



[VNIT/ADV/01/December-2024]

Applications are invited for the post of **Advisor (Civil)** from retired officers from Public Works Department (PWD)/Central Public Works Department (CPWD) to deal with matters related to Civil (Construction) of the Institute. The details of which are as given below.

**I. Advisor (Civil):**

• **Eligibility and Job Description:**

Retired as an Executive Engineer (Civil) or above from PWD/CPWD to deal with matters related to Civil (Construction) of the Institute.

• **Duties and Responsibilities:**

1. Verify the tender documents and suggest corrections, if necessary.
2. Review bills submitted for payment to the Director and ensure their accuracy.
3. Conduct regular site visits and recommend corrections to construction methodologies and procedures as needed.
4. Review the documentation maintained by the Maintenance Section of VNIT.
5. Assist the Dean/Associate Dean in preparing detailed project reports for HEFA loan applications.
6. Monitor construction activities carried out by CPWD under the HEFA loan and provide suggestions to VNIT authorities to ensure timely and high-quality construction.

• **Desirable:** Minimum Experience of 10 years as Executive Engineer or above.

• **Age:** Preferably below 65 years as on 6th January 2025.

• **Remuneration:** The remuneration will be Rs.65,000/- per month OR Last pay drawn minus pension, whichever is less.

The engagement is likely to be for a period of six months (extendable every six months) based on performance. The eligible candidates may apply in the prescribed form available on VNIT website ([www.vnit.ac.in](http://www.vnit.ac.in)) along with all details like (including email, cell phone), Academic and Administrative Credentials (with relevant copies to substantiate) to the **Registrar, V.N.I.T., South Ambazari Road, Nagpur – 440010 by January 6<sup>th</sup>, 2025.**

Only eligible and shortlisted candidates are likely to be invited for interaction. The institute reserves the right to seek higher norms than minimum while short listing, taking into account the requirement of Institute.

The Institute reserves right to reject application(s) without assigning any reason, to fill or not to fill any position.

The Director's decision will be final in this matter.

**REGISTRAR**