

DIRECTORATE OF TECHNICAL EDUCATION AND TRAINING, ODISHA, CUTTACK  
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**Invitation of Applications for Consultant in PMU-  
Procurement Specialist (Civil Works)**

A Project Management Unit (PMU) has been set up in DTE&T, Odisha to oversee the planning and implementation of various GoI/State supported projects/schemes. To strengthen the Civil Works activities in Technical Vocational Education and Training(TVET) Sector, DTE&T, Odisha is keen to engage one young enthusiast candidate as Procurement Specialist (Civil Works) as per following details.

**Qualification**

**Other criteria**

Full time BE / B.Tech in Civil : The candidate must be enthusiast in dealing with Engineering discipline from a various projects related activities with good domain reputed Engineering College knowledge and working experience of 5-7 years in design / construction field.

**Contract Period:** : The candidate selected shall be on contract for a period of 1(one) year subject to satisfactory performance at the end of 12 months, the contract period may be extended on mutual consent.

**Age Limit:** : The Age of the candidate should not be more than 40 years, however the age may be relaxed for experts who would have extensive sectoral experience.

**Remuneration:** : Rs30,000/- PM during initial engagement which can be varied to Rs40,000/- PM depending upon working experience & performances.

**Mode of selection** : Based on the top of the merit list in the 02 hour duration objective type written Test of 80 marks comprising (a)General Studies(b) Aptitude (c)Leadership (d)Domain Knowledge with 40% cut off mark in aggregate carrying 80% weightage and viva-voce test of 20 marks carrying 20% weightage.

**Application Procedure:** : Applicants are required to send their up to date resume with copies of recent photographs and credentials superscribing the name of the position addressed to The DTE&T, Odisha, At-Killamaidan, PO-Buxibazar, Cuttack-753001. The application and resume with details should reach latest by **24<sup>th</sup> Feb'2020 by 5.00PM.**

  
DTE&T, Odisha, Cuttack

### **Duties and Responsibilities attached to; Procurement Specialist (Civil Works)**

The incumbent has a broad based role in improving quality of project design through procurement of quality civil works, implementation and reporting by providing intellectual leadership on technical, financial and all operational aspects of the projects for imparting quality Diploma/ITI Education and related reforms which includes but is not limited to:

**Support in Project Planning:** Assist supervision of preparation of DPRs; operationalising the DPRs, Activity Planning and Scheduling – use of MS Project software would be an added advantage; financial resource planning and scheduling payments; monitoring physical progress, utilization of the civil works procured at the institute level.

**Advice on Construction Management:** Assistance to Building Section of Directorate in obtaining requisite clearances; land acquisition, detailed planning of implementation; materials and supply chain management; quality assurance and benchmarking.

#### **Advisory Support:**

- ✓ Provide advice for the improvement of the day to day procurement of Civil Works activities under different Projects/State Plan funds, Project ITIs and Polytechnics.
- ✓ Provide technical advices and monitoring civil works by different construction agencies in respect of sewerage, water supply, solid waste management, rain water harvesting systems, Environment Management Framework, access to the PWDs, gender specification etc for all new constructions.
- ✓ Support Directorate to report with precision on progress of construction activities and utilization of funds under different projects through MIS.
- ✓ Assist in conflict resolution as necessary at the Institute level
- ✓ Develop and disseminate guidelines on project preparation, procurement and other related activities.

#### **Technical Support:**

- ✓ Provide technical backup support, as necessary to the Directorate / Construction Agencies facilitating implementation of MoU/MoA under different Projects
- ✓ Preparation of Plan, Estimate, Detailed Drawing of various construction activities under different projects at the ITIs and Polytechnics
- ✓ Assist developing close linkage with different construction agencies for timely execution of different project activities
- ✓ Evaluation and Monitoring of different construction activities in association with the construction agencies and periodical reporting there on.
- ✓ Periodical field visits to assess construction activities, guide physical progress, collection of Utilisation Certificates and reporting to SPIU Society
- ✓ Review the DPRs for precision and detail and provide feedback as necessary.
- ✓ Assist maintenance of existing infrastructure of the ITIs /Polytechnics through leverage of resources from State/Centre
- ✓ Preparation of reports / vision plan documents / DPRs for infrastructure development at the Institute level for implementation of projects in the state to ensure that timelines committed at the time of approval are adhered to.
- ✓ Ensuring that the designs of construction work lay outs etc are of acceptable standards.