

## Expression of Interest for

### Engagement of Assistant Engineer (Civil) in SERIFED

Odisha Co-Operative Tasar and Silk Federation (SERIFED) an organisation under Handlooms, Textiles & Handicrafts Dept., Govt of Odisha proposes to engage **Assistant Engineer (Civil)** on contractual basis for different project works. The candidates having desirable experience only needs to apply on the prescribed format enclosed at Annexure-II. The details of job description are given in the Annexure-I. The tenure of engagement is for a period two years subject to satisfactory performance. However, the tenure may be extended depending on the requirement with mutually agreed terms and condition.

#### **Eligibility Criteria:**

Posts	No.	Essential Qualification	Desirable Experience
Assistant Engineer (Civil)	02	Degree in Civil Engineering From IITs, NITs, CET, Bhubaneswar, VISSUT, Burla and any recognised Institution under BPUT,Odisha.	<ul style="list-style-type: none"><li>➤ Strong skill in AutoCAD and Civil 3D Drawings.</li><li>➤ Computer aided designs (Stadd pro)</li><li>➤ Working knowledge of Building Code, Project Management - RFI, RFP,RFA; Maintaining technical documentation, time sheets, and cost estimates</li><li>➤ Experience in construction, supervision and quality control.</li></ul>

#### **Remuneration:**

A consolidated remuneration of Rs.30,000 /- (Rupees Thirty Thousand) only will be given per month. An annual increment maximum to the tune of 10% may be considered on satisfactory performance.

#### **AGE**

Maximum age should not be more than 32 Years as on 01.05.2021.

## **Application:**

1. Eligible and interested candidates may submit their applications in the prescribed Proforma attached at “Annexure-II” along with documents in proof of their credentials and experiences by email [serifedorissa@gmail.com/](mailto:serifedorissa@gmail.com) by post/by hand in the following address:

The Managing Director,  
Odisha Co-Operative Tasar & Silk Federation (SERIFED) Ltd.  
Saheed Nagar, Janpath, Bhubaneswar, Telephone-0674-  
2545852, 2545586.  
E mail: [serifedorissa@gmail.com](mailto:serifedorissa@gmail.com)

2. The last date of receipt of application is 15 days from the date of publication of this advertisement in the newspaper.

## **Selection Procedure:**

1. Candidates will be shortlisted by a committee basing on the eligibility criteria and work experience. Only shortlisted candidates will be called for interview. Selected candidates should be prepared to join immediately.
2. Preference will be given to the candidates having expertise in AutoCAD and Civil 3D Drawings, Computer aided designs (Stadd pro), Working knowledge of Building Code, Project Management-RFI,RFP,RFA, maintaining technical documentations, time sheets and cost estimates,
3. In the Covid situation, interview may be conducted through virtual mode.

## **General Terms and Conditions:**

1. The engagement will be on full time basis and the incumbent shall not take up any other assignment during the period of their engagement.
2. On selection, the incumbent will give an undertaking that they will not make any claim/ demand for permanent job with Govt. in future.
3. The incumbent shall be eligible for 15 days leave in a year except Govt. holidays.

4. Absence from duty for a continuous period of 8 days, without any prior information or any valid reason shall lead to automatic termination of contractual engagement.
5. The incumbent shall be expected to maintain utmost honesty, secrecy, sincerity and good conduct while discharging his/ her duties. In case his/her services are found in conflict with interests of organisation/ Government or found unsatisfactory, his/her engagement will be liable for discontinuation without assigning any reason.
6. During the period of assignment, he/she will not reveal any information gathered by him/her to anyone who is not authorized to know the same.
7. A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court pending against him/ her.
8. The authority reserves the right to cancel the process without any intimation.

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## Annexure-I

### Job Description

S.N.	Post	Job Description
01	Assistant Engineer(Civil)	<ul style="list-style-type: none"> <li>➤ To prepare AutoCAD drawings (Plan, Sections &amp; 3D Views).</li> <li>➤ To prepare DPR basing on the OPWD Code</li> <li>➤ To Prepare Tender documents.</li> <li>➤ Sight survey, Lay out of building and supervision of works at any part of Odisha under supervision and guidance of Executive Engineer.</li> </ul>

**Annexure- II**

**Pro forma for Application**

1. Post Applied For:
2. Name of the Applicant( in Capital Letters):
3. Father's/Husband's Name :
4. Date of Birth :
5. Gender :
6. Nationality :
7. Mailing Address(With Telephone/Mobile No. and e-mail address) :
8. Permanent Address :
9. Educational qualification : (From 10<sup>th</sup> onwards, highest qualification first):

Sl.No	Course	Subject	University/Institute	Year of passing

10. Computer Proficiency:-  
(Please tick the appropriate)

MS Word	Basic/ Advance
MS Excel	Basic/ Advance
MS Power point	Basic/ Advance
Photoshop (for associate Designer)	Basic/ Advance
Corel draw (for associate Designer)	Basic/ Advance
Graphics work (for associate Designer)	Basic/ Advance

11. Work Experience:

S.N.	Organization/Institute	Period		Major Responsibilities handled
		From	To	

12. Mention the years of experience in Govt. Sector in implementing handicrafts Project ( Attach supporting documents):

13. Conversant with Govt. Procedure/ schemes/ programme: Yes/ No

14. Any commendation/ appreciation received from the past employer.

15. Any other information in support of candidature:

Date

Full Signature of the Candidate