

## **REQUIREMENT OF WORKS DTE**

### **Post No. 3**

#### **LDC (WORKS) CONTRACTUAL NON-GOVERNMENT JOB** **Working Hours 0900 – 0530 Five days week**

LDC (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) Replying all the allottees queries by e-mail and keeping records of all the photographs of all the projects.
- (c) Keeping records of all the presentations/ briefs of Works Dte.
- (d) Scanning of all documents of all the projects.

#### **Desired qualification**

The candidate should be graduate from a recognized university with computer proficiency in MS Word, MS Excel. MS Power Point (should be able to prepare 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, Outlook 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 01 to 05 years.

#### **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](mailto:directorgeneral@afnhb.org)