

Position	:	Senior Civil Consultant
Number of Posts	:	02
Location	:	STPI HQ, New Delhi
Contract Duration	:	Initially for 01 Years and further extendable based on satisfactory performance
Remuneration	:	Rs.70,000 to ₹1,00,000 (based on suitability, qualifications & experience)

Qualification & Experience: BE/ BTech (Civil Engineering) with at least 5+ years of post-qualification experience in Design, Construction & Operationalization of Civil Projects, Desirable :MBA

◆ **Roles & Responsibilities**

- Responsible for vetting of design, operational/construction of the civil architecture of the project site(s)
- Responsible of monitoring, operationalization of the civil design architecture, site(s) and overseas the installation
- of the same.
- Play an active role in ensuring that project implementation is as per the defined guidelines
- Assist in ensuring all dependencies, priorities and risk across the project are managed.
- Provide technical inputs towards validating the designs, BoQs (Civil & E&M), BoMs (Civil & E&M), estimate (Civil
- & E&M) etc. for construction purposes
- Preparation of Appraisal Report(s) as well as site visit report(s) for the project site(s).
- Assist in taking over of the civil infrastructure from project executing agencies including drawing &
- documentation.
- Preparation of maintenance schedule for the site(s) and ensure timely implementation
- Coordinate with concerned agencies/vendor(s) for the maintenance and associated issues

◆ **Skills & Experience**

- At least 5+ years of experience in Project Planning/DPR preparation/Program Management/ Bid process
- Management including IT/civil project
- Experience in dealing with civil contractors, electrical, piping and services and able to coordinate work among
- these.
- Experience of working in Govt (central/State) set up is desirable.
- Should be converse with latest relevant policies and guidelines issued by Govt. of India
- Should have been involved in projects & programs involving extensive communication and coordination with
- multiple stakeholders and experience of conducting and analysis of satisfaction/perception surveys with
- stakeholders, preparation of reports for project management etc.

Computer Proficiency

- MS Office, MS Project / Primavera