

**MSME TOOL ROOM – HYDERABAD  
(CENTRAL INSTITUTE OF TOOL DESIGN)  
A Govt. of India Society, Ministry of MSME**

**REQUIRED CIVIL ENGINEER**

Central Institute of Tool Design, Balanagar, Hyderabad invites the applications for the post of Civil Engineer initially for a period of One year on contract basis with possibility of further extension up to one year to work at MSME Technology Centre, Pondicherry Chennai which project is under construction process. **Graduates in Civil Engineering with 10 Years Experience may upload their applications from 10<sup>th</sup> August, 2017 through** NCS Portal – [www.ncs.gov.in](http://www.ncs.gov.in) with a Demand Draft / Banker Cheque of Rs. 500/- drawn from any nationalized / Scheduled banks, payable on Principal Director, CITD towards application fee.

For details regarding nature of experience and responsibilities, interested candidates may visit CITD website & NCS portal. The due date for submission of online applications are **31<sup>st</sup> August, 2017.**

Note: All the Original DD's and Photo copies of bio-data may be sent to this office before expiry of the due date. For any queries you may please contact Shri. R.K.Pavithra Kumar, Director (Trg. Quality & Maintenance) over Telephone No .040-23776203.

Sd/-  
Principal Director.

**MSME TOOL ROOM – HYDERABAD**  
**CENTRAL INSTITUTE OF TOOL DESIGN**  
**BALANAGAR, HYDERABAD – 500 037**

**REQUIRED QUALIFICATIONS & EXPERIENCE**

S.No.	Position	Minimum Educational Qualifications	Minimum experience requirement
1.	Civil Engineer	B.Tech (Civil Engg) / AMIE	10 years experience of working on civil construction works. 5 years experience of working on building / Institution / Industrial plant Construction Project.

**KEY RESPONSIBILITIES OF CIVIL ENGINEER**

- Civil Engineer shall be positioned at the construction site to monitor quality and progress of the construction of the Technology Centre to complete the site at scheduled date.
- To examine the Quality control, quality assurance plan and checklist prepared by Construction Management Consultant is in accordance with the relevant clauses in the contract, IS codes, CPWD manuals and leading practices and suggest for improvement.
- Ensure quality of construction work at site is in accordance with the relevant clauses in the contract, IS codes, CPWD manuals and leading practices.
- Maintain updates on actions by CWC against quality observations issued by CMC.
- Vet all the running and final bills submitted by the CMC in timely manner in accordance with the public works accounting guidelines and CPWD works accounting manual.
- Verification of quantities as noted by the construction management Consultant (CMC) in all running and final bills against all works contract in a timely manner. Verification of quantities shall be as per the CPWD norms.
- Examine and verify the need for variation raised by the contractor and / or CMC in a timely manner.
- Examine the acceptability of rates certified by CMC for new items ,which is not part of the original bill of Quantities.
- Ensure timely progress of the works and imposing of penalty clause for delay as per the condition of the contract.
- Monitoring Project Schedule and suggest corrective action in case of delay.
- Coordinate and monitor statutory approvals and their renewal schedules
- Provide necessary information on all works contracts and assist in preparation of all reports, presentations or meeting briefs.
- Prepare responses to any queries, disputes etc., relative works contracts.
- Ensuring that all documents, information and supporting materials are kept in safe custody.
- Carry out the detail inspection and assist in sectional handover millstone and completion of whole of the works.
- Crosscheck and authorize the handing over documents submitted by CWC and certified by CMC.
- Any other work as assigned by the Competent authority.

**Preferred Skills:**

- Excellent managerial, inter –disciplinary, good knowledge of English language written and verbal.
- To promoting ethics and integrity
- Building staff competency and promoting effective teams
- Duration :
- The initial assignment would be for a period of 1 (one) year with possibility of further extension up to One year.