



राष्ट्रीय प्रौद्योगिकी संस्थान गोवा
NATIONAL INSTITUTE OF TECHNOLOGY GOA
Kottamoll Plateau, Cuncolim, Salcete, Goa 403 703

www.nitgoa.ac.in

Phone: 0832-2404200

Fax: 0832-2404202

Advt. No: NITGOA/RECT/CONT/2024/OW/17

Date: 08/10/2024

Advertisement for the post of Estate Engineer on Temporary Basis

Period of Contract: Appointment is for a period of Six months (Purely on a Temporary basis).

Sr. No.	No. of Posts	Discipline	Age Limit	Required Essential Qualifications & Specialization
1	1	Estate Engineer (on Temporary Basis)	Not more than 50 years	Essential Qualification: First-class Bachelor's Degree or equivalent grade in Civil Engineering from a recognized University/Institute Experience: Minimum 10 years of relevant serving experience in PWD/CPWD/semi-Govt./Private/PSU/Autonomous organization/University/ Institutes of national importance, acquaintance with engineering works procedures of handling independently large construction/operation and maintenance activities of civil and electrical works. Proven records of completing larger construction projects.

Nature of Duties includes:

- Project Oversight:** To oversee the construction project on-site, ensuring that all work is carried out according to the project plans, specifications, and quality standards.
- Contract Administration:** Managing the contractual aspects of the project, including interpreting contract documents, ensuring compliance with contractual obligations, and administering changes or variations to the contract as necessary.
- Quality Control:** Ensuring that all construction work meets the required quality standards and specifications. This involves conducting inspections, testing materials, and verifying compliance with applicable codes and regulations.
- Management:** Coordinating and managing the activities of contractors, subcontractors, and other project stakeholders to ensure smooth progress and timely completion of the project. This includes scheduling work, resolving conflicts, and timely liaison with the government authorities.
- Documentation and Reporting:** Maintaining detailed records of all project activities, including daily progress reports, inspection reports, correspondence, and documentation of any changes or deviations from the original plans.

6. **Cost Control:** Monitoring project costs and expenditures to ensure that the project remains within budget. This may involve tracking costs, approving invoices, and identifying opportunities to optimize project costs without compromising quality or safety.
7. **Safety Compliance:** Ensuring that all construction activities comply with relevant health and safety regulations and guidelines. This includes conducting safety inspections, addressing safety concerns, and promoting a culture of safety on the construction site.
8. **Assisting in Project Planning:** Helping to analyze project requirements, prepare project schedules, develop preliminary designs, and obtain necessary approval as and when required.
9. **Design Support:** Assist in the preparation of engineering designs, drawings, and specifications for works which may involve using computer-aided design (CAD) software to create detailed drawings or models.
10. **Field Inspections:** Performing field inspections regularly to monitor construction progress, verify compliance with design specifications, and identify any potential issues or deviations from plans, and maintenance requirements
11. **Routine Inspections:** Conduct regular inspections of buildings, services. development works, equipment and machinery to identify any potential issues or areas for improvement, troubleshooting related issues and proposing solutions to address them,
12. **Maintenance:** Maintenance of the buildings, viz., office buildings, residential buildings and common utility areas. Maintenance of cleanliness. Maintenance of horticulture works in campus.
13. **Documentation:** Maintaining accurate records of maintenance activities, including work performed, parts used, and any issues encountered, to facilitate future troubleshooting and analysis.
14. **Tender preparation:** Assisting in the preparation of tenders related to the maintenance of buildings, services, development works, equipment, machinery and any other aspects related to facility management.
15. **Other works:** Need to execute other works assigned by the competent authority from time to time

Consolidated Pay: The selected candidate shall be eligible for a consolidated pay of Rs. 56,100/- per month. Initial appointment is for a period of six months and can be renewed on the basis of performance.

How to Apply:

1. The Applicant must be a citizen of India.
2. Interested candidates need to duly fill in the required data in the attached application form format.
3. Duly filled application form along with the scanned copy of original documents and relevant experience (if any), etc have to be compiled into a single *.pdf file.
4. **For submission of the application**, use the below Google form link, and attach the *.pdf file in the provided space. Google Form Link - <https://forms.gle/P7h3UpDzRe6JzJVj7>
5. **Last date for application submission (via Google form): 21/10/2024**
6. **The candidate is responsible for the information filled in the application form.**
7. Incomplete application forms shall not be considered for shortlisting and the criteria of shortlisting shall be as per the Institute's requirements and norms.
8. No TA/DA will be paid for appearing for the selection process. Any change of dates etc. also will be communicated either by publishing on the website and thus candidates are requested to visit the website regularly.
9. Mere fulfilment of essential qualifications and specialization requirements does not entitle any candidate for a call to the interview. Short-listing criteria may be set higher than the advertised

(if required).

10. The Institute reserves all rights to fill/not fill the advertised post.
11. The interview shall be conducted in **Offline/Online mode**. Timings shall be shared after the scrutiny of applications by email only.
12. The decision of the Institute related to all matters pertaining to the selection shall be final and binding on the applicants. No candidate will have any claim for issue of an appointment letter, as a matter of right, even after recommendations by the Selection (Interview) Committee.
13. Selected candidate must be ready to join immediately.
14. Any other rule, as applicable will be followed, although not mentioned above.

For any information, email to:

recruitment@nitgoa.ac.in

Recruitment Cell,

NIT Goa, Kottamol Plateau, Cuncolim, Goa-403 703.

Phone: 0832-2404200/205

NOTE: Intimation about the Shortlisted Candidates for Interview and the selected candidates will be informed via email only and they are expected to join immediately. Applicants are advised to mention their **correct and active email ID** in the application, as all correspondences will be **through email only**. Hence, regular checking of the email by the applicant is expected.

**-sd-
Registrar**

6. Achievements (Please attach documents supporting the achievements)

a. State Level:

Sl. No	Achievements

b. National Level:

Sl. No	Achievements

7. Extracurricular Activities (including NCC)

Sl. No	Description

8. Present employment:

Designation	Organization
Date of joining (dd/mm/yyyy)	Scale of Pay in Rs
Pay in Rs	

9. Experience:

Sl. No.	Name of the Organization Where employed	Designation	Date of Joining	Date of Leaving	Pay	Job Profile (If required attached seprate sheet)

10. Information of three Referees:

(Names and contact details of referees who would be willing to write in support of your application):

	Referee 1	Referee 2	Referee 3
Name			
Designation			
Organization/ Institute			
Address Line1			
Address Line2			
Address Line3			
Telephone			
E-mail ID			

11. Any other information relevant to the post applied for

Sl. No	Description

12. Documents Attached:

Sl. No	Description

13. I hereby declare that I have carefully read and understood the instructions and particulars supplied to me, and that the entries in this form as well as in attached sheets are true to the best of my knowledge and belief.

Date:

Place:

(Signature of Applicant)