

REQUIREMENT OF WORKS DTE

Post No. 1

JE CIVIL (BILLING ENGINEER) CONTRACTUAL NON-GOVERNMENT JOB

Working Hours 0900 – 0530 Five days week

QUALIFICATION & EXPERIENCE: BE Civil with minimum 5+ years of experience or Diploma in Civil from reputed University with minimum 5 years experience in Billing of Civil Works

MAIN RESPONSIBILITIES:

- **Before Receipt of Bill**

(a) To follow up with Project Directors for timely processing of the Bills for urgent bills.

(b) Coordinating with Contracts conditions for amendment of orders & for further contract details.

- **After Receipt of Bill**

(c) Checking all the details on Bill i.e. Bill No/ Invoice No., Bill Date, Name & Address of the Contractors.

(d) Name & Address of Contractors, PAN No. GST /TIN registration number, and ensure the contractor is being paying necessary taxes in regular manner. If not it shall be brought out the notice of the Project Director and HQ AFNHB. Ensure that the each Running Account bills are to be stamp & signature of the authorized signatory of the Project Director/ Project Engineers/ Contractors Rep etc.

(e) Arithmetic & Technical checking of all bills i.e. all Civil works bills, Infrastructure, Plumbing, Firefighting, Electrical work, consultants, & material invoices etc.

(f) **Site Visits:** - Random Physical checking of bills at site as directed by GM(W) and DDG.

(g) **Material Reconciliation:** - To check the actual and theoretical consumption of steel, cement & other material supplied by Board/secured advance paid to the contractor and make recovery in case of excess Consumption & wastage beyond the contract conditions.

(h) **Debit Note:** - To ensure recovery against the rework / faulty work from the contractors as per recommendation from site.

(i) **Advance Adjustment:** - Adjusting Advances as per the contract terms or on pro rata basis & keeping the record of the same.

(j) **Deduction of Retention monies:** - Deduction of retention monies as per the contract terms and conditions holding the amount from bills on account of reconciliation in each Running Account Bill.

(k) Preparing Certificate of Payment (COP)

(l) Getting the Bill authorized and forwarding the same to accounts for payments.

(m) BGB and CAR Policy: Maintain the records of BGBs & CAR Policy and timely renewals.

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:-

- (a) Latest CV
- (b) Educational Qualification Certificate
- (c) Experience Certificate
- (d) 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