



**Andaman and Nicobar Islands Integrated Development Corporation Limited**  
**(ANIIDCO)**

**Applications invited for engagement of Senior Consultant/Consultant/Young professionals**

ANIIDCO proposes to engage experts as Consultants to assist ANIIDCO/Andaman and Nicobar Administration in pursuing various projects being implemented under the guidance of Govt. of India. The details of consultants to be engaged and other terms and conditions are as under:

**1. Full Time Positions**

**Education Qualification, Age and Experience**

The education qualification and experience required and job description for the expert is as under:

<b>Sr. Consultants:</b>			
Sr. Consultants will perform leadership roles for the PDC, managing projects within their domain expertise and working with the Consultants and Young Professionals to ensure the highest quality in all works undertaken by the Cell.			
	<b>Expert</b>	<b>Essential Qualification</b>	<b>Experience and Scope of Work</b>
1.	<b>Environmental Planner – 1 No. (minimum 12 years experience)</b>	Master's Degree in Environmental Planning, Environmental Science /Engineering, resource management, biology, or a related field.	Experience in Environmental Impact Assessments and permissions, including Environmental, CRZ and Forest Clearance etc. with expertise in leading environmental strategies, (and related fieldwork, surveys, research techniques etc.) aligned with statutory and regulatory provisions. Knowledge of local/regional ecology, and habitats will be preferred.  He/She will be responsible for: <ul style="list-style-type: none"><li>• Leading the planning, development, and implementation of environmental related aspects of all projects/proposals undertaken by ANIIDCO to ensure that developments comply with environmental laws and regulations and preparation of technical memoranda, documentation, and reports for the same.</li><li>• Leading the coordination, preparation, and submittal of EIAs, regulatory development applications, etc. and stakeholder/public consultation for the same.</li><li>• Participating in decision making to carry out land development with consideration given to the natural environment, social, political, and economic factors to achieve sustainable outcomes while following local, state, national, environmental regulations, and procedures.</li><li>• Drafting, negotiating, executing, and managing related Standard Operating</li></ul>

			<p>Procedures (SOPs), contracts, agreements, and other guidelines related to environmental planning aspects.</p> <ul style="list-style-type: none"> <li>• Preparing tender and contract specifications, assist procurement processes including analysing proposals.</li> <li>• Understanding regulatory rules and rule changes.</li> <li>• Leading the team of Environmental Planners (Consultants and Young Professionals) for the above.</li> <li>• Supporting ANIIDCO in undertaking the technical review and assessment of projects/proposal/reports, etc. prepared by external consultants from an environmental planning perspective.</li> <li>• Any other technical support identified by ANIIDCO for the effective administration of environmental planning projects/components.</li> </ul> <p>Skills:</p> <ul style="list-style-type: none"> <li>• Team leadership</li> <li>• Ability to coordinate with multi-disciplinary technical teams</li> <li>• Knowledge of relevant environmental laws, permitting requirements, notification and compliance practices, and applicable regulatory framework across sales.</li> <li>• Experience with varying types of environmental planning projects.</li> <li>• Excellent analytical skills</li> <li>• Proficient in MS Office.</li> <li>• Excellent verbal and written communication skills.</li> </ul>
2.	<b>Architect – 1 No. (minimum 12 years experience)</b>	Master's degree in architecture	<p>Experience in design and construction of architectural and public realm projects with an in-depth knowledge of sustainable construction technologies and services planning including building envelope/facade engineering, acoustics noise-vibration, digital services, MEP, fire engineering, lighting design etc.</p> <p>He/ She will be responsible for:</p> <ul style="list-style-type: none"> <li>• Leading all architectural and public space related projects undertaken by ANIIDCO including any/all phases of design development including Pre-Design, Schematic Design, Design Development, Construction Documents and Construction Administration and producing high quality design deliverables and construction documents for the same.</li> </ul>

		<ul style="list-style-type: none"> <li>• Leading the preparation of Architectural Design Guidelines for ANI.</li> <li>• Drafting, negotiating, executing, and managing architectural construction and maintenance related Standard Operating Procedures (SOPs), contracts, agreements and other guidelines.</li> <li>• Preparing tender and contract specifications, assist procurement processes including analysing proposals.</li> <li>• Leading the team of Consultants and Young Professionals as required for architectural / design projects.</li> <li>• Supporting ANIIDCO in undertaking the technical review and assessment of projects / proposal/ reports etc. prepared by external consultants from an architectural/design perspective.</li> <li>• Any other technical support identified by ANIIDCO for the effective administration of architectural / design projects.</li> </ul> <p>Skills:</p> <ul style="list-style-type: none"> <li>• Team leadership</li> <li>• Ability to coordinate with multi-disciplinary technical teams</li> <li>• Proven experience in project planning and cost estimates.</li> <li>• Strong design and form-giving skills</li> <li>• Proficiency in AutoCAD, Sketch- Up, Adobe Suite and other 2D and 3D design tools.</li> <li>• Ability to create architectural designs and concepts through hand sketching and digital media.</li> <li>• Experience of varying building typologies, and vocabularies.</li> <li>• Knowledge of the National Building Code, and standards.</li> <li>• Excellent verbal and written communication skills</li> </ul> <p>An exceptional portfolio representing recent work is required to be presented during the interview.</p>
--	--	---

**Consultants**  
Consultants will work as day-to-day project managers/coordinators for different components / aspects of PDC projects / initiatives assigned to them and will report to Sr. Consultants as per project requirements. They will independently manage these tasks / components and coordinate / work with Young Professionals to achieve the highest quality standards.

Within their domain expertise and as per works assigned, he/she will be responsible for:

- Providing design / planning / engineering / legal / project management / technical support for PDC projects / initiatives in accordance with all applicable best practices and guidelines, laws, rules, and regulations.

- Preparing / analysing existing situation assessments and other technical reports and studies, as required.
- Preparing and reviewing documents and designs, schedules and work programs as needed to identify lags and issues for timely completion of projects.
- Managing and maintaining record of all reports, documents, and other relevant information.
- Developing ideas /concepts / strategies etc.
- Preparing new project proposals, TORs (Terms of Reference)/Scope of Services under the guidance of Sr. Consultants.
- Performing other related duties as required.

Consultants will demonstrate the following skills:

- Ability to work collaboratively with multi-disciplinary technical teams within and outside the PDC.
- Strong design / planning / engineering / legal skills, as per their domain expertise.
- Professional training courses and any other skills considered relevant for the position will be considered an added advantage.
- Demonstrated and strong analytical ability.
- Demonstrated ability to achieve successful and timely outcomes while being well presented.
- Mature and comfortable in dealings with senior management, clients, and other stakeholders
- High level of integrity and dependability with a strong sense of urgency and result orientation
- Excellent verbal and written communication skills.
- Knowledge of relevant software and tools as per their domain expertise.

Sl.No	Expert	Essential Qualification	Experience
3.	<b>Infrastructure specialist – 1 no. (minimum 5 years experience)</b>	Master's degree in civil engineering/structural or equivalent	Experience in planning, designing, and coordinating physical infrastructure projects including water supply/sewerage/power, etc. Proven experience of supervising and managing construction projects, reviewing detail engineering designs and using design software will be preferred.  Must be proficient in AutoCAD, Primavera, MS Project etc.
4.	<b>Urban Designer – 1 no. (minimum 5 years experience)</b>	Master's degree in Urban Design	Experience of large-scale architecture, urban design and or spatial design projects (experience in high-density mixed-use projects will be preferred), public space design, undertaking spatial analyses, preparing spatial master plans, urban design guidelines, codes etc.  Must be proficient in AutoCAD, 3D modelling in SketchUp, MS Office and graphic skills using Photoshop, Illustrator, In Design etc. An exceptional portfolio representing recent work is required to be presented during the interview.
5.	<b>Landscape Architect – 1 no. (minimum 5 years experience)</b>	Master's degree in Landscape Architecture	Experience in planning, design, guideline preparation and implementation of landscape, public space, street design / improvement, public realm projects.  Construction and site management experience will be preferred.  Must be proficient in AutoCAD,

			SketchUp, MS Office and graphic skills required for the role. An exceptional portfolio representing recent work is required to be presented during the interview
6.	<b>Legal Expert – 2 nos. (minimum 5 years experience)</b>	Bachelor's degree in Law or equivalent	Experience in legal advisory role of land and town planning related legal matters such as land acquisition act, land revenue Code, MRTTP Act, Town Planning Scheme etc. Should have also have experience in dealing in contract management for PPP and EPC projects.
7.	<b>Financial Expert – 1 no. (minimum 5 years experience)</b>	Master's degree in Business Administration with specialisation in Finance or CA /ICWA qualification / Equivalent,	Experience in bid process management for PPP projects and developing financial models on land related projects, land value capture, large scale real estate projects with
<p><b>Young professionals</b>  Young professionals will technically support all projects / initiatives of the PDC under the guidance of Consultants / Sr. Consultants and will report to the Sr. Consultants.</p> <p>Within their domain expertise and as per works assigned, he/she will be responsible for:</p> <ul style="list-style-type: none"> <li>• Providing design / planning / engineering / technical support for PDC projects / initiatives under the supervision of Consultants / Sr. Consultants.</li> <li>• Assisting in preparation / analyses of existing situation assessments and other technical reports and studies, as required.</li> <li>• Developing design / planning / engineering / technical options and solutions for various aspects of PDC projects / initiatives under the guidance of Consultants / Sr. Consultants.</li> <li>• Undertaking site visits and related documentation as required for various components of PDC projects / initiatives.</li> <li>• Performing other related duties as required.</li> </ul> <p>Consultants will demonstrate the following skills:</p> <ul style="list-style-type: none"> <li>• Ability to work collaboratively with other young professionals and seniors within the PDC team.</li> <li>• Strong design / planning / engineering skills as per their domain expertise with proficiency in related digital tools / software.</li> <li>• Ability to follow instructions and complete tasks / deliverables as required and within the stipulated time.</li> <li>• Demonstrated ability to achieve successful and timely outcomes while being well presented.</li> <li>• High level of integrity and dependability with a strong sense of urgency and result orientation</li> <li>• Excellent verbal and written communication skills</li> <li>• Knowledge of relevant software and tools as per their domain expertise.</li> </ul>			
<b>S. No.</b>	<b>Expert</b>	<b>Essential Qualification</b>	<b>Experience</b>
8.	<b>Infrastructure specialist – 1 no. (minimum 2 years experience)</b>	Master's degree in civil engineering/structural or equivalent	Experience of working on infrastructure planning and implementation projects including water supply / sewerage / power etc., technically supporting the preparation of necessary assessments, strategies etc.  Must be proficient in AutoCAD, Primavera, MS Project, etc.

## 2. PART TIME ADVISORY POSITIONS

### Sr. Consultants (PART TIME ADVISORY)

Part time Sr. Consultants will be technical advisors to ANIIDCO, providing strategic domain expertise on the various projects / initiatives of ANIIDCO and report to the MD.

He / she will technically guide the PDC and undertake all necessary technical works for the same as per their domain expertise, including:

- Providing strategic advice and technical oversight of projects / initiatives to ensure that all outputs are high quality and consistent.
- Advising ANIIDCO on any technical issues or risks which may impact on the results of the projects and will work closely with other Sr. Consultants to support the PDC's / ANIIDCO's technical decision making.
- Reviewing available baseline information and indicators, project progress reports, project concepts, designs, strategies, frameworks etc.
- Providing support and advice for the preparation or revision of key planning, design, engineering, monitoring and evaluation strategies, frameworks, plans etc.
- Providing overall project advisory services and technical assistance ANIIDCO and PDC.
- Providing technical advice to full time Sr. Consultants in implementing planned activities and monitoring the project implementation and performance, in particular the technical quality of outputs.
- Reviewing and providing comments on the technical reports and other documents prepared by PDC and other external consultants.
- Assist in the drafting and preparation of relevant Terms of Reference for international and local consultants through guidance and comments.
- Providing up-to-date best practices and hands-on recommendations in the subject area to the PDC for efficient delivery of output and resources.
- Providing technical input in the development of policies and regulations specific to the ANI context.
- Providing technical input and review assistance to ongoing studies and reports commissioned by ANIIDCO.
- Support the project team in preparing component or output-based concept of strategy papers and implementation manuals or guidelines.
- Providing technical input on awareness and institutional capacity development of ANIIDCO.
- Leading presentations and meetings for ANIIDCO, as required.
- Any other duties required by ANIIDCO.

#### Skills:

- Exceptional technical expertise in their subject area.
- Team leadership and excellent person-management skills.
- Experience in leading multi-disciplinary teams.
- Experience of working with the public sector / development agencies etc.
- Experience with varying types of urban projects across scales and geographics.
- Excellent analytical skills and strategic thinking.
- Excellent verbal and written communication skills.

9.	<b>Urban Infrastructure expert – 1 no. (minimum 15 years experience)</b>	Bachelor's Degree in Engineering/Technology in Civil/Structural/Urban Planning/Urban Design/Architecture or equivalent	Minimum 15 years of experience in designing and implementing physical infrastructure projects including water supply, sewerage, power, etc. in a position like CEO/Member/Senior Position etc. of Utility/Board/Department/Govt. Agencies, etc. Experience in preparing innovative strategies for resource efficiency and management.
10.	<b>Environmental Expert – 1 no. (minimum 15 years experience)</b>	Bachelor's Degree in Environmental Planning/Environmental Engineering/Environmental Science or equivalent	Minimum 15 years of experience in preparing technical documents for EIA Studies and other compliances, obtaining Environment Clearance, Forest Clearance, Wildlife Clearance,

			CTE & CTO etc. from the MoEF&CC/SEIAA and SPCB, organizing/attending Public Hearing, etc in a position like CEO/Member/Senior Position etc. of Utility/Board/Department/Govt. Agencies, etc.
11.	<b>Tourism Expert – 1 no. (minimum 15 years experience)</b>	Bachelor's Degree or 03 years Diploma in Tourism/Hospitality Management/Hotel Management or equivalent	Minimum 15 years of experience in planning and development of hospitality and tourism related projects including transaction advisory for the same in a position like CEO/Member/Senior Position etc. of Utility/Board/Department/Govt. Agencies, etc.

### 3. Experience, Age and Remuneration

Name of the Position	Experience in Years	Upper Age (limit)	Remuneration (Rs.)
<b>FULL TIME POSITIONS</b>			
Young Professional	Minimum 2 years	32 years	77,000- 1,25,000
Consultant	Minimum 5 years	50 years	1,25,000 – 2,90,000
Sr. Consultant	Minimum 12 years	62 years	2,90,000 – 3,60,000
<b>PART TIME ADVISORY POSITIONS</b>			
Sr. Consultant	Minimum 15 years	68 years	15,000 – 45,000 per 8-hr day of advisory services rendered.

### 4. TA/DA

Position	Mode of Journey and reimbursement of hotel, taxi and food bills
Young Professionals	As applicable for pay level and pay matrix - 9 to 11
Consultant/Senior Consultant	As applicable for pay level and pay matrix - 12 and 13

### 5. Housing Allowance

10 % of the monthly remuneration

### 6. Conveyance Allowance

- i. Young Professional : Rs. 7,000/- per month
- ii. Consultant: Rs. 10,000/- per month
- iii. Senior Consultant: Rs. 15,000/- per month

### 7. Visit to Hometown in Mainland

Twice in a year by air as per entitlement

### 8. Leave

Individual Consultant/ Young Professional shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis.

## 9. Period

Individual Consultants will be engaged for a fixed period of three years which can be extended by one year at a time upto a maximum tenure of five years for providing high quality services on specific projects as per requirement of the verticals.

## 10. Place of Posting

All full time Sr. Consultants/Consultants/Young Professional except one Legal Consultant and one Financial Consultant shall be posted in Port Blair. One Legal Consultant and one Financial Consultant will be posted in Delhi. Part time consultants may also work from mainland, however, depending on requirement they will be required to visit Port Blair or any part of A & N Islands.

## 11. Other terms and conditions

- i. The candidates who fulfill the requisite conditions mentioned above are required to submit application in the provided format alongwith copies of Biodata, self-attested copies of educational qualification (Degree certificate/ provisional certificate) and experience certificate and two copies of passport size photographs to **the General Manager (P&A), ANIIDCO Ltd., Vikas Bhawan, P.B. No. 180, Port Blair (or) may be mailed to [aniidco@gmail.com](mailto:aniidco@gmail.com) on or before 28.06.2023.**
- ii. Crucial date for determining the age and other eligibility conditions like education qualification and experience etc. shall be the last date prescribed for receipt of application.
- iii. The date, time and venue for the interview will be intimated in due course.
- iv. The number of positions/posts for Senior Consultant/Consultant/Young professionals are subject to change as decided by the Corporation.
- v. The Corporation reserved the right to shortlist the candidates having higher qualification and experience and only shortlisted candidates will be called for interview.
- vi. Further, the Corporation reserves the right to withdraw/cancel the selection process at any stage.
- vii. The vacancy notice and the format can be downloaded from the vacancy link of website [www.andaman.gov.in](http://www.andaman.gov.in) and <https://aniidco.and.nic.in>

General Manager (P&A), ANIIDCO



**FORMAT OF APPLICATION**

To  
The General Manager (P&A),  
ANIIDCO Ltd.  
Vikas Bhawan,  
Post Box No. 180  
Port Blair – 744101  
A&N Islands.

Paste here a recent Pass port size photograph
--

Application for the post of \_\_\_\_\_

1.	Name of candidate (in block letter)							
2.	Father/Husband's name				3. Male/Female			
4.	Date of birth (in Christian era) (As per 10 <sup>th</sup> pass certificate)				5. Age as on <u>28.06.2023</u>			
6.	<b>Educational qualifications</b> <i>Note: Self attested copies of marksheets and certificates for Educational qualifications must be submitted alongwith application</i>	<b>Qualification</b>	<b>Subject</b>	<b>Board</b>	<b>Marks obtained</b>	<b>Percentage obtained</b>		
		10 <sup>th</sup>						
		12 <sup>th</sup>						
		Diploma						
		Degree						
		Post Graduation						
	Any other Degree/ Certificate							
7.	<b>Details of experience in chronological order</b> <i>Note: Self attested copies of experience certificate issued by employer must be submitted alongwith application. (Enclose a separate sheet duly authenticated/signed by you, if the space provided is insufficient)</i>	<b>Name of the Office/ Organization</b>	<b>Post Held</b>	<b>From</b>	<b>To</b>	<b>Period</b>	<b>Pay Scale (Revised &amp; Pre-revise)</b>	<b>Nature of duties and responsibilities</b>
8.	Nature of present employment	Permanent/Contract/Ad-hoc						
9.	In case the present employment is held on deputation basis please state	i. The date of initial appointment : ii. Period of appointment on deputation : iii. Name of the parent office/organization to which you belong :						
10.	Additional details about present employment please state whether working under	Central Government/State Government/A&N Administration/Autonomous Organizations/ Government Undertakings/Universities.						
11.	Present postal address with telephone number & E-mail ID							
12.	Permanent address							
13.	Nationality				14. Aadhaar No.			
15.	Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if the space is insufficient)							

**DECLARATION**

I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being false or incorrect or ineligibility being found before or after the selection, my candidature is liable for cancellation.

Place:  
Date:

Name & Signature of Candidate