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KONKAN RAILWAY CORPORATION LIMITED
(A Government of India Undertaking)
Belapur Bhavan, Plot no.6, Sector 11, CBD Belapur, Navi Mumbai – 400 614

CO-13/3/2024-PERS (60097) Date:31.05.2024

Employment Notification No.CO/P-R/3C/2024

Konkan Railway Corporation Limited (KRCL), a Public Sector Undertaking under the Ministry of Railways having its Corporate Office at CBD Belapur, Navi Mumbai, invites applications for the following posts on fixed term contract basis and on fixed remuneration basis for various projects in Civil / Project Department for initial period of one year.

Sr No.	Name of Post / Grade	UR	EWS	OBC	SC	ST	Total No. of Posts
1	Sr. Technical Assistant	1	-	-	-	-	1
2	Project Engineer + Project Engineer (Tender & Proposal)	3	1	3	1	-	8
3	CAD/ Draftsman	1	-	-	-	-	1
4	Assistant Engineer/Contract	1	-	-	-	-	1
	Total	**6**	**1**	**3**	**1**	**-**	**11**

I) Monthly remuneration

Sr. No	Category	Equivalent PML	Basic salary	Approx. Gross Salary p. a. as per class C to A cities (Rs.)
1	Sr. Technical Assistant	7	Rs. 44,900/-	8.4 Lakhs to 10 Lakhs
2	Project Engineer + Project Engineer (Tender & Proposal)	7	Rs. 44,900/-	
3	CAD/ Draftsman	6	Rs. 35,400/-	7 Lakhs to 8 Lakhs
4	Assistant Engineer/Contract	10	Rs. 56,100/-	11 Lakhs to 13 Lakhs

Note: In addition to the basic pay, the following allowances will be paid depends upon the place of posting:-

a) House Rent Allowance and Conveyance allowance as per the rates and City classification prescribed in the pay commission will be paid subject to the condition that accommodation and vehicle are not provided.

b) Dearness allowance on basic pay will be paid as per the rate applicable from the date of joining in KRCL.

The rate of Dearness allowance will be revised to the prevailing rate along with revision of Basic Pay after completion of every one year period of contract subject to extension of contract tenure.

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The basic pay will be revised to the next stage in PML after completion of every year of contractual engagement subject to extension of contract tenure. However, exception can be made in deserving cases as per the discretion of Konkan Railway Corporation Ltd.

II) Other allowances/Facilities:

a) Reimbursement of premium paid for Life insurance to the extent of Rs. 500/- per month obtained from a recognized Insurance company. The reimbursement will be made on production of original receipt of payment of the premium.

b) **Mobile phone allowance:** KRCL will reimburse Rs. 750/- for PML 10 and Rs. 500/- upto PML 10 towards usage of mobile phone on submission of necessary bills / vouchers.

c) **Health Benefits-** Medical Allowance of Rs.500/- per month towards expenditure for OPD facility. Reimbursement of premium of Health policy to the extent of Rs. 500/- per month from the recognized insurance company on production of original payment receipt of the premium.

d) TA as per the rates prescribed in Pay Commission whenever the candidate is required to travel for official work beyond the project area.

e) Travel facilities :-

i) For travel on duty, Railway Pass will be issued in accordance to the guide-lines issued by KRCL from time to time.

ii) Facility of Air Travel may be provided in exceptional cases.

iii) In case of travel by road, reimbursement as per the recommendation of Pay commission.

f) Rest House and Hotel:- Rest House of KRCL, if available will be provided while on duty, if not, reimbursement of hotel charges as per rates fixed by KRCL will be allowed, on production of vouchers.

g) Leave:-Contract appointee will be entitled for fully earned leave of 15 days on completion of every 6 months of contract period. This leave can be accumulated. However, no encashment is permitted. In addition, the appointee will be eligible for 8 days Casual Leave during the year of contract. Weekly off and other public holidays, as applicable to the attached offices, at the place of posting will be applicable. Normal working hours as applicable or as intimated at KRCL project sites are to be followed. During exigencies, some extra hour working will be required but no extra over time or any other type of allowance/ compensation for working beyond the nominated hours shall be paid by KRCL as the remuneration fixed per month includes this. The candidate does not have any type claim for working extra hours. Leave to be availed only after prior sanction of appropriate authority and if the candidate avails leave without valid sanction, the same will be treated as Leave without Pay.

h) Maternity benefits: For Female contractual employees, Maternity benefits as per Maternity Benefit Act, 1961 would be extended.

i) Other benefits:

In exceptional cases, the contractual employee may be upgraded to the next higher level on the recommendation and justification of the concerned HOD provided he/she has worked for two years in KRCL subject to availability of vacancy at that level. Any such up-gradation will be done after screening and personal interview of the candidate by an appropriate screening committee and approval of the Competent Authority.

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III) Educational Qualification, Experience and Age details: The eligibility criteria for each post is attached in Annexures as follows. Candidates must ensure that they fulfil the criteria before applying for particular post.

Sr. No	Category	Total No. of Posts	Annexure
1	Sr. Technical Assistant	1	Annexure -I
2	Project Engineer	7	Annexure - II
3	Project Engineer(Tenders & Proposal)	1	Annexure - III
4	CAD/Draftsman	1	Annexure-IV
5	Assistant Engineer/Contract	1	Annexure – V

INSTRUCTION SHEET

A)

(I) Age:-The candidates should not be more than prescribed age as on 01/05/2024. (Please see Annexures) The age relaxation of 3 years to OBC(NCL) candidates and 5 years to SC candidates will be given if applying against the post of respective category. Age relaxation for Ex-servicemen is discretionary.

(II) Candidates who wish to apply for the posts reserved for SC/OBC-NCL/EWS category, valid Caste / EWS certificate in the format required for Central Government employment (Format attached) should be attached with application. **Certificate not indicating validity will not be accepted.**

(III) Candidate fulfilling criteria may report directly for walk-in interview along with one copy of application prepared in the prescribed format as given (Annexure A) along with original certificates and one set of self attested copies of all required certificates (age proof, qualification, experience, caste certificate, etc.). The information available in KRCLs website www.konkanrailway.com at its link Recruitment>Current Notifications.

B) Mode of Selection: WALK-IN INTERVIEW

C) Date, time and place of walk-in interview :

Registration Time:09.00 hrs to 12:00 hrs only on the date of walk-in-interview.

Sr. No	Category /Post	Date of walk-in-interview	Venue of Interview
1	Sr. Technical Assistant	25/06/2024	**Executive Club, Konkan Rail Vihar, Konkan Railway Corporation Ltd., Near Seawoods Railway Station, Sector-40, Seawoods (West), Navi Mumbai**
2	Project Engineer	27/06/2024	
3	Project Engineer (Tenders & Proposal)	20/06/2024	
4	CAD/ Draftsman	15/06/2024	
5	Assistant Engineer/Contract	24/06/2024	

After preliminary screening of the applications submitted by the candidates in person, the provisionally eligible candidate(s) will only be interviewed. Candidates should come prepared to stay for minimum 2 days, if required, at their own cost. No train/bus fare/ TA/DA shall be payable by the Corporation. Applications should be completed and strictly as per the prescribed format as **Annexure-A.** Applications not conforming to the prescribed format or having illegible/ambiguous certificates or without certificates or incomplete will be summarily rejected. **Candidates are advised not to courier/post hard copy of Application to KRCL.**

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D) List of Self attested Documents to be attached with the filled application:

a) Copies of certificate in proof of qualification (As per the qualification specified in Notification Annexures)
b) Copy of Proof of Date of Birth (SSLC/SSC Certificate/Birth Certificate)
c) Copy of Caste certificate in the format required for Central Government employment (In case of SC/OBC-NCL) and service certificate in support of claims for Ex- servicemen, if any. In case of EWS candidate, certificate in the format required for Central Government employment (Format attached)
d) Two passport size recent photographs.
e) Experience Certificate issued by previous employer.
f) Character certificate from Gazetted officer/Executive officers for certifying that he/she is bearing good moral character.

E) General Information (Applicable to all applicants):-

1. Candidates who fulfil the eligibility criteria only, will be interviewed.
2. Candidates are advised to check their eligibility before walk-in-interview.
3. The candidates must attach self attested photocopy of above mentioned mandatory documents such as proof of age, caste, educational qualification along with mark sheets of all semester /Degree certificates, experience certificate, if any. Certificate in support of claims for Ex-servicemen/PWD etc, failing which candidate will not be eligible for interview.
4. Candidate should bring one character certificate from Gazetted Officers/Executives Officers for certifying that he/she is bearing good moral character.
5. Incomplete or **vague educational** qualification will be invalid.
6. Even after contractual agreement, if any document/ certificate/ information are found incorrect or false in any scrutiny or verification, then the contractual service will be immediately terminated forthwith without assigning any reason and prior notice, besides legal action which may also be initiated.
7. The Corporation reserves the right to cancel/ restrict/ curtail/ enlarge the contract engagement process, if need so arises, without any prior notice and without assigning any reasons therefore.
8. Selected candidate will have to pass prescribed medical examination before the contract is entered into, for fitness to perform the work awarded.
9. The selected candidates should be able to join at the project site/place of posting within maximum 30 days after issuing of offer of appointment by KRCL. Any deviation in the said policy will be dealt on case to case basis, based on the merits of the case.
10. If Candidate is already working in KRCL on contract basis and selected against this notification, he/she does not require to follow the condition of notice period for joining new post. However, relieving letter from concerned Konkan Railway authority will be required at the time of joining.
11. No accommodation will be provided. No Food or Food/Mess Allowance will be paid by KRCL.

F) Selection process:-

1. The candidates shall arrive at the time and venue and get registered with the nominated KRCL official for the walk-in interview as indicated. Group Discussion (GD) or any other elimination round, can be introduced depending on the number of candidates and those candidates who get through in the elimination round will be called for the process of selection.

2. The candidate will be interviewed by a nominated Committee and the selection will be finalized and drawn merit list based on the performance in the interview, qualification and post qualification experience gained by the Candidate.

3. The decision of the Nominated Committee of KRCL shall be final and binding.

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G) The other broad terms of contract are given below for information of the candidate which are subject to changes at the time of actually entering into the contract, at the discretion of KRCL, which may please be noted:-

1. The period of contract will be initially for a period of one year, extendable further for the required period based on satisfactory performance, mutual consent as well as requirement of KRCL, if any. Remuneration may be revised from the 2nd year onward as decided by the Corporation.

2. The contractual service is required for various projects except USBRL Project of Konkan Railway. Selected candidate can be posted and transferred at anytime, anywhere to the project sites during contract period based on the requirement of KRCL.

3. Panel of standby candidates over and above requirement will be maintained as per merit as decided by KRCL. Such candidates may be engaged as per requirement of KRCL projects other than USBRL Project within the validity of panel. Posts notified are not regular establishment posts. KRCL reserves the right to make any changes in number of posts notified as per requirement.

4. The Corporation reserves the right to terminate the contract as per the decision of the Corporation without assigning any reason or if the contract appointee is found unsuitable, by giving one month notice or payment in lieu thereof. Similarly, the appointee will be required to give one month notice to KRCL for termination of contract or payment of one month remuneration.

5. Selected candidates will be required to execute agreement and indemnity bond of Rs. 50,000/- in favour of Konkan Railway Corporation Limited on Rs. 100/- stamp paper to serve the Company for the period specified in the subsequent para below or any further extended period on Rs.100/- stamp paper.

6. The candidate selected for the above contractual agreement shall not be absorbed in KRCL regular service. The candidate therefore, shall not have right to claim for permanent absorption in KRCL and shall be required to give an undertaking in writing to KRCL to that effect.

7. The selected candidate shall be paid the remuneration as mentioned herein above and shall not be eligible or entitled to any other benefit or allowance. Further, on engagement, he/she should also attend emergencies and other calls of duties, as demanded and expected, during their day to day activities.

8. In the event the appointee is found involved in undesirable activities such as embezzlement, unlawful activities (including passing on confidential information of KRCL), unauthorized absence, in-subordination or breach of any of the terms of contract without prejudice to the right to initiate civil/criminal proceedings, the contract appointment shall be terminated.

9. Selected candidates shall use electronic resources of KRCL in strict adherence to the policies and guidelines issued by KRCL from time to time. The email account and user ID's created for official purposes shall always be used in a responsible, effective, ethical and lawful manner. Any misuse of these resources and / or putting the Corporation at risk of any liability based on such misuse shall result in termination of employment and appropriate legal action.

H) The termination of contract and its consequences:-

(a) In addition to the above conditions, the contract agreement shall be terminated on:-

(i) Completion of last day of contract period or any extended period thereon.

(ii) The breach of any terms of contract of employment by contract employee.

(iii) The last day of the one month notice period of termination issued by either side or payment in lieu thereof by either party.

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(b) If any litigation or whatsoever account is initiated by or against KRCL, the cause of which lies in contract period, the presence of contract appointee will be required, even after termination or expiry of the contract agreement.

(c) Upon any premature termination or expiration of contract for any reason, the contract appointee shall return to KRCL any property belonging to KRCL, all tools and plants, documents, any passwords or user ids etc. under his control. This will include all confidential information regarding work, hard and soft copies of documents and information of whatever description of whatever form, tangible or intangible in his possession, together with copies, notes or summaries of such documents and his own working papers which are derived or based upon such documents.

(d) They will have to clear all their advance(s) or due(s), if any cash or vouchers or if any financial outstanding liabilities etc.

(e) Contract appointee will be responsible for the acts and omission(s) in the course of contractual service during the period and thereafter.

I) The Contract Appointee shall be governed by Indian Laws and shall be subject to the judicial courts in the concerned State.

J) Statutory Income Tax, Professional Tax and other taxes will be deducted at source, as applicable from time to time.

ANY KIND OF CANVASSING WILL RESULT IN DISQUALIFICATION OF CANDIDATE AT ANY STAGE OF SELECTION WITHOUT ASSIGNING ANY REASON. NO FURTHER CORRESPONDENCE WILL BE ENTERTAINED IN THIS REGARD.

The above terms are broad in nature and only for guidance and are subject to change while entering into agreement at the time of contract appointment.

Date: 31.05.2024
Place: CBD Belapur

Chief Personnel Officer

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Annexure-A

APPLICATION FORMAT

EACH ONE OF US IS RESPONSIBLE TO MAKE OUR COUNTRY CORRUPTION FREE
SAY NO TO OFFERING OR ACCEPTING BRIBES.

RECRUITMENT NOTIFICATION NO & DATE: _____

POST APPLIED FOR: _____

Affix passport size photo (Signed A-crossed)

NOTE: Please note that all the columns given below should be filled in.

1	Name of the Candidate Mr/Mrs/Ms	
2	Father's/Husband's name	
3	Full Postal address with pin code	
4	Mobile number	
5	E-mail address	
6	Date of Birth (DD/MM/YYYY)	
7	Age as on 01.05.2024	.....Years.....Months.....Days.
8	Gender: Male/Female	
9	Community: SC/ST/OBC -NCL/ *GEN*/ EWS	

Education Qualification:

Name of Examination	Year of passing	Name of Board/University	Aggregate % of marks obtained

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Other Qualification:_____

Professional Experience:

Sr. No	Posts Held	From - To	No. of years	Pay scale/ Monthly remuneration	Organization and brief description of job	Any other details

Current place of working, post held and substantive pay level: _____

I hereby declare and certify that the above information is true and correct to the best of my knowledge and belief. If any information furnished by me is found to be incorrect /false, my application shall be liable to be rejected and my services are liable to be terminated at any stage, ever if recruited.

Signature of applicant:_____

List of documents enclosed (Please indicate 'TICK' [√] in the box)
(NOTE: FAILURE TO ATTACH ANY OF THESE DOCUMENTS MAY RENDER THE APPLICANT INELIGIBLE)

a) Self attested copies of certificate in proof of qualification (As per the qualification specified in Notification) ☐
b) Self attested copy of Proof of Date of Birth (SSLC/SSC Certificate/Birth Certificate) ☐
c) Self attested copy of Caste certificate in the format required for Central Government employment (In case of SC/ST/OBC-NCL) and service certificate in support of claims for Ex- servicemen, if any. In case of EWS candidate, EWS certificate in the format required for Central Government employment (Format attached) ☐
d) Two passport size photographs. ☐
e) Self attested copy of experience certificate issued by previous employer ☐
f) Character certificate from Gazetted officer/Executive officers for certifying that he/she is bearing good moral character. ☐

I hereby certify that I have read and understood all the instructions regarding the Notification for this Post as given on website www.konkanrailway.com

Signature of applicant:_____
Name of applicant:_____

Date:
Place:

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Annexure-I

Senior Technical Assistant

The minimum age, qualification and experience required for the post of Senior Technical Assistant on fixed term of contract is as under:

1. Age:-

Sr. No	Category	Upper Age limit as on 01/05/2024	No. of Post	Place of Posting
1	Senior Technical Assistant	35 years	1	Gujarat / Maharashtra / Madhya Pradesh/Any where in India

2. Minimum qualification-

Essential: Graduate in Civil Engineering with not less than 60% marks from recognized (AICTE) university with knowledge of Auto CAD.

3. Work experience-

Minimum 5 years' experience in Supervision of construction of Civil Engineering works in Highways/ Railways / Metros preferably of bridges in a Railway/CPWD/NHAI/PSU/ Reputed Listed Private Company. This shall be inclusive of: -

(i) 3 years are in Railway or Metro Projects which includes construction of bridges and QA/QC activities for inspection of fabrication/ launching of bridges in Railway, Metro and Road projects or a minimum three years' experience in execution of FOB/ROB having Steel superstructure.

(ii) Ability to understand the working drawings and prepare WPS, execution methodologies for bridge construction including fabrication and related procedures involved in welding / fabrication of heavy structural steel.

(iii) Should have satisfactorily completed at least two ROB or FOB works on running line which includes fabrication, erection and launching of girder over a running Over Head Electric (OHE) Traction Railway line.

4. Brief description of duties-

General duties of STA: The Senior Technical Assistant on Contract basis is generally responsible for all technical, Contractual and other works in his charge assigned to him, for accuracy, supervision, quality, progress of work, timely submission of deliverable and control over all expenditure in relation to laid down norms.
Essential duties of STA: The essential duties of Senior Technical Assistant on Contract basis in respect of works are as under: -

1. Supervision of construction works and/or Quality Assurance. Serve as Technical representative for all matters related to Third Party Inspection. Inspection and supervision of all works related to RCC foundations & substructures as well as fabrication and launching of Steel Girders.
2. Serve as Technical representative for matters related to Contract, Contract Management, Project Management, Quality Assurance and Safety of works.
3. Updating technical knowledge of latest circulars, norms, guidelines and codal provisions of Indian Standards and ensuring its correct usage/implementation in related works.

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4. Supervise & monitor the works in conformance with the provisions of Contract Documents and the Procedures and Manuals.
5. Assist in arranging site meetings, negotiations, preparation of details of claim statements and allied works.
6. Programme charting, Supervision & monitoring of works in conformance with the provisions of Contract Documents and the Procedures and Manuals.
7. Preparation of Daily Progress Reports in connection with the works assigned and informing the in-charge officer in time.
8. Maintenance of Site office, control & upkeep of all documentations, Correspondence, records, Reports & Returns, etc. regarding works and other logistic services.
9. Drafting of Yearly, Monthly, Weekly and Daily reports and ensure compliance of Labour Laws by Contractors.
10. Assist Superiors in smooth running of works.
11. He Should have knowledge of Rules and Regulations.
12. Preparation/checking of monthly contract bills.
13. At the time of taking over of charge /relinquishing/handing over of charge, joint inspection should be carried out and joint handing over taking over report should be made.
14. Ensuring overall safety at work site, conducting safety meetings, counselling contract supervisors and Labour.
15. Any other duty as assigned by Superiors/Controlling Officer from time to time.

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Annexure-II

Project Engineer

The minimum qualification and experience required for the post of Project Engineer on fixed term of contract is as under:

1. Age:-

Sr. No	Category	Upper Age limit as on 01/05/2024	No. of Posts	Place of Posting
1	Project Engineer	40 years	7	Gujarat / Maharashtra / Madhya Pradesh/Any where in India

2. Minimum Qualification:

Essential: Graduate in Civil Engineering or equivalent with not less than 60% marks from recognized (AICTE) university. Proficiency in Auto CAD is preferable.

3. Qualifying Professional Experience:

Minimum 5 years' experience in supervision of the construction of Civil Engineering Projects, specifically in Buildings, Highways, Railways and Metros, preferably in a Railway/PSU or reputed Private Company. Preference will be given to candidates having experience in the following fields:

i. At least three years of experience in Railway or Metro Projects.
ii. The experience in Quality Assurance/Quality Control
iii. Experience in construction/supervision of at least two ROB works over a running Over Head Electric (OHE) Traction Railway line.
v. Relaxation will be given in case of suitable/deserving candidate.

Note:

i. Applicants should possess the requisite length of post-qualification experience only after obtaining the minimum educational qualification prescribed for the post and should meet other eligibility criteria as on 01.05.2024.
ii. The candidate from Private Sector should be drawing a gross salary (CTC) more than Rs.7,50,000/- per annum.
iii. The work certificate should explicitly describe the nature of experience, including work on ROB/RUB / Cable-Stayed Bridge projects under operational OHE lines.
iv. The responsibility to establish eligibility for the post applied for with reference to all the prescribed eligibility conditions rests with the applicant.

4. Brief Description of Duties:

General: The Project Engineer, working on a contract basis, carries the primary responsibility for the accuracy, quality, progress, and timely delivery of all technical and contractual tasks assigned to them. He also accountable for controlling expenditures within prescribed norms.

Essential duties: The essential duties of Project Engineer on Contract basis in respect of works are as under:
1. Supervising construction activities and ensuring adherence to quality standards.
2. The candidate shall ensure strict implementation of Quality Assurance Plan (QAP) and safety plan during execution of work.

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3. To conduct audits of technical items as envisaged in the Contract(s) to ensure quality of work and Safety.
4. Serving as the Technical representative for matters related to Contracts, Contract Management, Project Management, Quality Assurance, and Safety of works.
5. Formulating technical circulars, norms, guidelines, and Notes.
6. Monitoring and supervising works to ensure compliance with Contract provisions, procedures, and manuals.
7. Compiling and generating reports related to the assigned tasks.
8. Maintaining the site office, managing and organizing all documentation, correspondence, records, reports, and returns, including the preparation of yearly, monthly, weekly, and daily reports.
9. Ensuring discipline and managing matters concerning staff under their jurisdiction, while ensuring compliance with labour laws by contractors.
10. Assisting superiors in the efficient operation of projects.
11. Demonstrating knowledge of applicable rules and regulations.
12. Handling general administrative tasks, logistics, organizing meetings, and managing all office-related functions.
13. At the time of taking over of charge /relinquishing/handing over of charge, joint inspection should be carried out and joint handing over taking over report should be prepared.
14. Undertaking any additional duties as directed by the Controlling Officer as required.

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Project Engineer (Tenders & Proposals)

The minimum qualification and experience required for the post of Project Engineer (Tenders & Proposals) on fixed term of contract is as under:

1. Age:-

Sr. No	Category	Upper Age limit as on 01/05/2024	No. of Posts	Place of Posting
1	Project Engineer (Tenders & Proposals)	40 years	1	Maharashtra /Any where in India

2. Minimum Qualification.

Essential: Graduate in Civil Engineering or equivalent with not less than 60% marks from recognized (AICTE) university. Proficiency in Auto CAD is preferable.

3.Qualifying Professional Experience:

Minimum 5 years in Railway/PSU or in reputed Public/ Private Ltd. Company. This shall be inclusive of:

i. 3 Years in Tenders/Contract Cell/Business Development Unit.
ii. Well versed in Estimation, Analysis of rates, Examination of Tender specifications, Preparation of Bids, and Billing.
iii. Familiarity and experience of working in various e-tendering portals is desirable.
iv. Proficiency in MS-office, Auto-Cad, and various quantity calculation software's in infrastructure projects.
v. Relaxation will be given in case of suitable/deserving candidate.

Note:

i. Applicants should possess the requisite length of post-qualification experience only after obtaining the minimum educational qualification prescribed for the post and should meet other eligibility criteria as on 01.05.2024.
ii. The candidate from Private Sector should be drawing a gross salary (CTC) more than Rs. 7,50,000/- per annum.
iii. The responsibility to establish eligibility for the post applied for with reference to all the prescribed eligibility conditions rests with the applicant.

4. Brief Description of Duties:

General: The Project Engineer (Tenders & Proposals) on Contract basis is responsible for technical and administrative works of the Business Development Unit in assisting the Senior Executives of the Unit.

Essential Duties of Project Engineer (Tenders & Proposals) on Contract basis:

The essential duties in respect of works are as under:
1. Spotting of Tenders from various e-Portals, newspapers and other standard means.
2. Maintaining and updating of data base of credentials of KRCL, financial information.
3. Maintaining and updating of LARs, current prices of salient material, machinery, etc required for Analysis of rates.
4. Drawing up Notes on eligibility and suitability of KRCL in participation of Tenders.
5. Study of Tender documents, Estimation, Analysis of Rates, examining of Tender specifications, preparation of Price Bids, preparation of other Bid documents.

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6. Full responsibility of uploading of tender documents and Bid Prices.
7. Maintaining data base of sub-contractors, JV Partners. Be conversant in JV Agreements, MoUs with Project Partners.
8. Preparation of Tender Documents for sub-contracts, BOQs, other specifications and Schedules, Getting the Tender documents vetted by Finance.
9. Assist in floating, negotiations, finalization of Tenders, claims and allied works.
10. Maintenance of Office, control & upkeep of all documentations, Correspondence, records, Reports & Returns, etc. regarding works and other logistic services. Drafting of Yearly, Monthly, Weekly and Daily reports.
11. Any other duty as assigned by Controlling Officer from time to time.
12. Assisting in the process of tendering, negotiations, finalization of contracts, handling claims and related tasks.

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Annexure IV

CAD/Draftsman

The Educational Qualification, Experience and Age details required for the post of CAD/Draftsman is as under:

1. Age -:

Sr. No.	Post	Upper Age limit as on 01.05.2024	No of Post	Place of Posting
1	CAD/Draftsman	45 years	1	New Delhi

2. Educational Qualifications.

Essential: ITI/Diploma (Civil Engineering) from recognised Board/ Institute/ University with minimum 60% marks in aggregate.

3. Work Experience:

Minimum 08-years of experience for ITI (Civil Draughtsman) holder or 06-years of experience for Diploma holder (Civil Engg.) in Preparation of RCC & Structural Steel / fabrication drawings for Buildings/Bridges/Viaducts/Elevated Stations through latest related software like TEKLA / AUTOCAD / BOCAD etc. Preference shall be given to Candidate having experience in preparation of steel fabrication drawings of bridges / structures. Relaxation will be given in case of suitable/deserving candidate.

4. Brief Description of Duties.

The CAD /Draftsman on Contract basis is generally responsible for all technical, Contractual and other works in his charge assigned to him, for accuracy, quality, progress of work, timely submission of deliverable and control over all expenditure in relation to laid down norms.

5. The essential duties of CAD /Draftsman in respect of works are as under:

1. Sets up and maintains an organized file system log for drawings prepared.
2. Verify that the drawings are accurate, legible, and follow applicable industry codes.
3. Prepare detailed drawings as per our clients' specifications.
4. Work in coordination with engineers to develop drawings, schematics, and diagrams for projects.
5. Uses computer assisted design/drafting (AutoCAD Latest version) equipment and software to develop design drawings.
6. Preparation including revisions for fabrication drawings.
7. Drafting detailed multi-view drawings of products;
8. Incorporation of necessary modifications in the existing drawings as and when required;
9. Maintain and create company standard drawing documents.
10. Work independently and efficiently in a fast-paced environment.
11. Communicate and accurately modify technical drawings based on customer request / requirements.
12. Maintain filing systems and reference libraries.
13. Consult with fabrication teams during product manufacturing, advising them on design specifications and providing physical assistance when required.
14. Create detailed approval, shop and installation drawings;
15. Any other duty as assigned by Controlling Officer from time to time.

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Annexure-V

Assistant Engineer/Contract

The minimum qualification and experience required for the post of Assistant Engineer/Contract on fixed term of contract is as under:

1. Age:-

Sr. No.	Post	Upper Age limit as on 01.05.2024	No of Post	Place of Posting
1	Assistant Engineer/Contract	45 years	1	Thiruvananathapuram/ Kerala

2. Educational Qualifications.

Essential: A full time Graduate in Civil Engineering or equivalent with not less than 60% marks from recognized (AICTE) university.

3. Work Experience: Minimum 5 years' experience in Senior Supervisor level in Civil Engineering Projects, specifically in Highways, Railways and Metros, preferably in a Railway/PSU or reputed Private Company, involving Survey, GT investigation, coordination with designers/proof checkers, planning, preparation of estimates BOQ, preparation of Tender documents, Invitation of Tender and its finalization, Execution of works including tunnels, Contract Management of Railway/road projects, Quality Assurance/Quality Control.

Candidates with Experience in construction of Tunnels will have a preference. Proficiency in Auto CAD, Microsoft Project Professional (MSP) is preferable.

4. Brief Description of Duties: The Assistant Engineer working on a contract basis, carries the primary responsibility for the accuracy, quality, progress, and timely delivery of all technical and contractual tasks assigned to them. He also accountable for controlling expenditures within prescribed norms.

5. The essential duties of Assistant Engineer/Contract in respect of works are as under:

1. Overall supervision of construction activities and ensuring adherence to quality standards.
2. The candidate shall ensure strict implementation of Quality Assurance Plan (QAP) and safety plan during execution of work.
3. To conduct audits of technical items as envisaged in the Contract(s) to ensure quality of work and Safety.
4. Serving as the Technical representative for matters related to Contracts, Contract Management, Project Management, Quality Assurance, and Safety of works.
5. Formulating technical circulars, norms, guidelines, and Notes.
6. Monitoring and supervising works to ensure compliance with Contract provisions, procedures, and manuals.
7. Compiling and generating reports related to the assigned tasks.
8. Maintaining and managing the site office, managing and organizing all documentation, correspondence, records, reports, and returns, including the preparation of yearly, monthly, weekly, and daily reports.
9. Ensuring discipline and managing matters concerning staff under their jurisdiction, while ensuring compliance with labour laws by contractors.
10. Assisting superiors in the efficient operation of projects.
11. Demonstrating knowledge of applicable rules and regulations.
12. Handling general administrative tasks, logistics, organizing meetings, and managing all office-related functions.
13. At the time of taking over of charge /relinquishing/handing over of charge, joint inspection should be carried out and joint handing over taking over report should be prepared.
14. Undertaking any additional duties as directed by the Controlling Officer as required.

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FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/Shrimati/Kumari _____ Son/Daughter of _____ Village/Town _____. / District / Division*_____of the _____ State/Union Territory belongs to the _____Caste*/Tribe which is recognised as a Scheduled Caste/Tribe under:

*The Constitution Scheduled Castes Order, 1950.
*The Constitution Scheduled Tribes Order, 1950.
*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;
*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951;
[As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisa- tion) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]
The Constitution (Jammu and Kashmir) Scheduled Castes Orders, 1956.
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976
The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.
*The Constitution (Pondicherry) Scheduled Castes Order, 1964.
*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.
*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.
*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.
*The Constitution (Nagaland) Scheduled Tribes Order, 1970.
*The Constitution (Sikkim) Scheduled Castes Order, 1978
*The Constitution (Sikkim) Scheduled Tribes Order, 1978
*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
*The Constitution (SC) Orders (Amendment) Act, 1990.
*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.
*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.
*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.
*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati*_____father/mother*_____of Shri/Shrimati/Kumari_____of Village/Town* _____ in /District/Division* _____of the State/Union Territory* _____who belongs to the_____ _____Caste*/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the Station/Union Territory* issued by the_____dated_.

3. Shri/Shrimati/Kumari* and /or* his/her* family ordinarily reside(s) in Village/Town*_____ District/Division* of the State/Union Territory * of_____.

Place_____Signature_____ Date_ _____ Designation_____ (with seal of Office)

State/Union Territory _____

* Please delete the words, which are not applicable. @
Please quote specific Presidential Order
% Delete the Paragraph, which is not applicable

Note : (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The following Officers are authorised to issue caste certificates :
1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
5. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned.
6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Amindivi Islands).

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(CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER GOVERNMENT OF INDIA)

This is to certify that Shri/Smt./Kum*_____ _____Son/ Daughter* of Shri/Smt.* _____of Village/ Town*_____ _____District/Division*_____ in the State/Union Territory_____belongs to the _____ community that is recognized as a backward class under Government of India**, Ministry of Social Justice and Empowerment's Resolution No._ _____dated_____***

1. Resolution No. 12011/68/93- BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No.186 dated 13/09/93.
2. Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
3. Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
4. Resolution No. 12011/96/94-BCC dated 09/03/96.
5. Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
6. Resolution No. 12011/13/97-BCC dated 03/12/97.
7. Resolution No. 12011/99/94-BCC dated 11/12/97.
8. Resolution No. 12011/68/98-BCC dated 27/10/99.
9. Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
10. Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71dated 04/04/2000.
11. Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No.210 dated 21/09/2000.
12. Resolution No. 12015/9/2000-BCC dated 06/09/2001.
13. Resolution No. 12011/1/2001-BCC dated 19/06/2003.
14. Resolution No. 12011/4/2002-BCC dated 13/01/2004
15. Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No.210 dated 16/01/2006.

Shri/Smt./Kum._____and/or_____ his/her family ordinarily reside(s) in the _____ District/Division of the_____State/Union Territory. This is also to certify that he/she does NOT belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93- Estt. (SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008, again further modified vide OM No.36036/2/2013-Estt (Res) dtd. 30/05/2014 or the latest notification of the Government of India.

District Magistrate / Deputy Commissioner / Any other Competent Authority

Dated:

Seal

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* Please delete the word(s) which are not applicable.

** As listed in the Annexure (for FORM-OBC-NCL)

*** The authority issuing the certificate needs to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

NOTE:

a. The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

b. The authorities competent to issue Caste Certificates are indicated below:

(i) District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ Ist Class Stipendiary Magistrate/ Sub-Divisional magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar' and

(iv)Sub-Divisional Officer of the area where the candidate and/or his family resides

c. The annual income /status of the parents of the applicant should be based on financial year ending March 31, 2020

ANNEXURE for FORM-OBC-NCL

Sl. No.	Resolution No.	Date of Notification
1	No.12011/68/93-BCC(C)	13.09.1993
2	No.12011/9/94-BCC	19.10.1994
3	No.12011/7/95-BCC	24.05.1995
4	No.12011/96/94-BCC	09.03.1996
5	No.12011/44/96-BCC	11.12.1996
6	No.12011/13/97-BCC	03.12.1997
7	No.12011/99/94-BCC	11.12.1997
8	No.12011/68/98-BCC	27.10.1999
9	No.12011/88/98-BCC	06.12.1999
10	No.12011/36/99-BCC	04.04.2000
11	No.12011/44/99-BCC	21.09.2000
12	No.12015/9/2000-BCC	06.09.2001
13	No.12011/1/2001-BCC	19.06.2003
14	No.12011/4/2002-BCC	13.01.2004
15	No.12011/9/2004-BCC	16.01.2006
16	No.12011/14/2004-BCC	12.03.2007
17	No.12011/16/2007-BCC	12.10.2007
18	No.12018/6/2005-BCC	30.07.2010
19	No. 12015/2/2007-BCC	18.08.2010
20	No.12015/15/2008-BCC	16.06.2011
21	No.12015/13/2010-BC-II	08.12.2011
22	No.12015/5/2011-BC-II	17.02.2014

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FORM OF DECLARATION/UNDERTAKING TO BE SUBMITTED BY OBC CANDIDATE

(IN ADDITION TO THE COMMUNITY CERTIFICATE)

I, _____ Son/Daughter of Shri _____ resident of village/town/city

District_____State_____ _____ hereby declare that I belong to the _____community which is recognized as a backward class by the Government of India for the purpose of reservation in Service admission in Central Govt. institutions as per orders contained in the Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt.(SCT) dated 08th September, 1993. I also declare that I do not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum dated 08th September, 1993, which is modified vide Department of Personnel and Training Office Memorandum No. 36033/1/2013-Estt. (Res.) dated 14th September, 2017.

Signature of Candidate:

Full Name: Correspondence
Address: Place:
E-Mail ID:
Mobile No: Date:

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Government of.....

(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No.....

Date:.....

VALID FOR THE YEAR.....

1.This is to certify that Shri/Smt./Kumari.....son/daughter/wife of.....permanent resident of .....Village/Street.....Post Office.....District.....in the State/Union Territory.....Pin Code....whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year.....His/her family does not own or possess any of the following assets***:

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
III. Residential plot of 100 sq. yards and above in notified municipalities;
IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari..... belongs to the.....caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office.....
Name.....
Designation.....

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

Note 2:The term 'Family**" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3: The property held by a "Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

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INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY

The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS: -

(i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner,

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate,

(iii) Revenue Officer not below the rank of Tehsildar and

(iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

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