



# SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

(UGC Approved)

Gurugram, Delhi-NCR

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## VACANCY FOR ASSISTANT ENGINEER - CIVIL

SGT University (NAAC A+ Grade Accredited), in its campus spread over 70 acres near Gurgaon, offers around 160+ programmes in Medical and Non-Medical domains. It nurtures more than seven thousand students and is a hub of activities involving the nation's who's who. It is a part of a group spanning the fields of education and hospitality. The University employs close to three thousand people. The campus has accommodation for employees and hostels for students and offers excellent support facilities such as shopping complex, medical facilities, sports, entertainment, and transportation. The campus is located less than 5 km from the Delhi border of Daurala and offers convenient access to Indira Gandhi International Airport, Delhi.

<b>Name of the Post:</b>	Assistant Engineer – Civil
<b>No. of vacancies:</b>	One
<b>Age:</b>	Above 35 years
<b>Experience:</b>	25 years

### **Qualification & Experience**

1. Bachelor's degree in Civil Engineering (B.Tech) or a related field
2. Minimum of 25 years of experience in civil engineering, with a strong background in project management and construction.
3. Proven track record of successfully managing and completing large-scale civil engineering projects.
4. Proficiency in civil engineering software and tools (e.g., AutoCAD, Civil 3D).
5. Combination of office work and fieldwork, including exposure to construction sites.
6. May require occasional evening or weekend work to meet project deadlines.
7. Some travel may be necessary for site visits and meetings with clients or contractors.

### **Duties/Responsibilities:**

1. Lead the development of project plans, designs, and specifications.
2. Conduct feasibility studies and site investigations.
3. Prepare detailed engineering drawings and technical documentation.
4. Oversee construction activities to ensure compliance with design specifications and quality standards.
5. Coordinate with contractors, suppliers, and project teams to ensure timely project completion.
6. Monitor construction progress and address any issues or delays.
7. Implement and maintain quality control procedures and practices.
8. Conduct regular site inspections to ensure adherence to safety and quality standards.
9. Review and approve project deliverables and documentation.
10. Prepare and manage project budgets and cost estimates.
11. Monitor project expenses and control costs to prevent overruns.
12. Provide regular financial reports and project status to senior management.
13. Provide technical guidance and support to project teams and junior engineers.
14. Identify and resolve engineering and construction issues.



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15. Ensure the application of best practices and innovative solutions in project execution.
16. Ensure all engineering and construction activities comply with local, state, and federal regulations.
17. Identify potential risks and develop mitigation strategies.
18. Maintain comprehensive project documentation and records.
19. Collaborate with clients, architects, engineers, and other stakeholders.
20. Facilitate effective communication among project team members

## **How to apply:**

Candidates are required to visit the careers web page <https://sgtuniversity.ac.in/careers/> and apply online or apply by Registered Post to the following Address:

**HR Department (Non-Teaching)**  
**SGT University**  
**(Shree Guru Gobind Singh Tricentenary University)**  
**Gurgaon-Badli Road, Budhera,**  
**Gurugram, Haryana 122505**

The last date of submission of online applications is 31<sup>st</sup> July 2024.

No TA/DA will be paid by the SGT University for attending the interview/test.

## **General Conditions:**

1. The University shall process the applications entirely on the basis of information/ documents submitted by the candidates. In case the information/documents are found to be false/ incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
2. All appointments shall be made provisionally subject to verification of certificates. The University shall verify the documents and antecedents of the applicant at the time of test/interview/joining or at any stage during the period of service. In case, it is found at any point of time that any document/ information submitted by the applicant is false or the applicant has suppressed/concealed any relevant information, the services of the selected applicant shall be terminated forthwith without assigning any reason. The University may also initiate appropriate action under the provisions of Indian Panel Code, 1860 for production of false information.
3. All correspondence from the University including test/interview letter, if any, shall be sent only at the e-mail address provided by the applicant in the application form. The applicants are advised to check the website of the University regularly for updates.
4. The University reserves the right to revise/ reschedule/ cancel/ suspend/ withdraw the recruitment process in part or full without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.
5. The posts advertised are tentative. The University reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant. Vacancies may increase or decrease.
6. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the applicant in this regard.
7. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the



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University shall be final.

8. Candidates should possess the essential qualifications as on the closing date of application.



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9. Working knowledge of latest computer applications and good communication skills are mandatory for all positions and the University reserves its right to test the skill of a candidate at the time of selection.
10. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for the test/interview.
11. Applicants who do not meet the qualifications given in this advertisement and/or incomplete applications will be rejected summarily.
12. Canvassing in any form will lead to disqualification.