

KONKAN RAILWAY CORPORATION LIMITED

(A Government of India Undertaking)

Belapur Bhavan, Plot no.6, Sector 11, CBD Belapur, Navi Mumbai – 400 614

CO-32/16/2026-PERS (71940)

Date 17.08.2026

Employment Notification No.CO/P-R/15C/2026

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 Project Development and Monitoring Cell (PDMC) in S&T Department for initial period as notified below.

Sr	Name of Post / Grade	UR	EWS	OBC	SC	ST	No. of Posts	Tenure/ Duration of Engagement
1	Deputy General Manager/S&T	1	0	0	0	0	1	2 Years
2	Sr. Project Manager/S&T	1	0	0	0	0	1	2 Years
3	Project Engineer/S&T(AUTOCAD)	2	0	0	0	0	2	3 Years
4	Senior Technician	1	0	0	0	0	1	3 Years
5	Technician	1	0	0	0	0	1	3 Years
6	Cook	1	0	0	0	0	1	2 Years
	Total	7	0	0	0	0	7	

I) Monthly remuneration

Sr No	Designation	Basic	DA	Other Allowances			Consolidated Remuneration		
				As per A Class	As per B Class	As per C Class	As per A Class	As per B Class	As per C Class
1	Deputy General Manager/S&T	49873	28927	47780	39900	32020	126580	118700	110820
2	Sr. Project Manager/S&T	30127	17473	29060	24300	19540	76660	71900	67140
3	Project Engineer/S&T(AUTOCAD)	18481	10719	18020	15100	12180	47220	44300	41380
4	Senior Technician	15823	9177	15500	13000	10500	40500	38000	35500
5	Technician	12025	6975	11900	10000	8100	30900	29000	27100
6	Cook	11392	6608	11300	9500	7700	29300	27500	25700

Note: Other Allowances are inclusive of HRA, Conveyance, Mobile Allowance.

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) 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.

c) Annual remuneration will increase by 4% of the consolidated remuneration after completion of every year of contractual engagement.

d) TA & Hotel Accommodation as per the rates prescribed in Letter No.CO-13011(12)/13/2018-PERS (27125) dated 06/05/2025 whenever the candidate is required to travel for official work beyond the Project area.

e) Travel facilities: -

i) For travel on duty, Complementary Railway Pass will be issued as per the extant policy of KRCL.

ii) In case of travel by road, reimbursement as per the extant policy of KRCL.

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.

Leave of Absence (LOA): Unpaid and authorized Leave / Absence of the employees to address personal, medical or family matters while maintaining their contract employment status can be sanctioned in exception by the competent authority at their discretion.

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.

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	Deputy General Manager/S&T	1	Annexure -I
2	Sr. Project Manager/S&T	1	Annexure -II
3	Project Engineer/S&T(AUTOCAD)	2	Annexure -III
4	Senior Technician	1	Annexure -IV
5	Technician	1	Annexure -V
6	Cook	1	Annexure -VI

INSTRUCTION SHEET

A)

(I) Age: -The candidates should not be more than 50 Years on 01/06/2026. Age relaxation for Retired Railway officials is 65 years and for Ex-servicemen is discretionary with relevant experience.

(II) 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.	Category /Post	No of Posts	Date of walk-in-interview	Venue of Interview
1	Deputy General Manager/S&T	1	07.09.2026	Hotel-The Shanti Naturecure on Ganga 244/14, AIIMS Road, Rishikesh, Uttarakhand – 249201
2	Sr. Project Manager/S&T	1	07.09.2026	
3	Project Engineer/S&T(AUTOCAD)	2	07.09.2026	
4	Senior Technician	1	08.09.2026	
5	Technician	1	08.09.2026	
6	Cook	1	08.09.2026	

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.

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

- Copies of certificate in proof of qualification (As per the qualification specified in Notification Annexures)
- Copy of Proof of Date of Birth (SSLC/SSC Certificate/Birth Certificate)
- Copy of service certificate in support of claims for Ex- servicemen, if any.
- Two passport size recent photographs.
- Experience Certificate issued by previous employer.
- Character certificate from Gazetted officer/Executive officers for certifying that he/she is bearing good moral character.

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

- Candidates who fulfil the eligibility criteria only, will be interviewed.
- Candidates are advised to check their eligibility before walk-in-interview.
- The candidates must attach self-attested photocopy of above-mentioned mandatory documents such as proof of age, educational qualification along with mark sheets of all semester /Degree certificates, experience certificate, if any. Certificate in support of claims for Ex-servicemen failing which candidate will not be eligible for interview.
- 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 is 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 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.

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 as notified, extendable further for the required period based on satisfactory performance, mutual consent as well as requirement of KRCL, if any.
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 non-fulfilment of the contractual obligation or any loss or damage which may occur due to his/her acts or omission while performing duties under the contract 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.
- (b) If any litigation on 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: 17.08.2026

Place: CBD Belapur

Chief Personnel Officer

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 01.06.2026	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

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 service certificate in support of claims for Ex- servicemen, if any. ☐
- 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:

Deputy General Manager/S&T

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

- A) Minimum Essential Qualification:** Full time regular Diploma/Bachelor Degree in Engineering or Technology, in Electrical/Electronics/Information-Technology/Communication/ Computer Science Engineering/ Civil/ Mechanical Engineering, OR Msc. Electronics OR AMIE OR B.Sc-Physics.
- B) Work experience-** Minimum 10 years of experience for Graduates and 14 years of experience for Diploma holders in erection, installation, testing and commissioning of Signal and Telecom Systems for Railways / Metros//PSU/Reputed Private organization preferably for Railway/ Reputed Listed Private Company. This shall be inclusive of experience of Signal & Telecom work including, Supervision, planning, cable laying, location box foundation, signal foundation, LC-Gates, IBH, Auto Signalling, outdoor drawing finalisation, erection, testing & final commissioning of Railway Projects. Retired Railway Executives upto SG level with minimum 5 years' experience as Executive handling Construction/Works in Signalling or Telecom projects will be preferred.
- C) Brief description of duties-**
- a) The DGM/S&T, 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.
 - b) 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 Signal Foundations, cable laying, Location box foundations, erection, all types of outdoor, Indoor work, AUTO SIGNALLING and Drawings, etc.
 - c) Serve as Technical representative for matters related to Contract, Contract Management, Project Management, Quality Assurance and Safety of works.
 - d) Updating technical knowledge of latest circulars, norms, guidelines and codal provisions of Indian Standards and ensuring its correct usage/implementation in related works.
 - e) Supervise & monitor the works for conformance with the provisions of Contract Documents and the Procedures and Manuals.
 - f) Assist in arranging site meetings, negotiations, preparation of details of claim statements and allied works.
 - g) Preparation of Daily Progress Reports in connection with the works assigned and informing the in-charge officer in time.
 - h) Maintenance of Site office, control & upkeep of all documentations, Correspondence, records, Reports & Returns, etc. regarding works and other logistic services.
 - i) He Should have knowledge of Safety Rules and Regulations.
 - j) Preparation/checking of monthly contract bills.
 - k) Ensuring overall safety at work site, conducting safety meetings, counselling contract supervisors and Labour.
 - l) Any other duty as assigned by Superiors/Controlling Officer from time to time.

Sr. Project Manager/S&T

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

- A) Minimum Essential Qualification:** Full time regular Diploma/Bachelor Degree in Engineering or Technology, in Electrical/Electronics/Information-Technology/Communication/ Computer Science Engineering/ Civil/ Mechanical Engineering, OR Msc electronics.
- B) Work experience-** Minimum 05 years of experience for Graduates and 8 years of experience for Diploma holders in erection, installation, testing and commissioning of Signal and Telecom Systems for Railways / Metros//PSU/Reputed Private organization preferably for Railway/ Reputed Listed Private Company. This shall be inclusive of experience of Signal & Telecom work including, Supervision, planning, cable laying, location box foundation, signal foundation, LC-Gates, IBH, Auto Signalling, outdoor drawing finalisation, erection, testing & final commissioning of Railway Projects.
- C) Brief description of duties-**
- a) The Sr. Project MANAGER/S&T, 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.
 - b) 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 Signal Foundations, cable laying, Location box foundations, erection, all types of outdoor, Indoor work, AUTO SIGNALLING and Drawings, etc.
 - c) Serve as Technical representative for matters related to Contract, Contract Management, Project Management, Quality Assurance and Safety of works.
 - d) Updating technical knowledge of latest circulars, norms, guidelines and codal provisions of Indian Standards and ensuring its correct usage/implementation in related works.
 - e) Supervise & monitor the works for conformance with the provisions of Contract Documents and the Procedures and Manuals.
 - f) Assist in arranging site meetings, negotiations, preparation of details of claim statements and allied works.
 - g) Preparation of Daily Progress Reports in connection with the works assigned and informing the in-charge officer in time.
 - h) Maintenance of Site office, control & upkeep of all documentations, Correspondence, records, Reports & Returns, etc. regarding works and other logistic services.
 - i) He Should have knowledge of Safety Rules and Regulations.
 - j) Preparation/checking of monthly contract bills.
 - k) Ensuring overall safety at work site, conducting safety meetings, counselling contract supervisors and Labour.
 - l) Any other duty as assigned by Superiors/Controlling Officer from time to time.

Project Engineer/S&T (AUTOCAD)

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

- A) Minimum Essential Qualification:** Full time regular Diploma/Bachelor Degree in Engineering or Technology, in Electrical/Electronics/Information-Technology/Communication/ Computer Science Engineering/ Civil/ Mechanical Engineering, OR Msc electronics.
- B) Work experience-** Minimum 02 years of experience for Graduates and 02 years of experience for Diploma holders in erection, installation, testing and commissioning of Signal and Telecom Systems for Railways / Metros//PSU/Reputed Private organization preferably for Railway/ Reputed Listed Private Company. This shall be inclusive of experience in Railway/ Metro Projects Execution of Signal & Telecom work including, Supervision, planning, cable laying, location box foundation, signal foundation, LC-Gates, IBH, outdoor drawing finalisation, erection, testing & commissioning of Railway Projects. Ability to understand the working drawings and execution methodologies for Execution of Signal & Telecom work at site. AUTOCAD experience is mandatory.
- C) Brief description of duties-**
- a) The Project Engineer/S&T/AUTOCAD), on Contract basis is generally responsible for all technical Drawings, 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.
 - b) Supervision of construction works and/or Quality Assurance. Serve as Technical representative for all matters related to Third Party Inspection. Preparation of Drawings related to Signal Foundations, cable laying, Location box foundations, erection, all types of outdoor, Indoor work, AUTO SIGNALLING and Drawings, etc.
 - c) Serve as Technical representative for matters related to Contract, Contract Management, Project Management, Quality Assurance and Safety of works.
 - d) Prepare and submit the various AUTOCAD drawings for conformance with the provisions of Contract Documents and the Procedures and Manuals.
 - e) Assist in arranging site meetings, preparation of details of all the AUTOCAD drawings with client.
 - f) Preparation of Daily Progress Reports in connection with the works assigned and informing the in-charge officer in time.
 - g) Maintenance of Site office, control & upkeep of all documentations, Correspondence, records, Reports & Returns, etc. regarding AUTOCAD drawings.
 - h) He Should have knowledge of Safety Rules and Regulations of the AUTOCAD drawings
 - i) Preparation/checking of various CRS sanction related documents and timely submission.
 - j) Ensuring the timely submission of the Completion Diagrams to the Client
 - k) Any other duty as assigned by Superiors/Controlling Officer from time to time.

Senior Technician

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

- A) Minimum Essential Qualification:** Full time regular ITI/NVCT trades in any discipline.
- B) Work experience-** Minimum 03 years of experience Wiring, termination, installation, testing and commissioning of Signal and Telecom Systems for Railways / Metros//PSU/Reputed Private organization preferably for Railway/ Reputed Listed Private Company. This shall be inclusive of experience in Railway/ Metro Projects Execution of Signal & Telecom work including, Supervision, planning, cable laying, location box foundation, signal foundation, LC-Gates, IBH, outdoor drawing finalisation, erection, testing & commissioning of Railway Projects. Ability to understand the working drawings and execution methodologies for Execution of Signal & Telecom work at site. AUTOCAD experience is desirable.
- C) Brief description of duties-**
- a) The Senior Technician/S&T, 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.
 - b) 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 Signal Foundations, cable laying, Location box foundations, erection, all types of outdoor, Indoor work, AUTO SIGNALLING and Drawings, etc.
 - c) Serve as Technical representative for matters related to Contract, Contract Management, Project Management, Quality Assurance and Safety of works.
 - d) Updating technical knowledge of latest circulars, norms, guidelines and codal provisions of Indian Standards and ensuring its correct usage/implementation in related works.
 - e) Supervise & monitor the works for conformance with the provisions of Contract Documents and the Procedures and Manuals.
 - f) Assist in arranging site meetings, negotiations, preparation of details of claim statements and allied works.
 - g) Preparation of Daily Progress Reports in connection with the works assigned and informing the in-charge officer in time.
 - h) Maintenance of Site office, control & upkeep of all documentations, Correspondence, records, Reports & Returns, etc. regarding works and other logistic services.
 - i) He Should have knowledge of Safety Rules and Regulations.
 - j) Ensuring overall safety at work site, conducting safety meetings, counselling contract supervisors and Labour.
 - k) Any other duty as assigned by Superiors/Controlling Officer from time to time.

Technician

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

- A) Minimum Essential Qualification:** Full time regular ITI/NCVT or 10th pass
- B) Work experience-** Minimum 03 years of experience in wiring, termination, installation, testing and commissioning of Signal and Telecom Systems for Railways / Metros//PSU/Reputed Private organization preferably for Railway/ Reputed Listed Private Company. This shall be inclusive of experience in Railway/ Metro Projects Execution of Signal & Telecom work including, Supervision, planning, cable laying, location box foundation, signal foundation, LC-Gates, IBH, outdoor drawing finalisation, erection, testing & commissioning of Railway Projects. Ability to understand the working drawings and execution methodologies for Execution of Signal & Telecom work at site. AUTOCAD experience is desirable.
- C) Brief description of duties-**
- a) The Technician/S&T, 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.
 - b) 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 Signal Foundations, cable laying, Location box foundations, erection, all types of outdoor, Indoor work, AUTO SIGNALLING and Drawings, etc.
 - c) Serve as Technical representative for matters related to Contract, Contract Management, Project Management, Quality Assurance and Safety of works.
 - d) Updating technical knowledge of latest circulars, norms, guidelines and codal provisions of Indian Standards and ensuring its correct usage/implementation in related works.
 - e) Supervise & monitor the works for conformance with the provisions of Contract Documents and the Procedures and Manuals.
 - f) Assist in arranging site meetings, negotiations, preparation of details of claim statements and allied works.
 - g) Preparation of Daily Progress Reports in connection with the works assigned and informing the in-charge officer in time.
 - h) Maintenance of Site office, control & upkeep of all documentations, Correspondence, records, Reports & Returns, etc. regarding works and other logistic services.
 - i) He Should have knowledge of Safety Rules and Regulations.
 - j) Any other duty as assigned by Superiors/Controlling Officer from time to time.

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COOK

I. Minimum Essential Qualification: Minimum 7th pass.

II. Work experience- Minimum 02 years of experience in a restaurant/household/rest house/dhaba/food joint. He should have handled the entire kitchen setup of cooking for upto 10 persons at a given time. He should be well versed with all types of Dishes including but not limited to Vegetarian, Non-Vegetarian for Breakfast, Lunch, Snacks & Dinner. He should be well versed with North Indian, South Indian, Chinese, Bengali, Punjabi, Maharashtrian, Continental and other dishes.

III. Brief description of duties-

- a) He should be able to cook food for 2-10 persons at a given time.
- b) He should maintain the Kitchen Hygiene and ensure day to day cleaning of all the utensils and their proper stocking.
- c) He should be able to cook various types of Breakfast/ Lunch/Snacks/Dinner according to the guests, which may include North Indian, South Indian, Chinese, Bengali, Punjabi, Maharashtrian, Continental.
- d) He should visit the market for purchase of the related items like vegetables, groceries, utensils, required for the cooking.
- e) He should maintain and follow food safety and sanitation standards.
- f) He should serve the meals and assist the meal presentation.
- g) Maintain records of the kitchen expenses and purchases.
- h) He should maintain the LOG of the members having lunch and ensure to collect the timely payment of the meals and food bill in the register.
- i) He should ensure a clean, organized and efficient kitchen environment.
- j) He is also required to do the Duties of CARETAKER of the rest house including cleaning the rooms and ensure the timely changing of the linens.
- k) He should manage the room KEYS, access control of the rooms and visitor records of the rest house.
- l) Any other duty as assigned by Superiors/Controlling Officer from time to time.

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