

Revised ToR for Site Engineer (Civil)

Purpose: Government of Assam is undertaking infrastructure development works including construction of multi-storeyed building and interior furnishing of office buildings and public facilities. To ensure proper execution and monitoring of such works, engagement of a qualified Site Civil Engineer is required.

Objective:

- The primary objective is to assist in the **effective planning, execution, supervision, and monitoring** of civil, plumbing and interior works in compliance with approved designs, specifications, and Government norms.

Role and responsibility:

- 1) Supervise day-to-day construction and interior works at project site
- 2) Ensure execution as per approved drawings, technical specifications, and BOQ
- 3) Monitor contractor's performance and adherence to timelines
- 4) Ensure compliance with relevant standards such as Bureau of Indian Standards (BIS) codes and CPWD /PWD specifications
- 5) Conduct regular inspections of materials and workmanship
- 6) Maintain quality control registers and test records
- 7) Assist in preparation and review of work programmes/schedules
- 8) Monitor physical and financial progress of works
- 9) Identify delays, if any, and assist in preparation of delay analysis reports
- 10) Record measurements in Measurement Books (MB) as per Govt procedures
- 11) Verify contractor's Running Account (RA) bills and final bills
- 12) Preparation of estimates using prevailing and current Schedule of Rates (SoR)/DSR
- 13) Maintain site records, MBs, hindrance registers, and site order books
- 14) Prepare Daily Progress Reports (DPR), Monthly Progress Reports (MPR), and Minutes of Meetings and discussions etc.
- 15) Assist in preparation of official correspondences and e-file documentation
- 16) Assist in handling variations, extra items, and deviation statements
- 17) Support preparation of technical justifications for claims, including delay-related matters
- 18) Ensure compliance with contract conditions and tender provisions
- 19) Ensure adherence to safety norms and labour laws
- 20) Monitor compliance with environmental and statutory requirements

Qualification:

- Diploma/ Degree in Civil Engineering from a recognized institution
- **Minimum 10 years of relevant experience (For Diploma holders) & Minimum 7 years of relevant experience (For Degree holders)** in civil construction of multistorey buildings with Pile foundation, road works, water supply & sewerage system and interior works etc.
- Experience in Government/PSU projects in Assam is desirable

Required Skills:

- Working knowledge of AutoCAD, MS word, MS Excel, Power point presentation and project documentation.

Salary range:

- Depending on the qualifications, experience, Competencies, recent remuneration, etc. Of the candidates, the consolidated the annual Cost to project (CTP) of the **Site Engineer (Civil)** will be determined and manually agreed upon with the successful candidate, which would be in the range between Rs. 45,000 – Rs. 65,000 per month, depending upon the last drawn salary.

- In exceptional cases, if the last drawn salary is higher than the maximum salary assigned for the position, the CEO-ASUP may fix the salary with some hike based on the last drawn salary by such candidates.
- In case the last drawn salary of the candidates is less than the minimum salary assigned for the position, a maximum of 30% hike on the last drawn salary will be considered.

Other Terms & Conditions.

- a) No TA/DA is payable for attending the personal interview/Test.
- b) ASUP reserves the right to modify the required qualification/ experience at any stage during the recruitment process depending on the number of applicants.
- c) Date and time of walk-in-interview- 22.05.2026,11.00 AM onwards
- d) Reporting time: All candidates shall report for document verification on or before 9.45 A.M. No candidate will be permitted to enter the venue after the stipulated time.
- e) The candidates are advised to keep on visiting the website of the University for related update including any corrigendum/addendum, date of test/ interview/ list of shortlisted candidates etc. Further, no information in respect of this advertisement shall be published in the newspaper.
- f) Any matters which are not specially mentioned in this advertisement will be decided by the Selection Committee.
- g) The authority reserves the right to cancel/ postpone the advertisement without assigning any reason thereof.

S/d
Chief Executive Officer
Assam Skill University
Project