dispute resolution, legal due diligence, risk mitigation, and institutional capacity building to facilitate timely and legally compliant project execution.

Person Specification:

- Qualification- Bachelor's in law and preferably master's in Law
- Experience- At least **07 years** of related experience in Contract Management & dispute resolution, arbitration and conciliation with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.
- Experience in drafting, reviewing, and managing contracts, agreements, MoUs, tender documents, and consultancy agreements.
- Demonstrated experience in handling and representing matters before courts, tribunals, arbitration panels, and quasi-judicial authorities related to infrastructure, procurement, and contract management.
- Sound knowledge of the latest Central Vigilance Commission (CVC) Guidelines, Government procurement procedures, contract administration practices, and vigilance requirements applicable to public sector and externally aided projects.
- Proven experience in legal advisory services related to dispute resolution, arbitration, conciliation, and contract enforcement in infrastructure projects.
- Familiarity with Government procurement procedures, contract management practices, arbitration proceedings, and dispute resolution mechanisms.
- Familiarity with ADB policies, procurement regulations, safeguard requirements, and externally aided projects shall be desirable.
- Knowledge of relevant laws including Contract Law, Arbitration Law, Land Acquisition, Environmental Regulations, Labour Laws, and other statutory requirements applicable to infrastructure projects.
- Willingness to travel and work in remote and hilly areas as required.
- Demonstrated IT skills including MS Word, MS Excel, and MS PowerPoint.
- Proficiency in English and Hindi and ability to prepare legal opinions, reports, and correspondence in both languages.

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Scope of Work:

- a) Provide legal advice and support to the PMU on all legal matters related to project implementation.
- b) Review, draft, and vet contracts, agreements, procurement documents, consultancy agreements, and other legal documents related to the project.
- c) Advise the PMU on contractual obligations, risk allocation, claims management, and compliance with applicable laws and regulations.
- d) Assist in resolving contractual disputes, claims, arbitration matters, and litigation arising during project implementation.
- e) Provide legal support on procurement processes and ensure compliance with Government and ADB procurement requirements.
- f) Review legal aspects related to land acquisition, right-of-way issues, statutory approvals, environmental clearances, and other regulatory requirements.
- g) Identify legal risks affecting project implementation and recommend appropriate mitigation measures.
- h) Coordinate with government departments, legal authorities, consultants, contractors, and other stakeholders on legal and contractual matters.
- i) Assist the PMU in responding to legal notices, court matters, arbitration proceedings, and dispute resolution processes.
- j) Maintain records of legal cases, contracts, agreements, and legal opinions related to the project.
- k) Support the PMU in ensuring compliance with applicable labour laws, environmental laws, safety regulations, and statutory obligations.
- l) Provide legal inputs during project review meetings and procurement evaluations, as required.
- m) Conduct training, knowledge-sharing, and capacity-building programs for PWD/BIIU officers on contract management, procurement compliance, dispute avoidance, and legal risk management.
- n) Perform any other legal and contractual functions assigned by the Project Director for successful implementation of the BIIU Project.
- o) Work closely with the PMU/PIU and provide continuous legal guidance and support for effective project implementation, compliance management, and institutional capacity strengthening.
- p) Conduct training, workshops, and capacity-building programs for PMU/PIU personnel on legal compliance, contract administration, dispute avoidance, procurement regulations, arbitration procedures, and risk management.
- q) Coordinate and work in close collaboration with the Contract Management Expert and Procurement Expert to ensure legal compliance in procurement processes, contract administration, claims management, and project execution.
- r) Provide strategic legal support for the prevention, management, and resolution of contractual disputes through negotiation, mediation, conciliation, adjudication, and arbitration mechanisms.

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- s) Assist in the preparation, review, and defense of claims, counterclaims, arbitration submissions, legal notices, and court pleadings to safeguard the interests of the Project and Government.

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**Terms of References
For
“Procurement Expert”**

PMU, Bridge Improvement in Uttarakhand (BIIU)-ADB

Job Title: Procurement Expert , PMU, BIJU Uttarakhand, Dehradun
Location: PMU, BIJU, ADB, PWD Uttarakhand, Dehradun
Number of Post: 1
Contract term: One year with possibility for extension
Start date: Immediately
Responsible to: Project Director, Additional Project Director, Finance Controller/
Reporting Officer
Responsible for: Lead and support the entire procurement life cycle for all goods and
services that the PMU/ PIU procures.

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. Uttarakhand 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:

Procurement Expert will understand, and provide technical guidance and oversight of the procurement function to all levels of staff and management

Person Specification:

- The minimum qualification should be **Bachelor's in Engineering/ Technology.**
- Experience- At least **07 years** of related experience in the procurement of goods, civil works, and services with Central Government/ State organization / Externally aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.
- Familiarity with the Asian Development Bank procurement guidelines will be an advantage.
- Sound knowledge of Uttarakhand Procurement Rules, 2025, and General Financial Rules (GFR), 2017 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:

1. Assist the PMU in planning, managing, and implementing procurement activities for works, goods, non-consulting services, and consulting services under the project in accordance with ADB Procurement Policy (2017), Procurement Regulations for ADB Borrowers, and applicable Government rules.
2. Prepare, update, and monitor the Project Procurement Plan and ensure timely implementation of procurement activities in line with the approved project schedule.

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3. Prepare and review procurement documents including Expressions of Interest (EOIs), Requests for Proposals (RFPs), bidding documents, requests for quotations, bid notices, and contract award recommendations.
4. Advise the PMU on appropriate procurement methods, packaging strategies, market approaches, and procurement scheduling to achieve economy, efficiency, fairness, transparency, quality, and value for money.
5. Coordinate and manage procurement processes from initiation to contract award, including advertisement, issuance of documents, pre-bid meetings, clarifications, bid opening, evaluation, and award recommendations.
6. Support bid/proposal evaluation committees in conducting evaluations and preparing evaluation reports in accordance with ADB requirements and approved evaluation criteria.
7. Facilitate submission of procurement documents, evaluation reports, and contract award recommendations to ADB for review and no-objection, as applicable.
8. Ensure that all procurement activities comply with the provisions of the Financing Agreement, Project Administration Manual, ADB procurement requirements, and applicable government regulations.
9. Maintain complete and updated procurement records, procurement databases, contract award information, and documentation for audit and review purposes.
10. Monitor procurement progress against approved procurement plans and identify delays, bottlenecks, and corrective actions required for timely completion of procurement activities.
11. Prepare monthly, quarterly, semi-annual, and annual procurement progress reports for submission to PMU management, Government agencies, and ADB.
12. Support procurement-related missions, reviews, post reviews, audits, and inspections conducted by ADB, Government agencies, and external auditors.
13. Assist in contract administration matters related to procurement compliance, including contract amendments, extensions, variations, and performance securities, as required.
14. Provide procurement advice and capacity-building support to PMU, PIU, and project staff on ADB procurement policies, procedures, and best practices.
15. Coordinate with technical, financial, safeguards, and project implementation teams to ensure effective procurement planning and timely project implementation.
16. Identify procurement-related risks and recommend mitigation measures to ensure compliance, transparency, and achievement of project objectives.
17. Perform any other procurement-related duties assigned by the Project Director, Additional Project Director, or authorized PMU officials for successful implementation of the project.
18. Assist PMU in negotiating contract terms and conditions ensuring that they are as favourable to Projects interests as possible, minimize risk and follow applicable laws,

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regulations, policies and procedures as per ADB procurement policy 2017, ADB procurement directives 2026 and Uttarakhand procurement rules 2025.

19. Provide day-to-day procurement administration support and manage and administer the full life cycle of the procurement processes.
20. Developing and maintaining procedures for the effective control of project execution and establishing project accounting procedures to ensure cost control.
21. Provide expert advice on contractual dispute resolution mechanisms, including arbitration provisions, claims management, dispute avoidance, and interpretation of arbitration clauses in accordance with applicable laws, contract conditions, and best practices.
22. Work in close coordination with the Contract Management Expert to ensure seamless integration of procurement and contract administration functions, including contract execution, variations, claims, dispute management, compliance monitoring, and performance management throughout the project lifecycle.
23. Conduct and Participate in periodic training of the PIU staff.

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Terms of References
For
"Contract Management Expert"

PMU, Bridge Improvement in Uttarakhand (BIIU)-ADB

Job Title: Contract Management Expert PMU, BIIU Uttarakhand, Dehradun
Location: PMU,BIIU,ADB,PWD Uttarakhand, Dehradun
Number of Post: 1
Contract term: One year with possibility for extension
Start date: Immediately
Responsible to: Project Director, Additional Project Director, Reporting Officer
Responsible for: Responsible for forming and monitoring project contracts, managing variations, claims, payments, disputes, and contract close-out activities, while ensuring compliance with ADB and government contractual requirements..

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. Uttarakhand 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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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. The project has been classified under Category "A" for Social and Environment Safeguard Policy by ADB

Purpose of the Job:

The Contract Management Expert shall be responsible for contract administration and management of all civil works, consultancy, goods, and service contracts under the BIIU Project. The expert shall ensure effective implementation of contractual provisions, management of variations, claims, disputes, payments, and contract close-out activities in compliance with ADB Procurement Regulations, Government procedures, and applicable contract conditions.

Person Specification:

- The minimum qualification should be **Bachelor's in Engineering/Technology**
- Experience- At least **07 years** of related experience in contract management and deal with the legal issues and arbitration regarding procurement of works, goods and services with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations / International NGOs/ Reputed Corporate Organizations.
- Familiarity with the Asian Development Bank safeguards/guidelines will be an advantage.
- Demonstrated knowledge of FIDIC Conditions of Contract and contract administration procedures.
- Experience in handling contractual claims, extension of time (EOT), dispute resolution, and arbitration matters.
- 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.

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Scope of Work:

- a) Manage and administer all project contracts during implementation in accordance with contract conditions, Government regulations, and ADB Procurement Policy and Procurement Regulations.
- b) Monitor contractors', consultants', and suppliers' compliance with contractual obligations, deliverables, timelines, quality requirements, and performance standards.
- c) Review and process contract variations, change orders, extensions of time, and other contractual amendments, ensuring proper approvals and documentation.
- d) Monitor contract progress, identify potential delays, claims, disputes, and contractual risks, and recommend appropriate corrective measures.
- e) Review contractors' claims and contractual correspondence and advise the PMU on contractual entitlements and obligations.
- f) Maintain complete contract records, including contract registers, variation orders, claims, payment records, and contractual communications.
- g) Support certification and verification of interim and final payments in coordination with technical and financial teams.
- h) Assist in dispute avoidance and resolution, including preparation of documentation related to claims, arbitration, adjudication, or other contractual proceedings.
- i) Prepare periodic contract management reports on contract performance, variations, claims, risks, and implementation status for submission to PMU management and ADB.
- j) Support contract close-out activities, including final accounts, completion certificates, defect liability monitoring, and final acceptance of works.
- k) Perform any other contract management-related duties assigned by the Program Director for effective implementation of the project.
- l) Provide day-to-day contract administration support and manage and administer the full life cycle of the contract processes.
- m) Draft complex legally binding contracts, agreements, or instruments such as non-disclosure, teaming and lease agreements, purchase orders, contracts and subcontracts utilizing both custom and standard terms and conditions.
- n) Assist PMU in negotiating contract terms and conditions ensuring that they are as favourable to Projects interests as possible, minimize risk and follow applicable laws, regulations, policies and procedures.
- o) Supervising the commissioning of the project and recommending the issuance of provisional or final acceptance certificates after compliance of all contractual obligations by the contractors.
- p) To keep progress of contract activities against contract schedules, highlight variations in progress, record reasons and identify remedial actions, if any.

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- q) Conduct and Participate in periodic training of the PIU staff.
- r) Ensure compliance with the ADB guidelines.
- s) Any other relevant work as and when required.
- t) Administer and manage contracts in accordance with the applicable FIDIC Conditions of Contract and ensure proper interpretation and application of contractual provisions during project implementation.
- u) Review and advise the PMU on matters related to FIDIC contract administration, including Engineer's instructions, claims, variations, Extension of Time (EOT), suspension, termination, defects liability, and dispute resolution procedures.
- v) Evaluate contractors' claims under FIDIC provisions and provide recommendations regarding entitlement, contractual obligations, risk allocation, and financial implications.
- w) Utilize project planning, scheduling, and monitoring tools such as MS Project, Primavera P6, Critical Path Method (CPM), and Program Evaluation and Review Technique (PERT) to monitor contractual milestones, identify schedule risks, assess delays, and support timely project delivery.
- x) Work in close coordination with the Procurement Management Expert to ensure alignment between procurement activities, contract administration, bid documents, contractual obligations, and project implementation requirements in accordance with ADB and Government guidelines.
- y) Support the capacity building of PMU/PIU personnel through structured training, mentoring, and knowledge-sharing initiatives on contract management, procurement procedures, claims management, FIDIC provisions, documentation, dispute resolution mechanisms, and contract administration best practices.

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Terms of References
of
Disaster Management Specialist/ Specialist Training IRS

PMU, Bridge Improvement in Uttarakhand (BIIU)-ADB

Job Title: Disaster Management Specialist/ Specialist Training IRS, PMU, BIJU
Uttarakhand, Dehradun
Location: PMU, BIJU, ADB, PWD Uttarakhand, Dehradun
Number of Post: 1
Contract term: One year with possibility for extension
Start date: Immediately
Responsible to: Reporting Officer, Project Director, Additional Project Director
Responsible for: Providing advice, expertise, and technical support to integrate Disaster Management in BIJU project.

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 & bridge 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. Uttarakhand 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 Disaster Management Specialist/IRS Expert shall provide technical advice, expertise, and operational support for integrating disaster risk management and climate resilience measures into the BIU Project in accordance with the Government of India regulations and Asian Development Bank (ADB) policies and safeguard requirements. The Specialist shall also be responsible for the effective implementation and management of the Incident Response System (IRS), including the development, operationalization, and monitoring of incident response frameworks, emergency preparedness and response plans, capacity-building initiatives, and coordination mechanisms. The role will ensure transparency, accountability, and effective internal control systems to strengthen disaster preparedness, emergency response, and institutional resilience across the project.

Person Specification:

- Minimum qualification should be Masters in Disaster management/ Environment Science/ Earth Science/ Forestry/ Atmospheric Science or related field.
- Experience- At least 03 years of related experience in Disaster Management Planning & operations, experience in IT-based incident response management with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.
- Working knowledge of GIS-based applications, hazard zoning, vulnerability assessment, and spatial risk analysis tools.
- Experience in preparing and evaluating Climate Risk Assessment (CRA) reports and integrating climate adaptation measures into infrastructure projects.
- Proficiency /experience/familiarity with the Asian Development Bank 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) Provide technical inputs to the review and update of ADB policy and strategies on Disaster Risk Management.
- b) Provide technical advice on integrating Disaster Management considerations in programs and projects.
- c) Lead technical support to operations departments on the development of Disaster Management projects, including participation in project team.
- d) Lead technical support to operations departments in processing emergency assistance-

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- related support in the aftermath of a disaster.
- e) Supporting operations department access resources for Disaster Management from the BIIU project fund.
 - f) Take a lead role in managing implementation of fund and in exploring mobilization of external resources for BIIU project.
 - g) Providing conceptual and operational leadership on the Disaster Management themes under BIIU project.
 - h) Work closely with other PIU's to address any challenges.
 - i) Prepare and implement plan for Disaster Management, and train/orient the project PIU staff.
 - j) Ensure that disaster management standards are translated, disclosed, and disseminated to PIU's.
 - k) Conduct consultative meetings with relevant stakeholders to discuss site specific disaster risk management issues of sub-project and get feedback from the participants to address it in a systematic manner.
 - l) Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within PIU, for the Asian Development Bank etc.
 - m) Ensure compliance with the ADB safeguards/guidelines.
 - n) Coordinate with national and international agencies for the exchange of expertise and knowledge, as well as the alignment of disaster management best practices.
 - o) Carry out tasks as directed by the program manager, ensuring that disaster management remains at the forefront of the project.
- p) Organize mock exercise for natural and man-made disasters to enhance capacity building and preparedness efforts.
 - q) Conduct mock exercise for various types of disasters based on the project's calendar.
 - r) Develop a strategy to institutionalize capacity building, preparedness, and response in disaster-prone states and district.
 - s) Sensitize and enhance the capacity of disaster response teams at both the SDMA and DDMA. Ensure understanding and incorporation of Incident Response System (IRS) principles by stakeholders.
 - t) Conduct awareness programs in leading training institutions within the state, focusing on disaster management upon request.
 - u) Examine disaster response plans prepared by the ministry, state, and district administrations submitted to the project to verify the incorporation of IRS principles and provide recommendations as necessary.
 - v) Conduct research and document the adherence to IRS principles during disasters, ensuring that they were followed effectively.
 - w) Create case studies that document the implementation of IRS and distribute them among stakeholders for future reference and learning.
 - x) Provide technical support in the development of IRS training modules and ensure the incorporation of IRS principles into these modules.
 - y) Verify the implementation of the summary of Action Plan based on IRS guidelines by state and district administrations and offer necessary support.
 - z) Coordinate and organize mass awareness campaigns and sensitization programs on IRS principles among various stakeholders, including NGOs, CBOs, NCC, NSS, NYKS, volunteers, and the corporate sector.
 - aa) Draft periodic progress reports as per required to document the advancements and outcomes of IRS implementation.
 - ab) Perform any other duties as directed by the Program Manager to support the project's overall objectives and operations.
 - ac) Liaise and coordinate with the District Disaster Management Authority (DDMA),

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Uttarakhand Landslide Mitigation and Management Centre (ULMMC), India Meteorological Department (IMD), THDC India Limited, and other relevant agencies to facilitate effective disaster risk management, information sharing, and coordinated emergency response within the project area.

- ad) Work closely with the Project Implementation Units (PIUs) to strengthen institutional capacity through structured training programs, technical guidance, workshops, and knowledge-sharing initiatives related to disaster risk reduction, climate resilience, and emergency preparedness.
- ae) Develop, review, and periodically update comprehensive Disaster Risk Mitigation and Emergency Response Plans addressing floods, earthquakes, landslides, cloudbursts, extreme weather events, and other natural hazards affecting project infrastructure and surrounding communities.
- af) Design and conduct disaster preparedness and emergency response training programs for contractors, construction workers, and field personnel, including evacuation procedures, first-response actions, occupational safety measures, and incident reporting protocols.
- ag) Plan and implement community-based disaster awareness and preparedness programs in schools, local communities, residential societies, and other stakeholder groups to enhance public understanding of disaster risks and response mechanisms.
- ah) Undertake hazard zonation, vulnerability mapping, and risk assessment studies using scientific methodologies and geospatial techniques to identify disaster-prone areas and recommend appropriate risk reduction and mitigation measures.
- ai) Support the development of disaster-resilient infrastructure planning frameworks and strategies aimed at reducing exposure and vulnerability to natural hazards across project locations.
- aj) Prepare, review, and assess Climate Risk Assessment (CRA) reports for project interventions, incorporating climate projections, hazard analysis, vulnerability assessment, adaptation measures, and resilience-building recommendations in accordance with national and international best practices.
- ak) Apply Geographic Information System (GIS)-based tools and applications for hazard mapping, risk analysis, monitoring, decision support, and disaster management planning. Experience with GIS-based disaster risk assessment and spatial analysis shall be desirable.
- al) Collaborate closely with Bridge Engineers, Geotechnical Engineers, and other technical specialists to integrate disaster resilience, climate adaptation, slope stability, and risk mitigation measures into the planning, design, construction, retrofitting, and maintenance of project infrastructure.
- am) Provide technical inputs for assessing the disaster resilience of bridges and associated infrastructure in mountainous and hazard-prone regions, ensuring compliance with relevant national standards, codes, and best engineering practices.

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Annex

**Terms of References
For
Personal Assistant / Stenographer**

PMU, Bridge Improvement in Uttarakhand (BIU)-ADB

Job Title: Personal Assistant / Stenographer, PMU, BIU, 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:

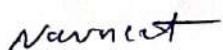
Uttarakhand is a land of steep Himalayan Mountains, dense perennial river networks, home to a host of pilgrim and tourist places, attracting thousands of people from across the world. Uttarakhand State Public Works Department (PWD) is maintaining 33046.57 km length of different category of roads & 3564 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. Uttarakhand 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 Uttarakhand (BIU) 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. The project has been classified under Category "A" for Social and Environment Safeguard Policy by ADB.

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. 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- Minimum 3 years of experience with Central Govt/State Govt/Public sector organizations/Externally Aided Project (EAP) / Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.

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.

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Bridge Improvement in Uttarakhand (BIIU)

Engineer in Chief, PWD Office Campus, Yamuna Colony, Room- No 16, Dehradun, Pin code 248001

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	<i>Email Id : (mandatory as all future communication will be on this contact number)</i>		
13	<i>Contact Mobile Number : (mandatory as all future communication will be on this contact number)</i>		
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 /
					From	To			Consolidated Salary
Total Experience:									

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://mis.pwduk.in/dms/lists-2/category/279-tenders> for any addendum (if there is any).
13. The applications received after **deadline 09/09/2026 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 to the office of the **Room No-16, PMU, BIIU, ADB, Office of Engineer in Chief, PWD , Yamuna Colony, Dehradun, Pin code 248001.**
14. **Guidelines for submission of application form:-**
 - Clear Subject Line on envelop: 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 with the application form.** 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 attach 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.
 - Please note that if the required supporting documents are not attached, candidature of the applicant will be cancelled.