

श्री केदारनाथ उत्थान चैरिटेबल ट्रस्ट

पं० दीन दयाल उपाध्याय पर्यटन भवन,

निकट –ओ०एन०जी०सी० हैलीपैड

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संख्या– 109/2-5-10/ श्री केदारनाथ उत्थान चैरिटेबल ट्रस्ट /2022-23 दिनांक 31.05.2022

उत्तराखण्ड पर्यटन विकास परिषद के अधीन “श्री केदारनाथ उत्थान चैरिटेबल ट्रस्ट” के सफल संचालन हेतु पी०एम०यू० के अन्तर्गत निम्नलिखित रिक्त पदों को संविदा के माध्यम से भरने हेतु इच्छुक अधिकारियों/कर्मचारियों से जो पदों के सम्मुख स्तम्भ-3 में अंकित अर्हता रखते हो, से आवेदन पत्र एतद्द्वारा आमंत्रित किये जाते हैं-

Designation	Post	Qualification & Experience	Roles & Responsibilities	Consolidated remuneration per month (INR)
1	2	3	4	5
Project Coordinator-Civil Engineer	1	<ul style="list-style-type: none"> Graduate in Civil Engineering from a recognized University/ Institution Postgraduate in Project Management/ Infrastructure management/ Construction management/ Urban planning Minimum 10 years of work experience in government projects 	<ul style="list-style-type: none"> Manage several projects related concurrent activities, with strong multi-tasking, prioritization, organizational and time management skills. Organize meetings, update project schedules, and inform necessary parties of deadlines Follow up on various tasks continuously as per the set priorities Help in both preparation and review of the project documentation and reports Prepare presentations and record meeting discussions regularly Know design and planning related computer software such as Photoshop, Arc GIS, MS Project, etc. 	Rs 80,000 – 1,50,000 (Remuneration will be negotiated agreed upon commensurate upon Qualification & Experience)
Contract Manager	1	<ul style="list-style-type: none"> Graduate in any discipline from a recognized University / Institution. Postgraduate qualification of minimum 1 year duration in Procurement / Materials Management / Supply Chain Management. Degree in Law or Postgraduate qualification of minimum 1 year duration in Contract Management / Dispute Resolution / Arbitration will be an added advantage. Post qualification relevant work experience of minimum 8 years 	<ul style="list-style-type: none"> Examine and vet draft Contract in tender documents. Assist pre-contract negotiations. Examine and vet the final Contract before signature. Monitor validity of Bank Guarantees or other instruments submitted for Performance Security and Advance Payment. Monitor and assist concerned Sections refund of Bank Guarantees or other instruments. Monitor, analyze and report to employer adherence to deliverables, SLAs and KPIs as per Contracts including under Externally Aided Projects. Assist the employer in the resolution of disputes during Contract execution. Assist the employer in the preparation of case briefs for Arbitration / Court cases. Attend Arbitration and Court hearings for guiding/assisting Arbitrators / Advocates. Preparation of replies to Court cases, Audit reports, RTI queries and Vigilance enquires relating to Contracts signed. Any other assignment referred/assigned by the employer. 	Rs. 80,000
Admin Officer	2	<ul style="list-style-type: none"> Graduate in any discipline from a recognized University / Institution Postgraduate qualification of minimum 10 years in HR/ Personnel administration / General administration 	<ul style="list-style-type: none"> Responding to all queries, and replying to emails. Preparing expense reports and office budgets. Managing office supplies and ordering new supplies as needed. Systematically filing important documents. Forwarding all correspondence, such as letters and packages, to staff members. Scheduling meetings, distributing agenda and meeting minutes. Hiring maintenance vendors to repair or replace damaged office equipment. Assisting the employer with job postings and interviews. 	Rs. 50,000

Account Officer	1	<ul style="list-style-type: none"> • M.Com/MBA in Finance from a recognized University • Post Qualification relevant work experience of minimum 5 years 	<ul style="list-style-type: none"> • Maintaining and reviewing financial records. • Ensuring compliance with accounting and tax laws. • Preparing budgets regularly. • Monitoring expenditure and profits and providing reports. • Evaluate internal management systems, procedures, and risks to provide recommendations. • Managing business accounts and preparing financial statements. 	Rs. 50,000
Account Assistant	1	<ul style="list-style-type: none"> • B. Com from a recognized University / Institution with computer knowledge • Post qualification relevant work experience of minimum 5 years 	<ul style="list-style-type: none"> • Providing all kinds of support to the Account Officer. • Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc. • Handling communications with departments, agencies and consultants via phone, email, and in-person. • Processing transactions, issuing checks, and updating ledgers, budgets, etc. • Preparing financial reports. • Assisting with audits, fact checks, and resolving discrepancies. 	Rs. 35,000
Data Entry Operator	2	<ul style="list-style-type: none"> • Graduate from a recognized University / Institution with computer knowledge • Post qualification work experience of minimum 3 years in data entry / office works • Working knowledge of Hindi and English typing 	<ul style="list-style-type: none"> • Computer based assistance to the team in day-to-day office work. • Maintenance of office records • Preparing, submission and uploading of periodical reports as per requirement. • Any other assignment as directed by the employer. 	Rs. 25,000

अन्य शर्तें –

1—इच्छुक आवेदक को समस्त शैक्षिक अर्हता एवं अनुभव से सम्बन्धित स्वप्रमाणित प्रमाण पत्रों सहित आवेदन करना होगा।

2—सम्बन्धित कार्मिक को तैनाती स्थान पर साक्षात्कार/कार्यभार ग्रहण करने हेतु कोई मार्ग व्यय देय नहीं होगा।

3—प्रथमतः पी0एम0यू0 का गठन 02 वर्षों के लिए किया जा रहा है, जिसे एक वर्ष अतिरिक्त रूप से बढ़ाया जा सकता है।

4—उपरोक्त पदों पर नियुक्ति, गठित चयन समिति की संस्तुति के आधार पर की जायेगी।

5—इच्छुक आवेदक समस्त शैक्षिक अर्हता एवं अनुभव से सम्बन्धित समस्त प्रमाण पत्र सहित अपना आवेदन पत्र/बायोडाटा सचिव, श्री केदारनाथ उत्थान चैरिटेबल ट्रस्ट पं0 दीनदयाल उपाध्याय पर्यटन भवन, (निकट—ओ0एन0जी0सी0 हैलीपैड), निम्बूवाला, गढ़ीकैन्ट, देहरादून के पते पर दिनांक—15.06.2022 सायं 5:00 बजे तक रजिस्टर्ड डाक/स्पीड पोस्ट के माध्यम से प्रेषित कर सकते हैं। विलम्ब से प्राप्त आवेदन पत्रों पर विचार नहीं किया जायेगा।

6—अधोहस्ताक्षरी को उपरोक्त वर्णित पद किसी भी समय बिना कारण बताए निरस्त करने का पूर्ण अधिकार होगा।

सचिव

श्री केदारनाथ उत्थान चैरिटेबल ट्रस्ट