

F.No.XIII/16/GB(IA)/2018-MAEF
MAULANA AZAD EDUCATION FOUNDATION
(M/o Minority Affairs, Govt. of India)
Maulana Azad Campus, Chelmsford Road, New Delhi – 110 055

Advertisement for inviting applications for empanelment of Inspecting Authorities (IAs)

Maulana Azad Education Foundation (MAEF) invites applications from empanelment as Inspecting Authorities (IAs) to conduct inspections of the NGOs/Institutions/Skill Development Centre across the country, seeking financial assistance from the Foundation. Inspections are carried out by IAs of MAEF as General Inspections carried out prior to sanction of financial assistance or inspection for technical evaluations carried out after release of installments of financial assistance to ascertain proper utilization. The eligibility criteria for empanelment of Inspecting Authorities is as follows:

General Inspecting Authorities:

- Retired Central Govt., State Govt. and PSU officials,
- Principals of Government Hr. Sec. Schools/Colleges/Polytechnics with at least 10 years working experience,
- Associate Professors & above of Central/State/Deemed Universities with at least 10 years working experience in relevant fields.

Responsibilities: (i) to physically inspect the NGO/Institution/Skill Development Centre to verify/assess/check/cross-examine the documents/information related to land, registration, recognition, audit, site-plan etc. submitted to MAEF, (ii) to cross-check/verify the details of students, teachers and other institution related documents, (iii) to assess the genuine requirement of the financial assistance, (iv) to verify the progress of institution during last three years & credentials of the persons attached to the NGO/Institution/Skill Development Centre,

Technical Inspecting Authorities:

- Retired Assistant/Junior Civil Engineers and above from Govt./Autonomous/Statutory bodies,
- Serving Assistant/Junior Civil Engineers and above along with Government/Autonomous/Statutory bodies, having at least 10 years experience in the field of civil construction, with NOC for conducting the inspections from their office/Department,
- Architects or Licensed Engineers empanelled/registered with any Govt. offices/Municipal Board/Autonomous bodies having at least 10 years experience in the field of civil construction,

Responsibilities: (i) to physically inspect the Institution/Project/Skill Development Centre and verify/check/cross-examine the utilization of financial assistance released by MAEF, (ii) to cross-check/verify the quality of construction work done and compliance of the instruction pertaining to utilization, issued by MAEF, (iii) to check the details of students, teachers, fee structures and other institution related documents, (iii) to verify the progress of institution & credentials of the persons attached to the institution. The detailed advertisement with eligibility criteria and prescribed proforma application form for the IAs is available on the website: www.maef.nic.in,

Other Common Criteria for Inspecting Authorities:

- The person should be of good character/conduct & having unblemish past record and have never been imprisoned or have been trial in any type of criminal/forgery case.
- The Inspecting Authorities shall be engaged initially for 2 (two) years, which may be extended further for one year for a maximum of three such extensions,

- The IA will be paid Rs.5,000.00 (Rupees five thousand only) for each inspection plus actual DA with maximum of Rs.2,000 per day for stay in hostel for a maximum of three days for each inspection and 2nd Class Train Fare or economy class Air fare or taxi fare @ Rs.8.50 per kms.
- The applicants will have to submit an affidavit on Rs.100/- Non-judicial stamp paper regarding his character, past record etc.

The desirous persons may send their applications in the prescribed application proforma with complete Bio-data and supported experience certificate and documents with two references of reputed persons of native place with an undertaking/affidavit regarding character/conduct/imprisonment to MAEF at the E-mail: secy-maef@nic.in. **Applications received by E-mail will only be considered and the incomplete applications or the applications received by post/by hand will not be entertained.**

(Secretary & CEO, MAEF)

Affidavit
(Affidavit to be given on Rs.100/- Non-Judicial Stamp Paper)

I _____ S/o _____ R/o _____
_____ do hereby undertake and declare that:

- (i) That I am a citizen of the India,
- (ii) That I wish to serve as an Inspecting Authority of MAEF,
- (iii) That I have unblemish past record and have never been imprisoned or have never been trial in any type of criminal/forgery case,
- (iv) That I will complete the work assigned to me by the MAEF from time-to-time within stipulated time,
- (v) That I will perform my duties with sincerity, dedication and honesty,
- (vi) That I will make sure that only genuine institutions may be assisted on my recommendations,
- (vii) That I will never expect any favour from the NGO for positive recommendations and I will always co-operate with the applicant Society/ NGOs,
- (viii) That if any assistance is sanctioned to a bogus NGO or if the NGOs is not found genuine and mis-utilize the fund granted by the MAEF on my recommendations then I will be liable to be prosecuted as per Law and rules of MAEF.

That the above statement is true to the best of my knowledge & belief and nothing has been hide there from.

DEPONENT

(NAME OF THE APPLICANT)
with complete address & pin-code number

PROFORMA BIO-DATA

(For applying for empanelment as General Inspecting Authority of MAEF)

Affix Self
Attested
Photograph

1	Full Name (in Block Letters)	
2	Age & date of Birth	
3	Religion	
4	In-service or retired	
5	Post held (if any) or retired as	
6	Present Designation with Office Address	
7	Address for Correspondence	
8	Contact Number (Office): (Mobile): E-mail:	
9	Educational Qualifications	
10	Languages known	
11	Complete Experience	
12	Any other Achievements	
13	Specific contribution in the field of education	
14	References	(i) (ii)

Certified that the above particulars are correct and complete.

Signature of the applicant
Date:

PROFORMA BIO-DATA

(For applying for empanelment as Technical Inspecting Authority of MAEF)

Affix Self
Attested
Photograph

1	Full Name (in Block Letters)	
2	Age & date of Birth	
3	Religion	
4	In-service or retired	
5	Post held (if any) or retired as	
6	Present Designation with Office Address	
7	Address for Correspondence	
8	Contact Number (Office): (Mobile): E-mail:	
9	Educational Qualifications	
10	Languages known	
11	Complete Experience	
12	Other Achievements/major projects supervised/taken-up	
13	Specific contribution in the field of Civil construction	
14	References	(i) (ii)

Certified that the above particulars are correct and complete.

Signature of the applicant
Date: