

DETAILS OF THE JOB VACANCY

Assistant Manager Works(Billing Engineer)

Reporting to the General Manager Works

Requirement

There is an urgent requirement of an Assistant Manager Works(Billing Engineer) at AFNHB, HQ at New Delhi on a contractual basis. Initial contract would be for duration of two years with probation period of six months extendable to one year. The contract may be renewed subject to existence of the requirement and will be decided based on the assessment of performance, honesty, capability of the individual to shoulder responsibilities and ability in completing the tasks assigned from time to time. Renewal of contract cannot be claimed as a matter of right.

Job Content

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

- (a) Follow up with Project Director for early processing of the Bills.
- (b) Coordinating with Contracts conditions for amendment of orders & for further contract details.
- (c) Checking all the details on Bill.
- (d) Arithmetic & Technical checking of all bills i.e. all Civil works bills, Infrastructure, Plumbing, Fire fighting, Electrical work, consultants, & material invoices etc.
- (e) Material Reconciliation - To check theoretical consumption of steel, cement & other material supplied by Board to the contractor and make recovery in case of excess Consumption & wastage beyond the contract conditions.
- (f) Documentation and authenticity of the contractor (Name & Address of Contractors, PAN No. Service Tax Registration No. & category, VAT registration, if applicable), Break up of Service Tax on Bill, Value of Taxable Services, Amount of Taxes, Labour Cess, Amount of Levies e.g. Octroi, Freight Or Transportation etc, to stamp & signature of the authorized signatory of the Project Director/ Project Engineers/ Contractors Rep etc.
- (g) Debit Note - To ensure recovery against the rework / faulty work from the contractors as per recommendation from site.
- (h) Advance Adjustment - Adjusting Advances as per the contract terms or on pro rata basis & keeping the record of the same.
- (j) Deduction of retention money as per the contract terms and conditions and 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) Site Visits for Random Physical checking of bills at site on case to case basis.
- (n) Check on material and measurements on record and that at the site if there is a dispute with the contractor.
- (p) Perform such other duties as assigned by GM(Works), DDG and DG.

Desired Qualification

The candidate should be B Tech/BE (Civil) from a recognized university. Candidate who have attained these qualification (s) through regular courses would be given preference. The position viz. Assistant Manager Works will be decided based on qualification and experience.

Desired Skills, Interests and Qualities

The candidates should have

An organized approach and excellent time management skills.

The ability to work well as part of a team.

Be proficient in various computer software packages, including Microsoft Word.

PowerPoint, Outlook and Excel.

A good command over English language both spoken and written.

Accuracy and attention to detail.

The ability to use your own initiative.

Should have handled similar jobs in earlier assignment.

Should possess strong written and oral communication skills.

Should possess good man management skills.

Should have pleasant mannerism and desire to complete jobs on time.

Punctuality and respect for the rules and regulation.

Desired Experience

The candidates should have an experience of 05 years in similar job.

Expected Salary

The salary will Commensurate with the abilities, experience and the post offered to the candidate.

How to Apply

Interest candidates should apply with their latest colour photograph and identity proof with all supporting documents by 10 Aug 16 either through post or email as per following address:-

The Director General

Airforce and Naval Housing Board

Race Course New Delhi-110003

Email- directorgeneral@afnhb.org

The envelop should be clearly marked" FOR THE POST OF Assistant Manager Works(Billing Engineer)". Similarly the applications through email should contain these lines in the subject field.

Instruction for Selected Candidates

Selected candidates will be required to join within one month of the issue of appointment letter.

The appointee will be on probation for a period of 6 months.

The appointee will have to submit a medical fitness certificate from IMA registered doctor.

The AFNHB is a society registered under Societies Act 1860. It is a private Organisation and not a govt body.

Appointment will be governed by the Terms and Conditions of Service as stipulated in the appointment letter which would be handed over to you on confirmation of selection.

Point to Note

The Director General has right to select any candidate and/or reject all candidates without assigning any reason.