

**U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN & DIU**  
**PUBLIC WORKS DEPARTMENT, DNH & DD.,**  
**DAMAN**

PWD/DAMAN/WD-I/CONSULTANT/2025/ 8963

Date: 14 / 11 / 2025

**विज्ञापन/ADVERTISEMENT**

Public Works Department, UT Administration of Dadra & Nagar Haveli and Daman & Diu invites application from eligible and desirous retired government officers at the level of the level of Superintending Engineer and above having considerable experience of functioning of Government/ Ministries/ Department, for engagement as consultant on short term contract basis.

1.	Name of the post	Senior Consultant/ Technical Advisor – [Retired Personnel from Central/State Government/UT Administration/PSUs/Autonomous and Statutory Organizations]
2.	No. of Post	01 (One)
3.	Period of contract	Initially for 01 (One) year. The contract may be extended further for another 01 year upon satisfactory performance and mutual willingness.
4.	Job Location	U.T. of Dadra & Nagar Haveli and Daman & Diu. (The Head Quarter will be at Daman)
5.	Qualification specialized Knowledge Experience required.	<b><u>Possessing the following essential:</u></b> 5. Bachelor of Engineering in Civil OR Degree in same discipline. 6. Knowledge of speaking, reading and writing in Gujarati/Hindi/English. 7. Minimum Twenty-Five (25) years of experience as a civil engineer in the Central Government / State Governments / Semi Government Organizations / Union Territory Administration / Public Sector Undertakings / Autonomous and Statutory Organizations. <b>AND</b> 8. Minimum Five (05) years of experience as Superintending Engineer or equivalent in any of the Central/State Government/UT Administration/ PSU/ Autonomous and Statutory Organizations]
6.	Age criteria	Should be above 55 years of age and less than 65 years as on 31/10/2025.
7.	Remuneration.	Last Pay drawn (-) minus pension plus TA <ul style="list-style-type: none"><li>• Fixed remuneration.</li><li>• No Dearness Allowances.</li><li>• No HRA</li><li>• There will be no annual increment /percentage increase during the contract period.</li></ul>
8.	Scope of work	The Senior Consultant/ Technical Advisor shall consult or assist the department in following matters: <ul style="list-style-type: none"><li>• <b>Project Planning &amp; Design:</b> Preparation of detailed project reports (DPRs), drawings, and cost estimates.</li></ul>

		<ul style="list-style-type: none"> <li>• <b>Procurement Support:</b> Assistance in tender documentation and bid evaluation.</li> <li>• <b>Construction Supervision:</b> On-site monitoring, quality checks, and progress reporting.</li> <li>• <b>Capacity Building:</b> Training PWD staff on project management tools and best practices.</li> <li>• <b>Conceptualization of projects upon rational assessment.</b></li> <li>• <b>Compliance of the SOPs, rules, regulations pertaining to the civil works and infrastructural projects.</b></li> </ul> <p>The services shall be provided with true intent and meaning, regardless of whether the same has or has not been particularly described but can be reasonably inferred there-from. The scope of services shall be governed by the terms of the appointment order. There may be several incidental services &amp; assignments which are not mentioned herein but will be necessary to complete the work in all aspects.</p>
9.	Other Terms and Conditions	<ul style="list-style-type: none"> <li>• The engagement of the Consultant will be purely on contract basis.</li> <li>• The Department may terminate the consultant engagement in case s/he is unable to achieve the assigned works within the time-frame, the work assigned to him is not satisfactory to the Department and/or found lacking in honesty and integrity.</li> <li>• Department shall also reserve the right to terminate the service of Consultant at any time giving one week notice without assigning any reason.</li> </ul>

2. Candidate should submit the detailed Bio-Data in the prescribed format with a recent Passport Size photograph duly self-attested and photocopies of testimonials in support qualification, experience and age should be sent by RPAD/courier or by hand in a sealed cover mentioning in bold letter "Application for the post of consultant at the PUBLIC WORKS DEPARTMENT, DNH & DD" and should be addressed to the to the below mentioned address:

The Finance Secretary/Chairman,  
 Selection Committee,  
 PWD., DNH & DD  
 Vidhut Bhavan, Kachigam,  
 Nani Daman 396 210  
 Email:-[fs-dmn-dd@ddd.gov.in](mailto:fs-dmn-dd@ddd.gov.in)

3. The last date for receiving application from the eligible candidates will be 06/12/2025. Application received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard.

4. The candidate will be shortlisted and thereafter eligible shortlisted candidates will be called for personal interview. The date of the interview will be intimated separately.

5. The selection will be based on the performance in the interview and on the basis of the qualification & experience. The decision of the competent authority on selection of candidates will be final.

**Sd/-  
Secretary(PWD)/Member  
PWD., Secretariat, DNH & DD  
Daman.**

Copy to:

1. The Chairman/ Secretary (Finance), DNH & DD for information please.
2. The SIO, NIC Daman for uploading the advertisement on the official website of the UT Administration for wide publicity.
3. Office copy.

**APPLICATION FOR THE POST OF CONSULTANT ON SHORT TERM CONTRACT BASIS  
FOR PWD, DADRA & NAGAR HAVELI AND DAMAN & DIU.**

Affix Passport size  
photograph here

1)	Applicant's Name (in Block letter)	:	
2)	Father's Name (in Block letter)	:	
3)	Present Postal Address	:	
4)	Date of birth (DD/MM/YYYY)	:	
5)	Age (As on 31/10/2025)	:	
6)	Gender	:	
7)	Last Designation held	:	
8)	Name of the Department where retire	:	
9)	Date of retirement	:	
10)	PPO No.	:	
11)	Last Pay Drawn & Level	:	
12)	Monthly Pension sanctioned	:	
13)	Bank Account Details Name of Bank: Branch: Account No. IFSC Code:	:	
14)	Contact details (Mob. No. & Email)	:	
15)	PAN No.	:	
16)	Domicile State/UT	:	
17)	Education Qualification	:	

Sr. No.	Qualification	Board/University	Years of passing	Percentage

18) Technical Qualification:

Sr. No.	Name of Course	University/ Institute	Years of passing	Division/Class

19) Experience:

Sr. No.	Name of Organization	Designation	Nature of Duty/ Responsibility	Period of Service	
				From	To

20) Any other relevant information: -

21) Documents required:

- I. PAN Card
- II. Aadhar Card
- III. PPO
- IV. Bank Details

**DECLARATION:**

I, declare that I, full fill all the condition of eligibility regarding Educational Qualification Experience etc., for the post of **Senior Consultant/Technical Advisor** on short term contract basis.

I declare that all statements made in this application form are true, complete and correct to the best of my knowledge and belief, I understand that in the event of any information being found suppressed /false or incorrect or ineligibility being detected before or after the examination, my candidature /appointment is liable to be cancelled.

Dated: / /2025.

(Signature of Applicant)