

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH,  
CHANDIGARH**

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**ADVERTISEMENT FOR PROJECT ASSISTANT/ PROJECT ASSOCIATE-I**

Applications are invited for the post of Project Assistant and Project Associate-I, purely on temporary basis under the Project "Structural Safety Audit of Hospital and School Buildings" sponsored by Himachal Pradesh State Disaster Management Authority, Shimla. The selection process involves offline Skill test, written test and shortlisting of candidates followed by offline interview. The list of shortlisted candidates will be uploaded on the institute website. The qualification, emolument and other details are as given below.

**a. Project Assistant**

Number of Project Assistant (Field Assistant) – 4 nos

Salary - ₹ 20,000 + HRA - 8 % = ₹ 21,600/ (Incase Project Assistant (Field Assistant) is deputed as Project Assistant (Office Assistant) the salary paid will be - ₹ 20,000 + HRA for Chandigarh - 16% = ₹ 23,200 and no field allowance will be paid)

The Project Assistant Shall be paid Field Allowance of Rs 11,250/month when in field.

Duration - Upto June 2025

Essential Qualification – Diploma in Civil Engineering / Technology / Architecture or Higher

Essential requirement – Proficiency and Experience in operating Drafting Tools (AutoCAD) and Office Application (MS office and MS Excel).

Minimum Experience - Diploma with 2 yrs experience in Civil Engineering site Job and / or Drafting in AutoCAD and / or Costing and Estimation/DNIT Preparation) or

BE / B Tech with 1 year experience in Civil Engineering site Job and / or Drafting in AutoCAD and / or Costing and Estimation/DNIT Preparation)

Screening test – An offline test regarding proficiency in operating Drafting Tools (AutoCAD) and Office Application (MS Office and or MS Excel) and Carrying out field work shall be conducted to screen the candidate and meet the essential requirement.

**Only those candidate will be further screened in written test that qualify the screening test**

Job role – Works at site / office - Rapid Visual Survey of buildings, Structural Survey, Architectural and Structural Plan Drafting, Estimation and Costing, Detailed Notice Inviting Tender preparation, Site supervision, any other assigned job.

**b. Project Assistant (office Assistant)**

Number of Project Assistant (office Assistant) – 4 nos

Duration - Upto June 2025

Salary - ₹ 20,000 + HRA for Chandigarh - 16% = ₹ 23,200 (Incase Project Assistant (office Assistant) is deputed as Project Assistant (field Assistant) the salary paid will be - ₹ 20,000 + HRA – 8% = ₹ 21,600 and additional field allowance paid will be ₹ 11,250/month)

Essential Qualification – Diploma in Civil Engineering / Technology / Architecture or Higher

Essential requirement – Proficiency and Experience in operating Drafting Tools (AutoCAD) and Office Application (MS office and MS Excel).

Minimum Experience - Diploma with 2 yrs experience in Civil Engineering site Job and / or Drafting in AutoCAD and / or Costing and Estimation/DNIT Preparation) Or  
BE / B Tech with 1 year experience in Civil Engineering site Job and / or Drafting in AutoCAD and / or Costing and Estimation/DNIT Preparation)

Screening test – An offline test regarding proficiency in operating Drafting Tools (AutoCAD), Office Application (MS Office and MS Excel), Carrying out field work shall be conducted to screen the candidate and meet essential requirement.

**Only those candidate will be further screened in written test that qualify the screening test**

Job role – Works at Site / Office - Rapid Visual Survey of buildings, Structural Survey Architectural and Structural Plan Drafting, Estimation and Costing, Detailed Notice Inviting Tender preparation, Site supervision, any other assigned job.

**Anyone who is eligible and interested as Project Assistant may kindly fill up the following Google form.**

**<https://forms.gle/tW3f7rXJMDqMFS9q7>**

**c. Project Associate – I**

**Number of Project Associate - I** - 2 nos

**Salary considered** - ₹ 31,000 + HRA - 16% = ₹ 35,960/-

**Duration** - Upto June 2025

**Essential Qualification** – Master of Engineering / Technology in Civil Engineering / Technology or Higher

**Essential requirement** – Expertise in Analysis and Design software (ETABS and STAAD.Pro) and Drafting Tools (AutoCAD) and Office Application (MS Office and MS Excel)

**Minimum experience** – Master of Engineering / Technology in Civil Engineering / Technology or Higher with 2 yrs experience in STAAD.Pro and / or ETABS and / or AutoCAD / or Costing and Estimation and / or DNIT Preparation)

**Screening test** – An offline test regarding proficiency in operating Analysis and Design Software (ETABS and STAAD.PRO), Drafting Tools (AutoCAD), Office Application (MS Office), Carrying out field

work shall be conducted to screen the candidate and meet the essential requirement.

**Only those candidate will be further screened in written test that qualify the skill screening test**

**Job role** – Rapid Visual Survey, Structural Survey Architectural / Structural Plan Drafting. Structural Analysis and Design of Building, Site supervision, Estimation and Costing, Detailed Notice Inviting Tender preparation any other assigned job.

**Anyone who is eligible and interested as Project Associate-I may kindly fill up the following Google form.**

**<https://forms.gle/PrBbQEFkikS7xrCWA>**

<b>Last Date for Receipt of Application:</b>	<b>6<sup>rd</sup> April 2022, 5.30 pm</b>
<b>Upload date of shortlisted candidate for screening test on institute website</b>	<b>12<sup>th</sup> April 2022</b>
<b>Date of offline Skill/technical test</b>	<b>23<sup>rd</sup> / 24<sup>th</sup> / 25<sup>th</sup> April 2022</b>
<b>Date of offline Interview</b>	<b>26<sup>th</sup> /27<sup>th</sup> April 2022</b>

**By Order  
DIRECTOR  
NITTTR CHANDIGARH**