

**WAPCOS LIMITED**  
**(A Government of India Undertaking)**  
**76-C, Institutional Area, Sector-18, Gurugram-122015**

**No.WAP/Infra./Rajasthan/2022**

**Date: 28.07.2022**

WAPCOS Limited an 'ISO 9001:2015 Govt. of India undertaking requires Experts on Project Term Basis for ongoing works in Rajasthan. In this regard following Experts are required and place of positing shall be Jaipur/ Ajmer.

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>No. of Post</b>	<b>Minimum Experience and Qualification</b>
<b>1.</b>	Structure Expert	1	<ul style="list-style-type: none"><li>• B.Tech in Civil Engineering along with Masters in Civil Engineering with specialisation as Structural Engineering from a reputed institute.</li><li>• Minimum of 10 years of experience with minimum three projects in field of Urban Infrastructure projects.</li></ul>
<b>2.</b>	Solid Waste Management Expert	1	<ul style="list-style-type: none"><li>• B.Tech in Civil/Mechanical Engineering along with Post Graduation in Environment Engineering.</li><li>• Minimum 10 years relevant experience</li><li>• Should have experience of working in at least 3 projects such as Operation &amp; Maintenance of Transfer Station, Sanitary Land fill site, transportation of Garbage, Door to door collection, processing plant along with experience of IT and Smart Solutions.</li></ul>
<b>3.</b>	Finance Specialist	1	<ul style="list-style-type: none"><li>• MBA in Finance/CA/CMA/CFA from reputed Institute with Economic Development/investment promotion experience with Local/ULB/central/state departments</li><li>• 10 Years of experience in financial analyst, financing in Government Projects</li><li>• Experience of having working of minimum 3 large Infrastructure Project of Financial Management</li></ul>
<b>4.</b>	Assistant Project Manager	1	<ul style="list-style-type: none"><li>• B.Tech in Civil Engineering or Construction Management with 10 years of experience of construction in Urban Infrastructure related projects.</li><li>• Should have relevant experience in construction supervision and successful completion of at least 3 multidisciplinary infrastructure projects costing more than 40 crores in urban areas.</li></ul>

Sl. No.	Name of the Post	No. of Post	Minimum Experience and Qualification
			<ul style="list-style-type: none"> <li>Experience of working with international organisation will be advantage.</li> </ul>
5.	Project Engineer	5	<ul style="list-style-type: none"> <li>B.Tech in Civil Engineering with minimum 5 years of experience with atleast 2 projects of Urban Infrastructure related projects</li> </ul>
6.	Supervision Expert	5	<ul style="list-style-type: none"> <li>Graduate/Diploma in Civil Engineering with minimum 5 years of experience with at least 2 projects in construction supervision of Urban Infrastructure related projects.</li> </ul>
7.	Electrical Expert	1	<ul style="list-style-type: none"> <li>B.Tech in Electrical Engineering with minimum 5 years of experience with at least 2 projects related to electrical equipment, plans, Utilities etc.</li> </ul>
8.	Architect	1	<ul style="list-style-type: none"> <li>Degree in Architecture with valid Council of Architecture Certificate not less than 8 years with minimum 10 years of experience.</li> <li>Should have worked on relevant area of expertise with minimum 3 projects such as Infrastructure, sports and Medical Institutional development.</li> </ul>
9.	Public Relations Officer	2	<ul style="list-style-type: none"> <li>Degree in Social Science/Social Development with minimum 5 years' of experience having minimum 2 projects of relevant field.</li> </ul>
10.	Junior Engineer	3	<ul style="list-style-type: none"> <li>Diploma/Degree in Civil Engineering with 5 years of experience in field of Urban Infrastructure Projects.</li> </ul>
11.	Autocad Operators	2	<ul style="list-style-type: none"> <li>Diploma /Bachelor's degree in Computer Technology, Architecture or Civil Engineering.</li> <li>Minimum 5 years' experience in Building Information Modelling and 2D/3D software's/AutoCAD/MicroStation.</li> <li>Knowledge of software's like Adobe Photoshop, Google Sketchup with Podium/V-Ray, MS PowerPoint, Google Earth, etc. is preferable</li> </ul>
12.	Finance Assistant	1	<ul style="list-style-type: none"> <li>Degree in accounting/Finance/CA/CMA/CFA with minimum 5 years of experience in relevant field.</li> <li>Should have Excellent knowledge of MS Excel and accounting software</li> </ul>
13.	Office Manager	1	<ul style="list-style-type: none"> <li>Minimum Graduate with 05 years' experience in Office management/Record Keeping/File Management.</li> <li>Should have knowledge of Computers Applications.</li> <li>Preference for good communication skill in English, preferably in Government Department/Projects.</li> </ul>

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14.	Junior Manager	1	<ul style="list-style-type: none"> <li>B.Com. with at least 5 years' experience in computerized Accounting, experience with banks/ financial institutions/ Semi-Government/ Government Department/Projects is preferable</li> </ul>
15.	Junior Accounts Auditor	1	<ul style="list-style-type: none"> <li>A bachelor's degree in accounting or accounting sciences</li> <li>At least 5 years' experience as a financial accountant, financial analyst or business accountant.</li> </ul>
16.	Data Entry cum Computer Operator	2	<ul style="list-style-type: none"> <li>Graduate with Computer skills and more than 5 years' experience in Computer and office related works. Should have knowledge of Good English and Bilingual Typing.</li> </ul>
17.	Surveyor/Draftsman	1	<ul style="list-style-type: none"> <li>Diploma in Civil Engineering from a recognized Institute</li> <li>Experience of minimum 5 years in Civil Drafting/Surveying</li> </ul>

- Salary shall be negotiable, commensurate to qualification and experience at the time of Personnel Interview/Skill test.
- Place of Posting shall be Jaipur/Ajmer, Rajasthan.
- Those who are working in Govt. Departments/PSU/Autonomous bodies are required to apply through proper channel or produce no objection certificate at the time of interview.
- The posts are purely on short term basis for its Project requirement only. However, further if found suitable, consultant or Experts may also be utilized in any other project and he/she may be posted in India and abroad as per requirement.
- Relevant experience will be given due weightage.
- Management reserves the right to fix the criteria to restrict the number of candidates to be called for Personnel Interview/Skill test.
- Basic facilities such Office Facilities such as Office Equipment, , Local Travel, Inter City Travel including Hotel facility for project works. Cost of Travel to Project site (during mobilization and demobilization as approved by Employer) whether air/train/road as applicable, Computer, printing facility including software's as per Project requirements , Communication to all Experts and Office, Stationery/Printing etc, and Any other contingent requirement essential to accomplish the work by the Expert.
- Guest House Facilities (Only Accommodation) shall be provided for the experts from Serial number 1 to 9. Rest experts/support staffs have to make their own boarding/lodging arrangements.

- It selected the candidate shall join the Project offices on his own expenses
- Before submission of application, the candidate must ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement.
- CV should be submitted in editable form strictly in prescribed proforma enclosed as Annexure-1 **along with photocopies of documents in support of Date of birth, Qualification, Experience and Proof of category** etc. in case of candidate belonging with reserved category. Any other proforma will not be accepted.
- The mere fact that a candidate has submitted his/her application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview/considered further for engagement.
- Interested candidate fulfilling the eligibility conditions may send their CV in the prescribed proforma enclosed as Annexure-1 at **wapcos.rud@gmail.com and commercial@wapcos.co.in** super scribing the **Name of Post applied** along with their contact details and mobile numbers within 7 days from the date of advertisement i.e. upto 04.08.2022.

**Senior General Manager (Infra.),  
WAPCOS Limited,  
76-C, Institutional Area, Sector-18,  
Gurugram-122015.**

- For details and proforma visit our website [www.wapcos.gov.in](http://www.wapcos.gov.in).

## CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1.	<b>Proposed Position</b>			
2.	<b>Name of Firm</b>	WAPCOS Limited		
3.	<b>Name of Expert</b>			
4.	<b>Contact No.</b>			
5.	<b>Date of Birth</b>			
6.	<b>Nationality</b>			
7.	<b>Education</b>			
	<b>Membership of Professional Associations</b>			
8.	<b>Other Training</b>			
9.	<b>Countries of Work Experience</b>			
10.	<b>Languages</b>	<b>Speaking</b>	<b>Reading</b>	<b>Writing</b>
	English			
	Hindi			
	Others *			
11.	<b>Employment Record</b>			
	<b>From</b>	<b>To</b>	<b>Employer</b>	<b>Position Held</b>
i.				
ii.				
iii.				
iv.				
12.	<b>Detailed Tasks Assigned</b>			
<b>13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b>				
I.	<b>Name of Project</b>	:		
	<b>Year</b>	:		
	<b>Location</b>	:		
	<b>Employer</b>	:		
	<b>Main Project Features</b>			
	<b>Position Held</b>	:		
	<b>Activities Performed</b>	:		
II.	<b>Name of Project</b>	:		
	<b>Year</b>	:		
	<b>Location</b>	:		
	<b>Employer</b>	:		
	<b>Main Project Features</b>			
	<b>Position Held</b>	:		

	<b>Activities Performed</b>	:	
III.	<b>Name of Project</b>	:	
	<b>Year</b>	:	
	<b>Location</b>	:	
	<b>Employer</b>	:	
	<b>Main Project Features</b>		
	<b>Position Held</b>	:	
	<b>Activities Performed</b>	:	
IV.	<b>Name of Project</b>	:	
	<b>Year</b>	:	
	<b>Location</b>	:	
	<b>Employer</b>	:	
	<b>Main Project Features</b>		
	<b>Position Held</b>	:	
	<b>Activities Performed</b>	:	
V.	<b>Name of Project</b>		
	<b>Year</b>		
	<b>Location</b>		
	<b>Employer</b>		
	<b>Main Project Features</b>		
	<b>Position Held</b>		
	<b>Activities Performed</b>		
VI.	<b>Name of Project</b>		
	<b>Year</b>		
	<b>Location</b>		
	<b>Employer</b>		
	<b>Main Project Features</b>		
	<b>Position Held</b>		
	<b>Activities Performed</b>		
VII.	<b>Name of Project</b>		
	<b>Year</b>		
	<b>Location</b>		
	<b>Employer</b>		
	<b>Main Project Features</b>		
	<b>Position Held</b>		
	<b>Activities Performed</b>		

VIII.	<b>Name of Project</b>		
	<b>Year</b>		
	<b>Location</b>		
	<b>Employer</b>		
	<b>Main Project Features</b>		
	<b>Position Held</b>		
	<b>Activities Performed</b>		

**14. Certification:**

I, the undersigned, certify to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

**Name & Signature of Candidate**