



Kandla SEZ Authority (KASEZA)

(Government of India)

Ministry of Commerce & Industry,

Kandla Special Economic Zone,

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No.KASEZ/EM/II/110/2017-18

Dated: 29-09-2017

Subject: Vacancy Circular / Terms of Contract appointment for Graduate Engineer (Civil) and Diploma Engineer (Civil) at Kandla SEZ Authority.

Kandla SEZ Authority (KASEZA) invites applications for Graduate Engineer (Civil) and Diploma Engineer (Civil) with good academic record and experience on contract basis for the period of one year and may be extended for a further period of one more year, if the performance is found good by the Chairman, KASEZA.

Sl.No.	Post	Consolidated Salary
1.	Graduate Engineer (Civil)	45,000/- Per Month
2.	Diploma Engineer (Civil)	25,000/- Per Month

1. Graduate Engineer (Civil)

- The applicant should have completed Full Time Degree in Civil Engineering approved by UGC/AICTE.
- The applicant should be below 30 years as of 01/09/2017.
- The applicant should have working knowledge on computer, AutoCAD and internet applications.

Duties & Responsibilities:

- To get involved in planning new works at sites.
- Responsible for civil related upkeep and management of all the common areas of Kandla Special Economic Zone.
- Ensure good quality control of work at site as per specifications of work order which will be according to standard construction procedures.
- Monitor & review progress of timely execution of task as per schedule specified.
- Carry out documentation e.g. Verification of quotations, Stock Register Book/ Bills etc.
- Ensure timely maintenance of assets.
- Liaising with consultants, architects, subcontractors, supervisors, planners, quantity surveyors etc.
- Routine monitoring of sewers, water supplies and storm drains.
- Any other work related to Civil Engineering.

2. Diploma Engineer (Civil)

- The applicant should have completed 03 years Full Time Diploma in Civil Engineering approved by State Technical Examination Board/AICTE.
- The applicant should be below 30 years as of 01/09/2017.
- The applicant should have working knowledge on computer, AutoCAD and internet applications.

Duties & Responsibilities:

- To assist in upkeep and management of all the common areas in Kandla Special Economic Zone.
- To supervise construction works, PMC jobs, Estate projects Etc.
- Liaising with consultants, architects, subcontractors, supervisors, planners, quantity surveyors etc.
- To keep list/log for timely maintenance of assets.
- Monitor & review progress of timely execution of task as per schedule specified.
- Any other work related to Civil Engineering.

Entitlements:

- During the period of contract, the Graduate Engineer (Civil) and Diploma Engineer (Civil) shall be entitled to a fixed monthly salary of Rs. 45,000/- (Rupees forty five thousand only) and Rs. 25,000/- (Rupees twenty five thousand only) from the date of joining to the post.
- The Graduate Engineer (Civil) and Diploma Engineer (Civil) will be provided Government accommodation for the period of the contract, if available. License fee/ Water charge/ Electricity bill shall be payable by the incumbent, as per the authority rules. In case of his/her not taking Government accommodation, no HRA in lieu thereof shall be payable.
- The Graduate Engineer (Civil) and Diploma Engineer (Civil) will be paid TA/DA at par with officers having Grade Pay of Rs.4,800/- and 2,800/- respectively as per old system of grade pay for outstation trips duly authorized by DC/JDC.

Contract Appointment:

- These are purely temporary jobs on contractual basis for a period of one year, extendable up to total 5 years, one year at a time, if the work is found satisfactory. The incumbents will have no right for permanent absorption in this post.
- The contract of appointment may be terminated by either sided by giving 30 days notice or by paying the contractual remuneration in lieu of notice period, if the circumstances so warrant.
- The contract of service will be automatically stand terminated with the expiration of the contract period and no further notice of termination of the contract will be given.

General Terms & Conditions:

- The incumbent is normally required to work from 9.30 a.m. to 6.00 p.m. with half-an hour lunch break. Considering the urgency of the work, she/he may even be required to attend the office after normal working hours or on holidays without any extra allowance.
- The incumbent shall perform his/her duties in the interest of the KASEZ Authority/Government and any willful action on the part of the incumbent which is detrimental to the interest of the Authority/Government may lead to legal action against the incumbent and cancellation of appointment.

- Appointment will be subject to his/her being declared medically fit (not suffering from any major illness) by a Civil Surgeon of a Government Hospital/the Doctor of the KASEZ Dispensary.
- The incumbent will be entitled to avail 30 days paid leave. Subject to exigencies of work, he/she can be denied leave.
- For the period of contract, the officer shall not be entitled to any gratuity/pension etc.
- No medical expenses shall be paid / reimbursed to the incumbent.
- Prescribed qualifications are the minimum requirements and mere possession of the same does not entitle candidates to be called for interview.
- Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection / appointment shall lead to disqualification.
- Transfer Allowance (i.e. TTA) will not be admissible.

Selection:

- Applicants should fill below attached application format and send the application through registered post or courier with following subject **"Appointment of Graduate Engineer"** or **"Appointment of Diploma Engineer"** as applicable by 31st October 2017.
- For attending written examination or interview, no Travelling allowance / Dearness Allowance or any other allowances shall be admissible.
- Appointment shall be subject to Police verification.
- Any Candidate found guilty of impersonation or submitting fabricated documents or making statements, which are false, incorrect or indulging in suppression of facts, attempts to use unfair means for the purpose of recruitment, will be liable for rejection.
- The candidate shall have to indicate his/her acceptance to the offer within ten working days from the receipt of offer, if not; next candidate in order of merit will be offered the appointment on similar lines. However, the Competent Authority may grant such extension of time depending upon the exigencies, if so requested.
- Original Documents in support of qualification and relevant experience shall be shown and photocopies of the same to be submitted along with the Resume at the time of interview. Non-submission of documents, will lead to rejection of candidature at any stage during the process of recruitment.


(Krishan Kumar)

Jt. Development Commissioner,
Kandla Special Economic Zone &
Member, Kandla SEZ Authority.

**PROFORMA FOR SENDING THE APPLICATION FOR THE POST OF
GRADUATE ENGINEER (CIVIL), KANDLA SEZ AUTHORITY**

1. Full Name of the Candidate:
(In block letters)

2. Date of Birth:

Day

Month

Year

3. Gender: (Write 'M' for Male, 'F' for Female)

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4. Marital Status:

5. Father's/Husband's Name:

6. Mailing Address (in block letters):

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..... Pin Code:

Tel. No. : Mobile:

Email ID:

7. Nationality:

8. Weather SC/ST/OBC

9. All Educational/other professional Qualifications/Training Courses etc/Degree Examination
10th Standard onwards:

Level	Exam passed/ Degree.	Division/Grade /% of Marks	Year of Passing	Duration of the Degree/ Diploma	Board/ University

Paste your recent
passport size
photograph

10. Brief professional experience:

Name of the Company	Post held	Exact dates to be given		Remuneration (gross monthly pay)	Nature of duties
		From	To		

11. Any other relevant information:

(Signature of Candidate)

**PROFORMA FOR SENDING THE APPLICATION FOR THE POST OF DIPLOMA
ENGINEER (CIVIL), KANDLA SEZ AUTHORITY**

1. Full Name of the Candidate:
(In block letters)

2. Date of Birth:

Day

Month

Year

3. Gender: (Write 'M' for Male, 'F' for Female)

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4. Marital Status:

5. Father's/Husband's Name:

6. Mailing Address (in block letters):

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..... Pin Code:

Tel. No. : Mobile:

Email ID:

7. Nationality:

8. Weather SC/ST/OBC

9. All Educational/other professional Qualifications/Training Courses etc/Degree Examination
10th Standard onwards:

Level	Exam passed/ Degree.	Division/Grade /% of Marks	Year of Passing	Duration of the Degree/ Diploma	Board/ University

Paste your recent
passport size
photograph

10. Brief professional experience:

Name of the Company	Post held	Exact dates to be given		Remuneration (gross monthly pay)	Nature of duties
		From	To		

11. Any other relevant information:

(Signature of Candidate)