

## Project Coordinator and Management Unit, SMART, Pune

<b>Assistant -I (PIU MSWC)</b>	
Job description	<ul style="list-style-type: none"><li>• Minimum 02 years' experience in office assistance in any State government office/Corporation/ department project</li><li>• Having sound English knowledge</li><li>• Preparation of Concept note</li><li>• Preparation of TOR</li><li>• Preparation of Tender process</li><li>• Assist the concern officer for performing all official duties Receipt and dispatch of all correspondence and making daily entries in inward and outward registers.</li><li>• To prepare various types of reports as per World Bank guidelines</li><li>• Prepare file and put up the correspondence for perusal of seniors.</li><li>• Initiate action as directed by the head of the office.</li><li>• Plan and organize office meetings/workshops seminars etc, and documentation of the same.</li><li>• Maintaining account/Distribution of all hardware and dead stock procured by the project as per orders</li><li>• Manage various contracts with services provider. examine the bills and present the same for payment before the relevant authorities.</li><li>• Maintain the office records.</li><li>• Provide necessary information and document for examination to the Auditor.</li><li>• Perform any other duty assigned by the PIU head from time to time</li><li>• Due diligence with Senior officers of respective department for implementation of Project.</li></ul>
Qualification	Any Graduate with MS-CIT, English 40 wpm & Marathi 30 wpm typing speed certificate
Experience	Minimum 02 years' experience in office assistance in any State government office/Corporation/department project.
Age	Age of the candidate should not be more than 45 years as on 01st Jan 2024.
Remuneration	Per month - Upto Rs. 30,000/-

<b>Civil Engineer - (PIU MSWC)</b>	
Job description	<ul style="list-style-type: none"> <li>• To provide technical guidance and analyse Techno Economical viability of civil works proposed in SMART projects.</li> <li>• To assist in procurement process and assure the standards/specifications of civil works at CBO level.</li> <li>• Site inspections, technical checking of MB related to construction work</li> <li>• To provide assistance to field functionaries for rollout sanctioned subprojects.</li> <li>• Prepare and maintain various reports, data as per Project requirements.</li> <li>• Works to preparation of RFB &amp; tender as per World Bank formats &amp; norms</li> <li>• Imparting Technical training, PPT presentation to various FPOs, CBO under SMART project</li> <li>• Technical checking preparation of estimates of projects under SMART projects</li> <li>• Perform any other duty assigned by the Nodal/Head from time to time.</li> </ul>
Qualification	B.E Civil Engineer
Experience	Min 5 years experience of civil construction of which min 2 years in warehouse construction. Preference will be given to candidate previously worked with world bank project.
Age	Age of the candidate should not be more than 45 years as on 01st Jan 2024.
Remuneration	Per month - Upto Rs. 75000/-