

## **TERM OF REFERENCE (TOR) FOR ENGAGEMENT OF PROJECT MANAGEMENT RESOURCE (PROJECT ENGINEER) FOR SWFS PROJECTS**

### **Office Introduction**

The **Directorate General of Shipping (DGS)** is an attached office under the **Ministry of Ports, Shipping and Waterways**, Government of India. It serves as the apex maritime authority responsible for the formulation and implementation of shipping policies, maritime safety regulations, and the administration of maritime education and training across India. Established in 1949, the Directorate plays a vital role in regulating, promoting, and supporting the development of the Indian shipping industry.

Under the administrative oversight of DGS operates the **Seafarer's Welfare Fund Society (SWFS)**—a Central Organization dedicated to the welfare of Indian seafarers and their families. Registered under the **Societies Registration Act, 1860**, and the **Bombay Public Trust Act, 1950**, SWFS manages the **Seafarers' Welfare Fund**, aiming to provide a range of welfare services and support facilities to Indian seafarers both at home and abroad, as per Section 101 of the **Merchant Shipping Act, 1958**.

SWFS is governed by a **Committee of Management** comprising representatives of Indian and foreign shipowners, seafarers' unions, government nominees, and the Director General of Shipping as the Chairman. Its objectives include funding welfare infrastructure, sanctioning grants, acquiring assets, and implementing digital and physical welfare enhancement projects.

As part of its modernization drive, SWFS has launched infrastructure and digital initiatives requiring professional project management support. This Terms of Reference outlines the engagement of a dedicated Project Management Resource to assist in the coordination, validation, and monitoring of these initiatives, in collaboration with PSU partners and private consultants.

### **Objectives and Scope of the Assignment**

The objective is to provide dedicated technical and project management support for SWFS-related works involving validation by a PSU, initial planning by a Private PMC, and deployment of project management software. The selected resource will coordinate with stakeholders, supervise deliverables, ensure data integrity, and facilitate digital project tracking and documentation.

#### **Key responsibilities:**

- **Coordination and Supervision**
  - Liaise with PSU civil construction consultancy organisation as the designated validation agency under GFR 133 (3).
  - Ensure timely commencement and progress of works.
  - Coordinate with the Private PMC to obtain and verify pre-project plans, estimates, and BoQs.
- **Technical Review and Validation**

- Examine and validate plans and BoQs submitted by the Private PMC.
- Ensure adherence to guidelines, project objectives, and quality parameters.
- **Digital Project Management System**
  - Manage project tracking software for mapping, tracking, and documentation.
  - Maintain records digitally for audit and monitoring purposes.
- **Reporting and Record Keeping**
  - Integrate and link all documentation with the SWFS ERP system.
  - Provide timely reports on project progress and issues.

### **Reporting and Review**

The resource will report to the Deputy Director General Shipping, Crew. The role will be full-time and exclusive to SWFS projects. The resource may be required to travel to project locations as necessary.

### **Qualification and Experience**

- **Educational Qualification:**
  - Bachelor's degree in Electrical/ Civil/ Mechanical Engineering or in similar technical field with min. 60% from a recognized University/ Institute
- **Professional Experience:**
  - Experience of minimum of **3** (three) years in project management across civil, electrical, and mechanical works
  - Expertise in execution, planning, and procurement with knowledge of Government of India Guidelines/ Manual of Procurement/ GFR/ Town planning norms/ DSR etc
  - Proven track record of **coordinating multi-stakeholder projects**, including public and private sector interfaces.
  - Demonstrated experience in the **review and validation of project plans**, cost estimates, and technical BoQs.
  - Familiarity with working under regulatory frameworks such as **GFR 2017, CPWD norms**, and **government audit requirements** is desirable.
- **Desirable Skills and Competencies:**
  - Hands-on experience in using **project management platforms** such as MS Project, Primavera, or custom-built ERP/project tracking systems.

- Proficiency in preparing **dashboards**, digital reports, geo-tagged documentation, and electronic Measurement Book (MB) entries.
- Experience with **cloud-based platforms, GIS tools, and mobile data collection apps** will be an added advantage.
- Strong analytical and organizational skills with an ability to **interpret complex project data**, draw conclusions, and recommend actionable solutions.
- Excellent verbal and written communication skills in English; ability to prepare technical reports, presentation decks, and official correspondence independently.
- Good interpersonal skills and a professional attitude to effectively liaise with **PSU engineers, PMC consultants, departmental officers**, and software vendors.
- Demonstrated capability to **adapt to digital transformation initiatives** and promote a culture of digital record-keeping and automation within project workflows.
- Self-motivated, detail-oriented, and capable of working under tight deadlines with minimal supervision.

### **How to Apply**

Candidates must submit their applications in the prescribed format within 21 days from the date of publication of window advertisement in Newspaper. The application should be sent via email along with necessary documents to the contact email mentioned in the advertisement. Hard copies will not be accepted. Scanned copy of the application form along with other relevant documents should be mailed to [crews-dgs@nic.in](mailto:crews-dgs@nic.in).

### **Selection Criteria**

1. **Shortlisting:** Based on essential and desirable qualifications.
2. **Written Test:** Candidates will undergo an online, proctored written test evaluating project management and civil infrastructure domain knowledge.
3. **Interview:** Shortlisted candidates from the test will be invited for an online interview, which will assess technical skills, communication, and domain understanding. The interview details will be sent to the shortlisted bidder only.

### **Period of the Assignment/Services**

The engagement will initially be for a period of **11 months**, extendable based on performance and project requirements.

### **Payment Terms and Leave Eligibility**

- The remuneration would be as per Government Policy Manual with a monthly CTP of INR 80,000 per month. Initial base remuneration would be negotiated during the interview based on experience and the last pay is drawn.
- 8. Selected candidates will be eligible for an annual Casual Leave of 8 (Eight) Working days, excluding 2 (two) days of Restricted holidays. Leave of absence for more than a total of 10 (= 8+2) working days in a year shall be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. Additionally, paid Medical leave of a maximum of 10 days in a year may also be granted subject to the production of medical certificates. However, leave of absence on medical grounds beyond 10 days in a year will be treated as leave without remuneration/ CTP.
- The Consultant will have access to all the required documents, correspondence, and any other information associated with the project assignment and as deemed necessary.
- The Consultant will be provided office space with a computer for work, printer, computer/office consumables, and internet access, as determined by the Competent Authority.
- The Consultant will have to arrange his/her own conveyance facility for attending the office whenever necessary. However, for official travel within Mumbai City and for field visits (duly approved by the Competent Authority) Conveyance facility may be provided, whenever available.

#### **Deliverables:**

The engaged resource shall be responsible for the timely submission and maintenance of the following key deliverables:

##### **a. Monthly Progress Reports:**

- Comprehensive reports summarizing the progress of all ongoing SWFS projects.
- Status of milestones achieved against planned timelines.
- Identification of bottlenecks or delays with proposed mitigation measures.
- Summary of coordination activities undertaken with PSU and PMC.
- Worksite visit notes (if any) with photographic evidence and remarks.

##### **b. Verified Project Plans and BoQs:**

- Detailed records of all pre-project plans and estimates received from the Private PMC.
- Technical scrutiny and validation notes for each BoQ submitted.
- Preparation of standardized Macros enabled BoQ as per CPPP format.
- Comparison of planned versus validated estimates with observations.

- Consolidated plan approval documentation for audit purposes.

**c. Digital Project Dashboards:**

- Development and regular updating of interactive project dashboards using the chosen project management platform.
- Live tracking of work progress by physical and financial parameters.
- Integration of GIS tagging (where applicable) for project sites.
- Dashboard access for internal stakeholders and reporting officers.

**d. Measurement Book (MB) Documentation Uploads:**

- Collection and digital entry of MBs received from field/site engineers.
- Verification and validation of MB entries in line with site progress and project milestones.
- Tagging of MBs to specific projects and work orders within the ERP system.
- Ensuring completeness and accuracy of uploaded data with date and location metadata.

**e. Coordination Notes and Communication Logs:**

- Minutes of meetings held with PSU, Private PMC, and other stakeholders.
- Email communication summaries and follow-ups regarding project timelines, deliverables, and clarifications.
- Documentation of key decisions taken during inception, planning, and execution stages.
- Stakeholder issue tracker highlighting pending and resolved concerns.

**f. ERP and Audit Trail Documentation:**

- Integration of all records, drawings, BoQs, MBs, and progress updates with the SWFS ERP system.
- Periodic audit logs of all entries made on the project management and ERP platforms.
- Backup and archival of digital records in a structured format for inspection and long-term retention.
- Generation of custom reports as per audit, compliance, or project management needs.

**g. Additional Support Materials:**

- Templates and standard operating procedures (SOPs) for digital reporting and documentation.
- User guides or training notes for stakeholders interacting with the digital systems.
- Presentation decks or briefs prepared for review meetings, audits, or inspections.

### Other Details

- This is an indicative ToR only. The Competent Authority reserves the right to change, update or modify this ToR at any stage during the recruitment process or at the time of signing of the Contract Agreement.
- The contract shall not confer any right or claim of extension/absorption in the department at any point of time whatsoever.
- The date of the interview will be informed via email to the shortlisted candidates. The department reserves the right to cancel/postpone the appointment if so required.
- No TA, DA or expenses of any kind will be paid for attending the interview.
- Canvassing in any form may lead to disqualification of candidature.
- For any clarification, Please contact [name of the officer], [crews-dgs@nic.in](mailto:crews-dgs@nic.in)

**APPLICATION FORM FOR THE POSITION OF ENGAGEMENT OF PROJECT  
MANAGEMENT RESOURCE (PROJECT ENGINEER) FOR SWFS PROJECTS**

1. **Full Name of the candidate** (In Block Letters):
2. **Father's/Husband's Name:**
3. **Mother's Name:**
4. **Gender:**
5. **Marital Status :**
6. **Nationality:**
7. **Permanent Postal Address** (attach a copy of evidence):
8. **Police Station:**
9. **Current Address:**
10. **Mobile No.:**
11. **Mobile No. (WhatsApp messenger):**
12. **Email ID:**
13. **Passport No. (If available):** .....
14. **Date of Birth**(attach a copy of evidence)(dd/mm/yyyy):
15. **Age (As on 1st January 2023):**Years\_\_month(s)
16. **Current Designation:**
17. **Current Employer's Full Address with contact email and phone number:**
18. **Educational Qualification** (attach copies of certificates):

Paste Recent  
Passport Photo

Sl.	Examination	Subject	Year of Passing	Name of College	Name of Board/University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others(if any)					

19. **Training details relevant to the position applied**(attach copies of certificates):

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

20. Total Professional Experience: \_\_\_\_ Years \_\_ month(s)

21. Details of Professional Experience (Starting from latest \*\*)(attach copies of experience certificates):

Sl.	Designation	Organization	From (MM/YYYY Y)	To (MM/YYYY Y)	Last net salary drawn (per annum)	Summary of Services provided

22. Write a brief note describing why you would like to be associated with us: (Maximum 250 words)

**23. Languages proficiency:(please tick✓)**

Sl.	Language	Read	Write	Speak

**24. Computer proficiency:**

Sl.	Program/Software/Applications	Excellent	Good	Average

**25. Names and Addresses of two persons from whom we may seek reference about you**

Sl.	Name of the person & designation(if any)	Address	Phone no	E-mail id
1.				
2.				

*(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)*

26. Have you ever been discharged or forced to resign from any position?(If yes furnish

**Declaration:** I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the DG Shipping to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by DG Shipping would render dismissal and termination of my candidature/service/contract apart from other penal action as per the law.

Date :

Signature of the Candidate

Place:

details)

**IMPORTANT Notes:**

1. Candidates shall complete this application in not more than 8 pages **strictly** as per the above format, along with self-attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. ***The complete application (only in PDF format) along with certificates/testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.***
2. While self-attested copies of all the relevant certificates/testimonials needs to be submitted along with the application (only in PDF format).
3. Candidates are to note that **applications without self attested copies of certificates/testimonials relating to Educational Qualifications shall be rejected.**