

**THE SPECIAL SECRETARY (UD)/COMPETENT AUTHORITY**  
**URBAN DEVELOPMENT DEPARTMENT**  
Room No 1001, 10<sup>th</sup> Floor,  
Delhi Secretariat, I.P. Estate,  
New Delhi-110002

**Engagement and Empanelment of Consultants/Consultant Firms/Agencies for the Office of Competent Authority – ASI Delhi Circle.**

**ENGAGEMENT OF FULL-TIME CONSULTANTS/EXPERTS**

The following Full-time Consultants/Experts are required to be engaged purely on contract basis for a period from six months to twelve months by the Competent Authority for assistance in the implementation of the relevant provisions of AMASR Act and Rules:

<b>S.No</b>	<b>Name of Post</b>	<b>No of Posts</b>	<b>Consolidated Remuneration per month</b>	<b>Qualification</b>	<b>Required Experience and skills</b>
1	Conservation Architect	01	Rs. 55,000	Master in Conservation Architecture and  Bachelor in Architecture  Age: Below 40 years	4-6 years experience in projects relating to urban conservation architecture; built heritage or similar projects.  Proficiency in AutoCAD, GIS, Internet and MS Office
2	Urban Planner /Urban Designer	01	Rs. 55,000	Master in Urban Design/Urban Planning and  Bachelor in Architecture/Urban Planning  Age: Below 40 years	1-4 years experience in urban design/urban planning projects preferably in Delhi  Proficiency in AutoCAD, GIS, Internet and MS Office
3	Architect	01	Rs. 40,000	Master in Architecture (Desirable)  Bachelor in Architecture  (Essential)  Age: Below 35 years	1-4 years experience in projects relating to urban architecture similar projects.  Proficiency in AutoCAD, GIS, Internet and MS Office

4	Landscape Architect	01	Rs. 40,000	<p>Master in Architecture with specialization in landscape studies/designing (Desirable)</p> <p>Bachelor in Architecture(Essential)</p> <p>Age: Below 35 years</p>	<p>1-4 years experience in projects relating to urban/heritage landscape.</p> <p>Proficiency in AutoCAD, GIS, Internet and MS Office</p>
5	Country and Town Planner	01	Rs. 40,000	<p>Master in Country &amp; Town Planning (Desirable)</p> <p>Bachelor in Country &amp; Town Planning (Essential)</p> <p>Age: Below 35 years</p>	<p>1-4 years experience in projects relating to town &amp; country planning preferably in Delhi or similar projects.</p> <p>Proficiency in AutoCAD, GIS, Internet and MS Office</p>
6	Civil Engineer	01	Rs. 40,000	<p>Master in Civil Engineering (Desirable)</p> <p>Civil Engineering (Essential)</p> <p>Age: Below 35 years</p>	<p>1-4 years experience in projects relating to urban buildings/structures or similar projects.</p> <p>Proficiency in Internet and MS Office; working knowledge of GIS and AutoCAD</p>
7	Urban Planner	01	Rs. 40,000	<p>Master in Urban Planning and</p> <p>Bachelor in Urban Planning</p> <p>Age: Below 35 years</p>	<p>1-4 years experience in projects relating to urban planning or similar projects.</p> <p>Proficiency in AutoCAD, GIS, Internet and MS Office</p>

**TERMS AND CONDITIONS**

## **FOR ENGAGEMENT OF FULL-TIME CONSULTANTS/EXPERTS**

1. The Consultants shall be engaged purely on contract basis for a period from six month to twelve months.
2. Any condition can be relaxed in deserving cases by the Competent Authority.
3. The candidates must be self-motivated, dynamic, creative and initiative taking with requisite professional knowledge and commitment.
4. For functions of the Competent Authority under AMASR Act, the candidates may refer to AMASR Act and Rules.
5. The detailed terms & conditions shall be provided at the time of appointment.
6. **The applicant must email a copy of his/her bio-data/resume in the form no 5 given below as an attachment in the pdf format at [competentauthority.asidelhi@gmail.com](mailto:competentauthority.asidelhi@gmail.com) and post or deliver its hard copy along with detailed bio-data and self-attested photocopies of testimonials at the Office of THE SPECIAL SECRETARY (UD)/COMPETENT AUTHORITY, URBAN DEVELOPMENT DEPARTMENT, Room No 1001, 10<sup>th</sup> Floor, Delhi Secretariat, I.P. Estate, New Delhi-110002. The application will not be considered in case its copy is not received via email as required above.**

## **PART-TIME CONSULTANTS/CONSULTING FIRMS/AGENCIES FOR EMPANELMENT**

The following Part-time Consultants are required to be empanelled purely on contract basis for a period of one year by the Competent Authority for assistance in the implementation of the relevant provisions of AMASR Act and Rules.

S.No	Name of Post	No of Posts	Qualification	Required Experience and skills
1	Conservation Architect	04	Master in Conservation Architecture and  Bachelor in Architecture  Age: Below 40 years	4-6 years experience in projects relating to urban conservation architecture; built heritage or similar projects.  Proficiency in AutoCAD, GIS, Internet and MS Office
2	Urban Planner	04	Master in Urban Planning  Bachelor in Urban Planning  Age: Below 40 years	4-6 years experience in urban planning projects in Delhi  Proficiency in AutoCAD, GIS, Internet and MS Office
3	Urban Designer	04	Master in Urban Design and  Bachelor in Architecture  Age: Below 40 years	4-6 years experience in urban design projects in Delhi  Proficiency in AutoCAD, GIS, Internet and MS Office
4	Archaeologist	04	Master in Archaeological Studies with specialization in Impact Assessment  Age: Below 40 years	4-6 years experience in archeological projects in Delhi  Proficiency GIS, Internet and MS Office
5	Historian	04	Master in Medieval Indian History  Age: Below 50 years	4-6 years experience in teaching/research projects relating to Medieval and Modern History of Delhi  Working knowledge of Internet and MS Word
6	Town & Country Planner	04	Master in Country & Town Planning (Desirable)  Bachelor in Country & Town Planning (Essential)	4-6 years experience in projects relating to town & country planning preferably in Delhi or similar projects.  Proficiency in AutoCAD, GIS, Internet and MS Office

			Age: Below 40 years	
	Landscape Architect	04	Master in Architecture with specialization in landscape studies/designing (Desirable)  Bachelor in Architecture(Essential)  Age: Below 35 years	4-6 years experience in projects relating to urban/heritage landscape.  Proficiency in AutoCAD, GIS, Internet and MS Word
	Lawyer	04	Master in Law (Desirable)  Bachelor Law Planning (Essential)  Age: Below 40 years	4-6 years experience in law relating to Delhi Building Bye-laws, MPD, local bodies etc.  Proficiency in Internet and MS Word
	Heritage Specialist	04	Bachelor's Degree with Specialisation in Heritage Conservation/ Planning  Age: Below 40 years	4-6 years experience in Heritage Conservation/Planning  Working knowledge of AutoCAD, GIS, Internet and MS Office

**TERMS AND CONDITIONS**

**FOR PART-TIME CONSULTANTS/CONSULTANT FIRMS FOR EMPANELMENT**

1. The Empanelment of Consultants shall be for a period of one year and they shall be engaged for a specific assignment as and when required on contract basis.
2. The candidates must be self-motivated, dynamic, creative and initiative taking with requisite professional knowledge and commitment.
3. For functions of the Competent Authority under AMASR Act, the candidates/firms may refer to AMASR Act and Rules.
4. In case an individual is already employed he/she can take up above part-time/assignment specific consultancy with the prior consent of his/her employer.
5. The remuneration shall be based on the man-hours for a specific assignment.
6. The professional consultant firms/agencies can also apply submitting their complete profiles giving their organizational structure, professional capabilities, expertise and experience in the last three years indicating the fields in which they can provide the consultancies on above terms & conditions. The consulting firms/agencies must have executed creative and imaginative projects in the fields of heritage/conservation/city building.
7. Any condition can be relaxed in deserving cases by the Competent Authority.
8. The number of consultants for empanelment can be increased by the Competent Authority if so required.
9. The detailed terms & conditions shall be provided at the time of appointment.
10. **The applicant must email a copy of his/her bio-data/resume in the forms no 5 for individuals and form no 6 for Consultant firms/agencies given below as an attachment in the pdf format at [competentauthority.asidelhi@gmail.com](mailto:competentauthority.asidelhi@gmail.com) and post or deliver its hard copy along with detailed bio-data/agency profile and self-attested photocopies of testimonials at the Office of THE SPECIAL SECRETARY (UD)/COMPETENT AUTHORITY, URBAN DEVELOPMENT DEPARTMENT, Room No 1001, 10<sup>th</sup> Floor, Delhi Secretariat, I.P. Estate, New Delhi-110002. **The application will not be considered in case its copy is not received via email as required above.****

## FORM NO 5

APPLICATION FORM FOR THE FULL TIME/PART TIME CONSULTANTS (INDIVIDUALS)

1	Name				
2	Father's name				
3	Address				
4	Date of Birth				
5	Contact Details	Mobile	email		
6	Educational Qualification	Degree	Institution		
7	Professional Qualification	Degree/Certificates	Institution		
9	Expertise				
	Working knowledge of Internet	Yes/No			
10	Proficiency in Computer Applications	MS Office	Yes/No		
		AUTOCAD	Yes/No		
12	Present Post and Previous Experience				
	Organisation	Position	Pay	Period	Brief description of duties

Date

Signature of the Applicant

Please send the above form by email in the pdf format at [competentauthority.asidelhi@gmail.com](mailto:competentauthority.asidelhi@gmail.com) and post or deliver its hard copy along with detailed bio-data and self-attested photocopies of testimonials at the **Office of THE SPECIAL SECRETARY (UD)/COMPETENT AUTHORITY**, URBAN DEVELOPMENT DEPARTMENT, Room No 1001, 10<sup>th</sup> Floor, Delhi Secretariat, I.P. Estate, New Delhi-110002

### FORM NO 6

APPLICATION FORM FOR PART TIME CONSULTING FIRMS/AGENCIES

1	Name of the Firm/Agency	
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2	Address	
3	Contact Details	Mobile                      email
4	Main Field	
5	Expertise	
6	Main Projects executed in last three years	
7	No of Professionals employed in the firm	
8	Fields in which consultancies are offered	

Date

Signature of the Applicant

Please send the above form by email in the pdf format at [competentauthority.asidelhi@gmail.com](mailto:competentauthority.asidelhi@gmail.com) and post or deliver its hard copy along with detailed agency profile, expertise etc., and self-attested photocopies of testimonials at the **Office of THE SPECIAL SECRETARY (UD)/COMPETENT AUTHORITY, URBAN DEVELOPMENT DEPARTMENT, Room No 1001, 10<sup>th</sup> Floor, Delhi Secretariat, I.P. Estate, New Delhi-110002.**