

No. RC/ Office/ Estt./ 171/ 2012/ 2016
GOVERNMENT OF GUJARAT
Office of the Resident Commissioner
Gujarat Bhavan, New Delhi

11, Kautilya Marg,
Chanakyapuri, New Delhi- 110021

Dated: 5th December, 2016

Services of well qualified, experienced person to work in the Office of the Resident Commissioner, Government of Gujarat, Gujarat Bhavan, New Delhi are required for the following position on contract basis:

i) Deputy Executive Engineer (Electrical)/ Assistant Engineer (Electrical)

Candidates with proven ability having desire to contribute and believe in outstanding performance are requested to send their CVs in the enclosed proforma addressed to the Assistant Resident Commissioner, Gujarat Bhavan, 11 Kautilya Marg, Chanakyapuri, New Delhi- 110021 by post or through e-mail, (rcgujarat@yahoo.co.in) latest by **31.12.2016**. Other details including requisite qualification, experience and job profile against each of the position are as under:

Last Date for application **31.12.2016**

i) Deputy Executive Engineer (Electrical)/ Assistant Engineer Electrical

Qualification: Posses a first class degree in Electrical Engineering obtained from any of the reputed Universities and should possess basic knowledge of computer application.

Experience: Should posses minimum 7 years experience in a Government or private organization of repute, out of which minimum five years should be in the maintenance and upkeep of buildings, hotel, etc. preference will be given to those who have got experience of maintaining residential building, Hotel, Resort, Convention Centre, Guest House, etc.

For Retired Officer from Government or its agencies: Should have retired from the similar positions and have minimum five years experience in maintenance and upkeep of residential buildings, Convention Centre, Guest Houses etc.

Job Description:-

- i) Maintenance of all electrical installations in Gujarat Bhavan, RC Office, Staff Quarters and State Emporium Building, Baba Kharak Singh Marg, New Delhi.
- ii) Maintenance of lifts, air-conditioners, solar water heating system, geysers, DTH (TVs), Telephones, intercoms, internet and intranet cable network, generators, water coolers, R/O systems including all kinds of electric equipments of daily use in above mentioned buildings.
- iii) Coordination with NDMC, Local authorities for an uninterrupted power supply in the buildings.

iv) Any other work that may be assigned from time to time by the competent authority.

Applications may be submitted addressed to the undersigned by the last date for application i.e. by **31.12.2016** in the enclosed proforma.

(Neelam)
Assistant Resident Commissioner

Proforma for Curriculum Vitae
Position applied for: _____

1. Name :

2. Father's Name :

3. Date of Birth :

4. Domicile :

5. Mailing Address :

6. Permanent Address :

7. If Working :

(Please give details viz. name of organization, address, position, job profile, salary, etc. of the last job if retired or present job if working)

8. Educational/ Technical Qualification:

S. No.	Course/ Degree/ Diploma	Subject	University/ Institute	Year of Passing	Division Class

9. Work Experience (Please enclose copies of the documents)

S. No.	Position	Name of the Organisation	Period	Nature of work handled	Remarks

10. Last pay drawn (attach a copy of the last pay drawn)

11. References:
(minimum two with whom have worked)

Place:

Date:

Signature of the Applicant
Name
Mobile