MINISTRY OF YOUTH AND SPORTS
SCHEME OF SERVICE

Post: Technical Officer (on contract)

Salary: Rs 19,575 – Rs 42,325 (negotiable, depending and qualifications and experience)

Qualifications: By selection from candidates who:

(i) possess a diploma in Civil Engineering from a recognized institution or an equivalent qualification acceptable to the Ministry;
(ii) are computer literate; and
(iii) have a minimum of 5 years post-qualification experience as Technical Officer.

Candidates should produce written evidence of knowledge/experience claimed.

Duties: To be responsible to the Permanent Secretary for the following in relation to the infrastructural development projects of the Ministry and of its specialized agencies:

1. to assist the Engineer or the Architect in the supervision of building and civil engineering works/projects at all stages including the setting out of the works and in ensuring compliance with specifications and drawings.

2. to perform quality control on building materials and to supervise concreting operations.

3. to supervise the structural/non-structural aspects of construction work and to attend site meetings whenever required.

4. to carry out surveys and leveling in connection with building and civil engineering works including the survey of existing buildings and other infrastructure.

5. to prepare site visit/technical reports, as and when required by the Engineer (Civil) or Architect.

6. to prepare drawings and plans related to survey works
including contour plans, longitudinal and cross sections.

7. to assist the Engineer (Civil) in taking off quantities, preparation of Bills of Quantities and the collection of information for the preparation of Scope of Works.

8. to carry out measurement of work on site.

9. to participate in meetings and committees, as and when required.

10. to use ICT in the performance of his duties.

11. to perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected in relation to the Ministry and its specialized agencies.