

12. Experience details (Attach self attested photocopy of all the certificates) :

Sl. No.	Name & Address of Employer	Post & Nature of duties	Period of Service (Mention with Date, Month, Year)		Total period of service (Years, Months and Days)
			From	To	

13. Other information (if any) :

14. List of attachments (please specify) :

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

I, _____ hereby declare that the information mentioned above are true to the best of my knowledge. I also fully understand that if at any stage, any attempt to willfully conceal or misrepresentation of facts on my part is found, my candidature will liable to be summarily rejected or my employment may be cancelled.

Application form along with scanned document may be submitted to focusmzrecruitment@gmail.com

Place :

Signature of Candidate

Date :

Junior Engineer – PMU & DMUs

Salary per month- Rs. 40000/-

Qualification:

- Minimum bachelor's degree in Civil Engineering or minimum Diploma in Civil Engineering
- Experience:
 - At least 5 years of professional experience and minimum 3 years of similar work experience for Bachelor's Degree in civil Engineering or at least 8 years of professional experience and minimum 5 years of similar work experience for Diploma in Civil Engineering.

Location of Job: SCRAM – DMUs, Mizoram

Reporting Line: State Project Director (SPD) of FOCUS/District Project Manager, SCRAM

Job Description:

- Approving the Contractor's work plan, material sources, camp location, etc.
- Preparing and issuing monthly/quarterly and annual reports as defined subsequently.
- Approving and/or issuing working drawings, approving the setting out of the works, and giving instructions to the Contractor.
- Reviewing and monitoring of the quality control activities of the Contractors.
- Inspecting and testing all materials and works to ensure compliance with specifications and giving immediate notice to the Contractor in the event that such materials and works fail to comply with the specifications.
- Accepting or rejecting any part or parts of the completed works.
- Making measurements and keeping measurement records and other books of accounts required by the contract.
- Maintaining records, correspondence, and diaries, including labour and equipment attendance;
- Certifying work volume and interim certificates for progress payments.
- Assisting DOA with the maintenance of consolidated project accounts, and with preparation of financial statements.
- Assisting DoA in certifying completion of part or all of the works.
- Checking periodically the remaining quantities, and undertaking constant monitoring of the contract's running costs.
- Reviewing and recommending to DOA variation orders, extensions of time, claims, and other matters that may come from the Contractor.

- Negotiating with the Contractor and recommending to DOA the rates for any unscheduled items of work that may arise.
- Advising the DOA on all matters relating to the execution of the works; and assisting the representative with processing the Contractor's possible claims.
- Ensuring compliance with Environmental requirements of civil works, and providing information to DOA on those processes in the monthly progress reports.
- Assisting in preparing a consolidated project completion report in a format provided by DOA at the completion of the contract.
- Inspecting the works at appropriate intervals during the defects liability period and certifying the defects liability certificate for issuance by the DOA;
- Preparing reports for the Employer with complete records, inception, monthly, and completion reports; and
- Assisting the Employer to provide on-site training where required for District Engineering Cell field staff on quality assurance and contract administration.
- Ensuring that all State Occupational Health requirements are complied with by the Contractor as well as any health and safety provision as required in the Contract.