

# ToR

| क्र० सं० | पद का नाम                                               | पात्रता की शर्तें (Eligibility Conditions)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| 1        | उप<br>महाप्रबन्धक<br>/<br>विशेष<br>कार्याधिकारी<br>(वन) | <p><b>Essential Experience:</b><br/> <b>Re-appointment:</b> Retired officer of Indian Forest Services or State Forest Service at level-12 (Maximum 64 Year Age) from Govt. Department.<br/> <b>Remuneration:</b><br/> On the basis of pay minus pension.<br/> <b>Note:-</b> All conditions will be applicable as per the relevant Government order (G.O)<br/> <b>Responsibilities:</b><br/> 1. Establish coordination between Forest Department and Board for identification of forest land and its disposal.<br/> 2. Collect necessary information for establishing land bank of the Board and make it available to higher officers.<br/> 3. Undertake land measurement work as specified.<br/> 4. Establish necessary correspondence and coordination for obtaining No Objection Certificate from Forest Department.<br/> 5. All other works which are specially allotted from higher level from time to time.</p>                                                                                                                                                                  |
| 2        | प्रबन्धक /<br>विशेष<br>कार्याधिकारी<br>(राजस्व)         | <p><b>Essential Experience:</b><br/> <b>Re-appointment:</b> Retired officer of Subordinate State Civil Services with atleast 3 years of experience in Revenue Dept/District Collectorate/Land settlement at level 10 (Maximum 64 Year Age) from Govt. Department.<br/> <b>Remuneration:</b><br/> On the basis of pay minus pension.<br/> <b>Note:-</b> All conditions will be applicable as per the relevant Government order (G.O)<br/> <b>Responsibilities:</b><br/> 1. Establish coordination between Revenue Department and Board for identification of revenue land and its disposal.<br/> 2. Collect necessary information for establishing land bank of the Board and make it available to higher officers.<br/> 3. Do the work of land measurement as specified.<br/> 4. Establish necessary correspondence and coordination for obtaining No Objection Certificate from Revenue Department.<br/> 5. All other works which are specially allotted from higher level from time to time.</p>                                                                                    |
| 3        | प्रबन्धक<br>(अभियन्त्रण<br>सिविल)                       | <p><b>Essential Experience:</b> Minimum 12 years experience in relevant field.<br/> <b>Academic Qualification:</b> BTech/B.E in Civil Engineering<br/> <b>Pay Package:</b> Maximum: Rs. 2,50,000 per month (With maximum annual increment 7 percent each year, subject to the satisfaction of the EC).<br/> <b>Terms of Employment:</b> Initial contract for 11 months. May be extended on the basis of performance<br/> <b>Responsibilities:</b><br/> 1-Estimate the quantities, costs and time scales for material and labour.<br/> 2- Knowledge of CPWD/PWD rules and regulations.<br/> 3- Responsible for preliminary planning, estimation, suspension execution and maintenance of infrastructure and construction of projects ensuring quality and adherence to standards.<br/> 4-Planning, conducting or suspending site investigations, topographic surveys and land demarcation.<br/> 5- Conducting on-site inspections and quality checks to ensure construction materials techniques and workmanship meet the necessary safety regulations and project specifications.</p> |
| 04       | सहायक<br>प्रबन्धक<br>(लेखा)                             | <p><b>Academic Qualification:</b> B. Com or equivalent<br/> <b>Experience:</b><br/> Minimum 5 years of experience as Accountant. Should have good knowledge of using accounting software like Tally. Should have experience of computing Income Tax and GST.)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

*Signature*  
Notal Officer  
UITDB



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|    |                                       | <p><b>Pay Package:</b> Maximum: Rs. 60,000 per month.</p> <p><b>Job Description Responsibilities</b></p> <p><b>Financial Record Keeping:</b></p> <ul style="list-style-type: none"> <li>• Maintain accurate and organized financial records, including ledgers, journals, and general accounting books</li> <li>• Record financial transactions and ensure they are classified correctly.</li> </ul> <p><b>Financial Reporting:</b></p> <ul style="list-style-type: none"> <li>• Prepare financial statements, including income statements, balance sheets, and cash flow statements, a regular basis.</li> <li>• Generate financial reports to provide insights into the organization's financial performance.</li> </ul> <p><b>Budgeting and Forecasting:</b></p> <ul style="list-style-type: none"> <li>• Assist in the development of budgets and financial forecasts.</li> <li>• Monitor actual financial results against budgets and provide analysis of variances.</li> </ul> <p><b>Accounts Payable:</b></p> <ul style="list-style-type: none"> <li>• Process invoices and vendor payments in a timely manner.</li> <li>• Verify the accuracy of invoices and ensure proper authorization for payments.</li> </ul> <p><b>Accounts Receivable:</b></p> <ul style="list-style-type: none"> <li>• Issue invoices to customers and clients.</li> <li>• Follow up on outstanding invoices and manage collections.</li> </ul> <p><b>Reconciliation:</b></p> <ul style="list-style-type: none"> <li>• Reconcile bank statements, accounts payable, and accounts receivable to ensure accuracy and identify discrepancies.</li> </ul> <p><b>Tax Compliance:</b></p> <ul style="list-style-type: none"> <li>• Prepare and file tax returns (e.g., income tax, GST) in compliance with relevant laws and regulations.</li> <li>• Keep up-to-date with changes in tax laws that may impact the organization.</li> </ul> <p><b>Auditing and Compliance:</b></p> <ul style="list-style-type: none"> <li>• Assist in internal and external audits by providing documentation and explanations as needed.</li> <li>• Ensure compliance with accounting standards, regulations, and company policies.</li> </ul> <p><b>Financial Analysis:</b></p> <ul style="list-style-type: none"> <li>• Analyze financial data and provide insights and recommendations to improve financial performance.</li> <li>• Identify cost-saving opportunities and areas for financial improvement.</li> </ul> <p><b>Financial Software and Tools:</b></p> <ul style="list-style-type: none"> <li>• Utilize accounting software and tools to streamline financial processes and improve efficiency.</li> </ul> <p>Recommend updates or improvements to financial systems.</p> <p><b>Terms of Employment:</b> Initial contract for 11 months. May be extended on the basis of performance.</p> |
| 05 | सहायक प्रबन्धक (प्लानिंग एण्ड डिजाइन) | <p><b>Academic Qualification:</b> BTech/ B.Anchor equivalent</p> <p><b>Experience:</b> Minimum 10 years of experience</p> <p><b>Pay Package:</b> Maximum: Rs. 1,25,000 per month (With maximum annual increment 7 percent each year, subject to the satisfaction of the EC).</p> <p><b>Job Description/Responsibilities</b></p> <p><b>Master Planning:</b></p> <ul style="list-style-type: none"> <li>• Assist in the development and maintenance of the PPP Projects master plan.</li> <li>• Collaborate with stakeholders to ensure alignment with long-term goals and market demand.</li> </ul> <p><b>Land Use Management:</b></p> <ul style="list-style-type: none"> <li>• Oversee the allocation and zoning of land within the estate, ensuring efficient land utilization.</li> <li>• Ensure compliance with local zoning regulations and government guidelines.</li> </ul> <p><b>Infrastructure Development:</b></p> <ul style="list-style-type: none"> <li>• Coordinate infrastructure development projects, including roads, utilities and drainage systems.</li> <li>• Monitor construction progress, budgets and quality standards.</li> </ul> <p><b>Environmental Compliance:</b></p> <ul style="list-style-type: none"> <li>• Ensure that environmental regulation and sustainability initiatives are integrated into estate planning and development.</li> <li>• Coordinate environmental impact assessments and mitigation strategies.</li> </ul> <p><b>Permitting and Approvals:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

*@Ketha*  
**Nodal Officer**  
**UITDB**

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|  | <ul style="list-style-type: none"> <li>• Liaise with regulatory authorities to obtain necessary permits and approvals for estate development and expansion.</li> <li>• Maintain an up to date understanding of regulatory changes affecting the estate.</li> </ul> <p><b>Feasibility Studies:</b></p> <ul style="list-style-type: none"> <li>• Conduct feasibility studies for proposed development projects within the estate.</li> <li>• Evaluate financial viability and potentials risks.</li> </ul> <p><b>Budget Management:</b></p> <ul style="list-style-type: none"> <li>• Assist in budget preparation and cost estimation for infrastructure and development projects.</li> <li>• Monitor expenses and ensure adherence to approval budgets.</li> </ul> <p><b>Stakeholder Engagement:</b></p> <ul style="list-style-type: none"> <li>• Collaborate with government agencies, tenants, contractors, and community stakeholders to facilities cooperation and compliance.</li> </ul> <p><b>Market Research:</b></p> <ul style="list-style-type: none"> <li>• Stay informed about market trends and demand for industrial properties.</li> <li>• Provide input on strategic decisions based on market analysis.</li> </ul> <p><b>Documentation and Reporting</b></p> <ul style="list-style-type: none"> <li>• Maintain accurate records of land use, development and regulatory compliance.</li> <li>• Prepare regular reports on planning and development activities.</li> </ul> <p><b>Other works as per allotted by M.D, UIIDB/Senior Officer(s).</b></p> <p><b>Terms of Employment:</b> Initial contract for 11 months. May be extended on the basis of performance.</p> |
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The eligible interested candidate has to apply in prescribed **format** and send their application with all required documents (soft copy) via email on [uiidbuk@gmail.com](mailto:uiidbuk@gmail.com) and hard copy on following address-



**Nodal Officer, UIIDB**

**4<sup>th</sup> Floor, Kapoor Tower,  
Opposite Gandhi Park,  
Dehradun-248001**



उत्तराखण्ड निवेश और आधारिक संरचना विकास बोर्ड (UIIDB)

चतुर्थ तल, कपूर टॉवर, 15-2 बी, राजपुर रोड़,

चुखुवाला, देहरादून, उत्तराखण्ड 248001

ई-मेल- [uiidb@gmail.com](mailto:uiidb@gmail.com)

Paste self-  
attested passport  
size photograph  
(स्वप्रमाणित  
छायाचित्र)

आवेदित पद का नाम (Name of Post Applied For) .....

1. आवेदक का नाम (Name of Applicant) .....

2. आवेदक के पिता/पति का नाम (Father/ Husband Name) .....

3. जन्म तिथि (Date of Birth)(DD/MM/YYYY) .....

4. लिंग (पुरुष/महिला) Gender (M/F) .....

5. राष्ट्रियता (Nationality) .....

6. स्थायी पता (Permanent Address) .....

7. पत्राचार का पूरा पता (Address for Correspondence) .....

8. मोबाइल नं० (Mobile No.) .....

9. ई-मेल (E-mail Address) .....

10. आवेदक के वर्तमान/पूर्व तैनाती के पदनाम तथा कार्यस्थल का पता (Address of current / immediate previous employer's office)

11. शैक्षिक अर्हता का विवरण (Details of Educational)\*

| परीक्षा उत्तीर्ण / डिग्री<br>का नाम<br>(Examination passed /<br>Name of Degree) | उत्तीर्ण होने<br>का वर्ष<br>(Year of<br>passing) | विश्वविद्यालय/<br>बोर्ड<br>(University/<br>Board) | मुख्य विषय<br>(Main Subjects) | प्राप्त अंकों का कुल<br>योग और प्रतिशत,<br>डिवीजन और<br>टिप्पणी, यदि कोई<br>हो<br>(Total aggregate &<br>percentage of marks<br>obtained, division<br>and remarks, if any) |
|---------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| हाई स्कूल<br>(Class X)                                                          |                                                  |                                                   |                               |                                                                                                                                                                           |

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|--------------------------------|--|--|--|--|
| इंटरमीडिएट<br>(Class XII)      |  |  |  |  |
| स्नातक<br>(Under Graduate)     |  |  |  |  |
| स्नातकोत्तर<br>(Post Graduate) |  |  |  |  |
| अन्य<br>(Others)               |  |  |  |  |

12. अनुभव (Details of experience (in chronological order))\* :-

| क्र०<br>सं०<br>(S.No) | विभाग का नाम<br>(Department<br>Name) | सेवा की अवधि<br>(Duration of<br>service) |                              | धारित पद<br>का नाम<br>(Name of<br>the post<br>held) | वेतनमान एवं ग्रेड<br>वेतन/वेतन<br>लेवल<br>(अनुबंध-आधारित<br>रोजगार के मामले<br>में, प्रति माह कुल<br>पारिश्रमिक)<br>(In case of<br>contractual<br>employment, total<br>remuneration per<br>month) | कार्य की प्रकृति<br>(Nature of work<br>) |
|-----------------------|--------------------------------------|------------------------------------------|------------------------------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
|                       |                                      | दिनांक<br>से<br>(From<br>Date)           | दिनांक<br>तक<br>(To<br>Date) |                                                     |                                                                                                                                                                                                   |                                          |
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13. अनुशासनात्मक कार्यवाही प्रचलित/लम्बित का विवरण (Details of Ongoing/Pending disciplinary proceedings)(In respect of deputation/re-employment)\*

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14. थाने अथवा न्यायालय में दर्ज अपराधिक मामलों का विवरण (Details of criminal cases registered in police station or court)\*

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15. अन्य उपलब्धियों/उल्लेखनीय कार्यों का विवरण (Any other achievements details)\* :-

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## घोषणा

मैं एतद्द्वारा यह घोषणा करता/करती हूँ कि मैंने उक्त पद के विज्ञापन में वर्णित पात्रता की समस्त शर्तें सावधानीपूर्वक पढ़ी हैं, जो मुझे मान्य हैं और मैं यह शर्तें पूरी करता/करती हूँ। इस आवेदन-पत्र में भरी गयी समस्त सूचनाएं/विवरण सत्य एवं सही हैं और मैंने इन सूचनाओं/विवरण में कोई तथ्य नहीं छिपाया है। किसी सूचना/विवरण के असत्य या गलत पाए जाने अथवा कोई तथ्य मेरे द्वारा छिपाया जाना, पाए जाने पर मेरा अभ्यर्थन स्वतः निरस्त माना जायेगा। यदि नियुक्ति किये जाने के उपरांत, ऐसी स्थिति प्रकाश में आये तो भी मेरी प्रतिनियुक्ति/पुनर्नियुक्ति स्वतः समाप्त समझी जाय।

मेरे विरुद्ध कोई अनुशासनात्मक कार्यवाही प्रचलित/लम्बित नहीं है। किसी थाने अथवा न्यायालय में कोई भी आपराधिक मामला दर्ज नहीं है और मैं किसी मामले में न्यायालय द्वारा दोषी करार नहीं दिया गया हूँ।

तिथि:-

स्थान:-

आवेदक का नाम

आवेदक के हस्ताक्षर

प्रतिनियुक्ति की दशा में नियंत्रक अधिकारी से अग्रसारण

मैं राज्य सरकार का नियमित/सेवा निवृत्त कर्मचारी हूँ और मैंने अपना मूल आवेदन-पत्र नियुक्ति प्राधिकारी को उचित माध्यम से दिनांक ..... को विधिवत अनापति प्रमाण-पत्र प्रदान करने हेतु प्रस्तुत कर दिया है (संलग्न)।

**\* Note :-** (Enclose a separate sheet, duly authenticated by your signatures, if the space below is insufficient)

1- Each Application should be supported by following documents:-

- Educational Qualification- Self-attested Copies of all qualification's claims.
- Self-attested Copy of all Relevant Work Experience claimed.
- Self-attested Copy of the last pay slip/PPO/Remuneration.