

# WANTED

Notification No. KTDFC/4448/2014

dtd. 21/07/2014

**Kerala Transport Development Finance Corporation Limited (KTDFC)**, a Thiruvananthapuram based Public Sector Company, fully owned by the Government of Kerala, is on the look out for a suitable candidate to engage as :

## Principal Project Consultant

**Duties and Responsibilities:-** The Principal Project Consultant will be in charge of all the BOT and other construction Projects of KTDFC (currently the Company has massive, multi-storied KSRTC Bus Terminal cum Shopping Complex projects at Thiruvananthapuram, Thiruvalla, Angamaly and Kozhidode. Besides, the Company is now doing the renovation work of Tagore Theatre, Thiruvananthapuram). The incumbent shall also be in charge of all BOT and other construction works that KTDFC may take up during his/her tenure of engagement in the Company. Some of the important responsibilities the incumbent has to take up in the above capacity are :

1. Monitoring and supervising the activities of Architects/Consultants and construction works at project sites for getting the projects completed in a time bound manner.
2. Obtaining statutory/service drawings from the Architect and present before appropriate authorities for the clearance/permission for the implementation of projects and follow up action.
3. Periodical inspection at work sites as per requirements and give guidance for remedial action if any.
4. To verify design, drawings, estimate, tender documents etc and recommend for approval.
5. To maintain correspondence files for each project separately from site office, Architects , contractors, etc promptly.
6. Preparation of replies to audit queries, compliance of various acts and rules , Assembly interpretations, media reports, etc.
7. Prepare cash flow chart for each project for every financial year for each project and update the same in every semester.
8. To maintain and supervise attendance register, acquittance register of personnel engaged in BOT projects and submission of monthly attendance statement.
9. Maintain and keep tender register, estimate register, file register, M.Book register, inward register, mailing register etc.
10. To issue M.Books and other stationery items to site offices and monitor its maintenance

correctly.

11. To collect fortnightly progress report from the construction sites, evaluate the progress with respect to the scheduled programme and submit a monthly progress report of each project on or before 5<sup>th</sup> of every succeeding month.
12. Maintain a single account for all the financial transactions of each project separately with appropriate account heads till the completion of the pay back period in a computerized accounting system.
13. Scrutinize the work bills/consultancy service bills etc and recommend for passing the same after pre-auditing and thorough verification.
14. Prepare PERT/CPM or activity flow chart with time lines and milestones from start till the end of each project.
15. The incumbent shall be responsible for the due execution of the works by observing the time schedule, designs, drawings etc as per the prescribed quality standards.

*(NB:- The above are only indicative in nature and the duties and responsibilities will vary as per requirements from time to time.)*

**Mode of Engagement :** - on Contract for one year or till the completion of requirement , whichever is earlier.

**Qualification & Experience :** - Graduate Civil Engineer having a minimum of 15 years experience in the field of construction of multi-storied buildings ( Preference will be given to persons retired from the post of Superintending Engineer/ Deputy Chief Engineer or equivalent/ above in State/Central Govt. Departments/ Public Sector Organizations having the above qualification and experience.)

**Remuneration :** Negotiable

**Sample Application :-** Application for the post may be prepared in line with the sample application form attached to this notification. However, if required additional sheets can be used to furnish information.

**Enclosures:** - Self attested copies of documents to prove Identity, Address, Age, Qualifications and Experience. (selected incumbent shall produce originals of the documents for verification later)

**Last date for receipt of applications:-** Application shall reach the address given below through post/

courier/ by hand before 5 pm on 2<sup>nd</sup> August, 2014. KTDFC will not be responsible for postal/ courier delay.

**Important :** Canvassing in any form will lead to the rejection of the application.

**Address to which Applications to be sent :-**

Managing Director  
Kerala Transport Development Finance Corporation Ltd.  
Trans Towers, 6<sup>th</sup> Floor  
Vazhuthacaud  
Thiruvananthapuram - 14  
Phone: 0471-2326883  
Email: ktdfc@vsnl.com  
website: www.ktdfc.com

Thiruvananthapuram

**Managing Director**