

DETAILS OF THE JOB VACANCY

LDC (Works)

Reporting to the General Manager Works

Requirement

There is an urgent requirement of **LDC (Works)** 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

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

- (a) Filing and maintaining of all files and folders of projects.
- (b) Typing and drafting letters of projects.
- (c) Processing and communicating rate approvals for cement & steel to projects.
- (d) Processing of bills of cement and steel.
- (e) Processing of bills of Architects.
- (f) Processing of bills of contractors for 75% payment.
- (g) Processing the requests of Contractors for grant of secured \

Desired Qualification

The candidate should be **Graduate from a recognized university** .Candidate who has attained these qualification (s) through regular courses would be given preference. The position viz. **LDC (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

Fresher candidates can also apply for the post of LDC(Works).

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 LDC (Works)**”. 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 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.