

TERMS OF REFERENCE

Empanelment of Instructors of Practice [IOP]

1. BACKGROUND :

CIDC is the apex body for construction industry development in India. To strengthen skill development and on-site training, CIDC seeks to empanel experienced professionals as "Instructors of Practice". The goal is to leverage post-retirement industry expertise to train and mentor construction workforce across Delhi/NCR and other locations.

2. OBJECTIVE :

To engage retired/retiring Field Engineers from CPWD, PWD, MES, BRO, PSUs, Industry & Training Institutes as IOPs to:

- Deliver practical, site-based and classroom training
- Bridge the gap between industry practices and training curriculum
- Mentor trainees and assess skill competency

3. ELIGIBILITY CRITERIA :

Qualification : Diploma / Degree in Civil, Mechanical, Electrical Engineering or allied construction trade fields as Grade Technicians (From Armed services and allied departments)

Experience : Minimum 15-20 years field experience.

Retired from Govt Dept/PSU/Industry preferred

Age : Preferably below 65 years. Medically fit

Domain : Civil, Mechanical and Electrical, Trade specific knowledge, Site Execution, Quality Control, Safety, Productivity, Maintenance, Equipment, Estimation, Contracts

4. SCOPE OF WORK / RESPONSIBILITIES :

The selected IOPs will be required to:

Training Delivery : Conduct classroom + on-site training for masons, bar-benders, supervisors, operators

Curriculum Support: Provide inputs to update training modules with current industry practices

Assessment & Certification: Act as assessor for skill testing in association with CIDC

Mentoring: Guide trainees on safety, quality, productivity, and work ethics

Demonstrations: Show use of modern tools, equipment and green construction practices

Reporting : Submit training reports, assessment, attendance and feedback to CIDC

5. MODE OF ENGAGEMENT :

Nature : On contractual/assignment basis. Not a full-time employment

Location : CIDC Training Centres, Project Sites in Delhi/NCR, and other states as required

Duration : Initially for 1 year. Renewable based on performance upto 3 years

Remuneration: As per CIDC norms.

6. KEY COMPETENCIES EXPECTED :

- Strong technical knowledge and field experience
- Good communication skills in Hindi/English/Local language
- Ability to train low-literate workers using simple methods
- Knowledge of safety standards, CPWD specifications and modern construction technologies

7. APPLICATION PROCESS :

- Submit EOI with CV, qualification, experience certificates
- Shortlisting based on profile
- Interaction/Demo session at CIDC
- Final empanelment

8. CERTIFICATE :

Certificate of Empanelment as "Instructor of Practice - CIDC"

9. IMPORTANT NOTE :

Empanelment does not guarantee regular assignments. Deployment will be based on project requirements and trainee batches.

Expression of Interest (EOI) for Instructors of Practice (IOPs) Response Form

For Empanelment of IOPs with CIDC for Technical & Professional Services in
Construction and Infrastructure Sectors

1. Personal Information :

Full Name :

Father's/Mother's Name :

Date of Birth :

Nationality :

Contact Address :

Phone Number :

Email Address :

2. Educational Qualifications :

Please mention your academic qualifications in the following format:

Sr No	Details	Discipline	University / Institute	Year of Passing	Marks
1	Diploma				
2	Degree				
3	Post Graduate				
4	Others				

3. Professional Certifications :

Mention details of any technical/professional certifications relevant to your expertise.

4. Professional Experience :

Please summarize your professional experience relevant to infrastructure/construction sector

Sr No	Organization	Role	Duration	Key Projects & Experience
1				
2				
3				
4				

5. Evaluation & Selection :

Evaluation will be based on:

1. Technical capacity and domain expertise
2. Relevant project experience and credentials
3. Proposed sectors/verticals of engagement
4. Geographic coverage and reach
5. Past performance with government or large-scale projects
6. Innovation and sustainability approaches

6. Submission Requirements :

Interested parties are requested to submit the following:

1. Curriculum Vitae
2. Details of experience
3. Copies of certifications, registrations, recognitions
4. Any other relevant supporting documents
5. Details of Membership of Professional Bodies
6. List of completed and ongoing assignments

Non-refundable Processing fee - **Rs. 3500/- +18% GST (For Indian Citizens)**

7. Submission Deadline & Method :

Format : PDF or hard copy

Mode of Payment : Pay vide RTGS to Account no. Given below and share transaction details

Name: Construction Industry Development Council

Bank Name: Federal Bank Ltd Nehru Place, New Delhi

Bank A/C No.: 13020100120032,

IFSC code No.: FDRL0001302

Email submissions to: iqaccidcdm@gmail.com

Subject: "EOI for Empanelment - IOP Registration

8. General Terms :

1. CIDC reserves the right to shortlist, reject or invite further information.
2. This is not a contract or guarantee of award.
3. Selected applicants will be empanelled for 3 years, extendable based on performance.
4. Empanelled parties will be contacted for assignments on a need basis.

9. Contact for Clarifications :

Mr. Deepak Mazumdar, Senior Director, CIDC

Cell No. 98116 44761 Email : iqaccidcdm@gmail.com

Website: www.cidc.in / www.cidcdatabase.com

10. Disclaimer :

(To be signed by the Applicant)

The IOP Certificate issued by the Construction Industry Development Council is intended solely for recognizing experienced professionals and domain experts with knowledge sharing, training, mentoring, assessment, awareness, and capacity building initiatives for the construction industry.

This certificate is not a degree, diploma, or academic qualification issued by any University Statutory Authority, Government Institution, or Educational Board. The certificate is only a professional recognition issued by CIDC based on the experience, expertise and credentials submitted by the applicant.

CIDC shall not be responsible or liable, directly or indirectly, for any misrepresentation, unauthorized reproduction, fraudulent use, or wrongful interpretation of the certificate by any individual, institution, university, department, organization or third party.

Any University, Institution, Department, Organization, Individual, or Entity presenting the certificate for purposes beyond its intended scope shall be so collectively responsible for such misuse or misrepresentation. CIDC expressly disclaims all responsibility, liability and onus arising out of any such misuse.

Submission of the application and acceptance of the certificate shall constitute acceptance of the above conditions by the applicant.

Declaration :

I hereby declare that the information provided above is true to the best of my knowledge and understand that any false information may lead to disqualification.

Signature :

Date :

Place :