



INSTITUTE OF NANO SCIENCE & TECHNOLOGY

(An Autonomous Research Institute of the Department of Science and Technology, Government of India)

Habitat Centre, Sector-64, Phase-X, Mohali-160062, Punjab

F.No. 34(1)/2018-INST

Dated: 04.10.2018

VACANCY

Institute of Nano Science and Technology, Mohali invites applications from the eligible candidates for the engagement of an Assistant Engineer (Civil) purely on temporary (contractual) basis, initially for a period of one year to assist Consultant (Engineering) in overseeing the construction of campus. The contract may be extended depending upon the satisfactory performance of the candidate and requirements of the Institute:

Sr. No.	Position	Consolidated remuneration per month	Number of positions	Qualifications & Experience	Age limit as on 25.10.2018
1	Assistant Engineer (Civil)	Rs. 40000/- p.m.	01 No.	<u>EDUCATIONAL QUALIFICATIONS:</u> <u>Essential:</u> B.E. / B.Tech in Civil Engineering <u>Desirable:</u> Working knowledge of M.S. Office <u>EXPERIENCE:</u> Should have atleast 5 years' experience in the field of construction/supervision (Building, Water Supply, Sewerage, Maintenance etc.) and have experience of making Estimates / Drawings etc. in Government / Public Sector / Private Sector	35 Years

Job Profile:

1. To maintain Engineering Cell records and correspondence.
2. To assist in conducting the meetings of BWC, Architect and / PMC / Contractor or any other related to Engineering Cell
3. To assist in coordination with Architect, PMC, Executing Agency/Contractor and other Govt. Bodies.
4. To assist in monitoring of progress of the work at site.

GENERAL INSTRUCTIONS

1. Eligible candidates may apply in the prescribed Application Form available on the Institute website.
2. In case of exceptional candidates, the experience criteria may be relaxed by the Institute.
3. Attach self-attested photocopies of certificates / documents in support of educational qualification, experience, Age and NoC in case of candidates from government departments.
4. The duly filled Application Form along with copy of certificates should reach this office by **25th October, 2018** i.e. the last date for receipt of applications. Applications received after due date shall not be entertained.
5. Candidates also send a **soft copy of their details in excel format** in the attached **Synopsis proforma** by email at instrectt2015@gmail.com by **15.10.2018**, but the **hard copy** in original will be **MUST**.

CFAO, INST

Encl:

1. Application Form
2. Synopsis Proforma