

ANNEXURE-I: APPLICATION FORM

Particular	Details
Empanelment Reference No.	
Name of Applicant	
Date of Birth / Age	
Mobile / Email	
Correspondence Address	
State / District	
Organisation Last Served	
Designation at Retirement	
Equivalent Rank	
Date of Retirement	
Pay Level/Scale	
Total Years of Service	
Last Place of Posting	
Specialization	
PAN	
Bank / IFSC	

Professional Qualification

Qualification	Specialization	Institution	Year

Technical / Major Project Experience

Project / Area	Location	Approx. Cost	Role	Period

Availability

Question	Response
As-and-when-required?	Yes / No
Maximum inspections/month	
Prior Intimation period	
Travel within State?	Yes / No
Urgent inspections?	Yes / No

Declaration: I certify that the information furnished is true and correct. I shall undertake authorized inspections independently, maintain confidentiality, disclose conflicts of interest and submit reports within the prescribed time.

Signature of Applicant: _____ Date: _____

ANNEXURE- II : QA/QC EXPERT SITE INSPECTION REPORT – MINIMUM REQUIREMENT

Section	Information to be Recorded
A. Project Details	Project, location/state/district, client, WAPCOS office, contractor, contract value, award/completion, physical/financial progress, stage
B. Expert Details	Name, panel/assignment no., retirement designation, organisation, discipline
C. Purpose	Routine/stage-wise/critical/re-inspection/complaint/pre-handover/special/compliance and specific items
D. Documents	Contract, drawings, specifications, QAP, ITP, material/test records, registers and previous reports
E. Physical Inspection	Earthwork, foundations, reinforcement, formwork, concrete, curing, masonry, finishes, MEP, roads, drainage, water/sewerage etc.
F. Material Quality	Source/brand, test report, physical observation and remarks
G. Testing	Concrete cube, slump, steel, soil, aggregate, water, waterproofing, electrical and other tests
H. Non-Conformities	Location/activity, deficiency, severity, corrective action and photo number
I. Previous Compliance	Complied / Partly / Not Complied and verification remarks
J. Overall Assessment	Satisfactory / Generally Satisfactory / Unsatisfactory / Critical Concern
K. Immediate Actions	Specific actions recommended
L. Photographs	Photo number, location/activity and description
M. Final Recommendation	Proceed / Proceed subject to rectification / Do not proceed until rectified
N. Declaration	Expert certification of personal inspection and no conflict
O. WAPCOS Use	Receipt, review, acceptance/return, clarification, fee and payment processing

ANNEXURE-III: EXPERT DECLARATION / CONFLICT OF INTEREST

I certify that I personally inspected the assigned works and that my observations are based on my inspection, documents made available and information obtained during the visit. I further certify that I have no conflict of interest with the contractor, consultant or other agency associated with the project.

Expert Name: _____ Signature: _____ Date: _____

Conflict: No conflict declared / Conflict declared (details attached)

ANNEXURE-IV: KEY TERMS OF EMPANELMENT AGREEMENT

- Carry out authorized inspections independently.
- Examine materials, workmanship, drawings, specifications, QAP/ITP and test records.
- Identify/classify deficiencies and verify corrective action.
- Prepare prescribed reports with photographs and technical recommendations.
- Do not issue contractual instructions, approve variations, certify payments or alter drawings unless specifically authorized.
- Maintain independence, confidentiality and professional integrity.
- Accept approved fee and TA/DA terms and submit reports within prescribed time.
- WAPCOS may review performance and suspend/remove the Expert for specified grounds.
- Empanelment does not create an employer-employee relationship or assure assignments.

Acceptance by Expert: _____ Signature: _____ Date: _____

For WAPCOS: _____ Designation: _____ Date: _____

ANNEXURE-V: INTEGRITY DECLARATION / UNDERTAKING

I, Shri/Smt./Ms. _____, son/daughter of _____, resident of _____, hereby declare that I am applying for the position of _____ in _____ (PSU/Organisation).

I hereby certify and declare that:

1. I have maintained good conduct and professional integrity throughout my academic and professional career.
2. I have not been convicted by any Court of Law for any offence involving moral turpitude, fraud, corruption, dishonesty or any other offence which may adversely affect my suitability for the proposed engagement.
3. No criminal case involving me is pending before any Court of Law, except as specifically disclosed by me in my application/documents.
4. I have not been debarred, blacklisted or otherwise prohibited from undertaking professional assignments by any Central/State Government Department, Public Sector Undertaking, Government Authority or statutory body, except as specifically disclosed by me.
5. No disciplinary or professional misconduct proceedings are pending or contemplated against me, except as specifically disclosed by me.
6. The information and documents furnished by me in connection with my application are true, correct and complete to the best of my knowledge and belief.
7. I undertake to immediately inform _____ (PSU/Organisation) if any fact or circumstance affecting the above declaration arises during the selection process or during the period of my engagement.
8. I understand that any false statement, concealment or misrepresentation of facts may result in rejection/cancellation of my candidature or termination of engagement, besides any other action permissible under applicable rules/law.

I hereby give this declaration in good faith for consideration of my candidature for the above position.

Signature of Applicant : _____

Name of the Applicant : _____

Designation/Profession : _____

Mobile No.: _____

Place: _____

Email: _____

Date: _____

Address: _____