

## **Advertisement for the post of Consultancy Project Staff (Project Assistant)**

Applications are invited from suitable candidates for the position of Consultancy Project Staff to work on the various consultancy projects that come through outside agencies in the Civil Engineering Department.

**Position:** Consultancy Project staff (Project Assistant)

**Salary:** 20,000 /- per month (Consolidated)

**Duration:** Six months

### **Eligibility requirements:**

- Minimum qualification: Diploma in Civil Engineering.
- Minimum of 2 years experience in the preparation of structural drawings.
- Proficiency in software such as (e.g., AutoCAD, Revit and Sketchup etc.)
- Strong understanding of structural components and their drawings.
- Excellent communication and teamwork skills.
- Ability to manage multiple projects and meet deadlines.

### **Job Profile:**

- To draw structural drawings of different types of buildings and infrastructure projects.
- Coordination with clients regarding drawings interpretation/modification.
- Prepare project estimates and handling of construction documents.
- Perform site inspections and prepare inspection reports.
- Ensure compliance with basic knowledge of relevant codes, standards, and regulations.
- Testing of materials in the laboratory.
- Any other relevant activity as assigned by the PI.

Interested candidates with the above-mentioned qualifications can send the applications in the given format, including a cover letter and resume with detailed information about the educational qualifications, and structure engineering consultancy experience (if any) in a single pdf file on or before .....via email: [patelm@nitj.ac.in](mailto:patelm@nitj.ac.in)

**Please use the subject line: Application for Consultancy Project Staff position in the Civil Engineering Department.** Please note that only shortlisted candidates will be informed of the interview being held online.



**Note:**

- The appointment of the Project staff will be purely temporary/ ad-hoc /contractual basis and valid for the period mentioned above or until the services are required by the Project PI, whichever is earlier.
- The services of the Project staff will be liable to termination at any time without any notice and without assigning any reason.
- Only short-listed candidates will be communicated to appear in the interview, and no other communications in this regard will be entertained.
- Mere possession of minimum qualification does not guarantee an invitation to the interview. Candidates will be short listed based on their merit and as per the requirement of the project.
- THE LAST DATE OF SUBMISSION OF THE ONLINE APPLICATION IS WITHIN 15 DAYS FROM THE DATE OF THE ADVERTISEMENT
- Candidates need to email their documents (in a single PDF file) along with the application form to kapoork@nitj.ac.in, mentioning the subject in the email: **“Application for Consultancy Project Staff position in the Civil Engineering Department.”**
- Hard copies of the application form and documents are not required to apply for the post. However, the selected candidate is required to bring all original documents along with them for verification at the time of joining.
- The shortlisted candidates will be called to appear in the interview (Online). The information on the interview schedule will be communicated through email only provided in the application.



**Dr. Manesh Patel**

(Principal Investigator)

Assistant Professor

Department of Civil Engineering

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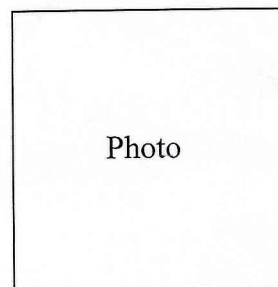
Email ID: patelm@nitj.ac.in

Contact No.: 9085684240



## Application form for Consultancy Project Staff in the Civil Engineering Department

1. Name of the applicant (in full block letters):
2. Father's/Mother's/Guardian's/Husband's Name:
3. Date of birth:
4. Sex (Male /Female):
5. Marital status (single/married):
6. Category: SC/ST/OBC/PWD/General:
7. Address of communication:  
Mobile no: \_\_\_\_\_ Email: \_\_\_\_\_
8. Educational Qualifications:



(From the 10th or equivalent onwards, self-attested copies to be enclosed)

Examination passed	Year of passing	University/Board	Division/Class % of Marks*	Subjects

### 9. Work experience

S. No.	Designation	Name of Organization	Period		Nature of Work
			From	To	

10. Professional Experience (if any) Research Publication (if any, attach a separate sheet):
11. Any other information relevant to the post (if any):

12. Interest in joining the post:

13. Contact details of two referees:

(1) Name:.....Designation.....  
Email.....

Organization.....

(2) Name:.....Designation.....  
Email.....

Organization.....

DECLARATION: I do hereby declare that the above information I furnished is true and correct to the best of my knowledge.

Place:

Date:

Signature of the applicant

List of enclosures:

