

REQUIREMENT OF WORKS DTE

Post No. 2

ASST (WORKS) CONTRACTUAL NON-GOVERNMENT JOB

Working Hours 0900 – 0530 Five days week

Assistant (Works) would be responsible to the General Manager Works for the following:-

- (a) Complete Project handling (checking and processing of RA Bills of contractor and architect)
- (b) Keeping records of all the presentations/ briefs of Works Dte.

Desired qualification

The candidate should be Graduate from a recognized university with computer proficiency, MS Word, MS Excel. MS Power Point (expert in preparing presentation) including English typing speed of minimum 35 w.p.m.

Desired Skills, Interests and Qualities

The candidates should have

- (a) An organized approach and excellent time management skills.
- (b) The ability to work well as part of a team.
- (c) Be proficient in various computer software packages, including Microsoft Word, PowerPoint and Excel.
- (d) Should have pleasant mannerism and desire to complete jobs on time.
- (e) Punctuality and respect for the rules and regulation.

Desired experience

The candidate should have an experience of 10 years in similar field.

Salary

The salary will commensurate with the abilities, experience and the post offered to the candidate. No relation with Govt scales.

How to Apply

Interested candidates may apply on A4 size paper alongwith following documents:-

- (f) Latest CV
- (g) Educational Qualification Certificate
- (h) Experience Certificate
- (i) A coloured passport size photograph

Application must be forwarded by post at following address by **15 Sep 17**. No TA/DA will be admissible.

The Director General
Air Force Naval Housing Board
Race Course, New Delhi – 110003
Email : directorgeneral@afnhb.org