

**TERMS & CONDITIONS FOR THE POST OF CIVIL ENGINEER**  
**(PROJECT ENGINEER / SITE ENGINEER) AT REDHAKHOL FOREST**  
**DIVISION**



Applications are invited for engagement of one Civil Engineer with a monthly fixed remuneration of Rs 50,000/- (Fifty thousand rupees only) at Redhakhhol Forest Division. The engagement is purely temporary and is initially for a period of one year which may likely to continue for next year(s) subject to satisfactory performance followed by execution of agreement.

**Educational Qualification**

- a. B.Tech / B.E. / M.Tech in Civil Engineering from a recognized university / institution. Master's Degree (M.Tech) shall be preferred.
- b. Strong working knowledge of GIS / Remote Sensing tools for mapping and monitoring of infrastructure works shall be an added qualification.
- c. Experience in AutoCAD, MS Office, or similar software is desirable.

**Experience**

- c. Minimum 3–5 years of experience in civil construction, site supervision, or infrastructure project management. Experience in government infrastructure works, rural infrastructure, watershed works, or eco-tourism projects shall be preferred.
- d. Familiarity with OPWD Schedule of Rates (SOR), measurement book procedures, and government procurement norms is an advantage.

**Age Limit:** Upper age limit 35 years as on 01.01.2026, including age relaxation up to 5 years in case of SC/ST/SEBC candidates.

**Duties of Civil Engineer:**

1. Prepare work estimates for Civil Structures, Watch Towers, Soil Moisture Conservation (SMC) interventions, Water Bodies, and other Forest infrastructure, and provide technical suggestions thereof.
2. Assist in preparation of Detailed Project Reports (DPRs), cost estimates, and project plans for civil infrastructure works.
3. Coordinate with contractors, architects, consultants, departmental officers, and field staff for smooth project execution.
4. Oversee construction of Forest buildings, eco-tourism facilities, watch towers, interpretation centres, staff quarters, check dams, water harvesting structures, forest roads, culverts, and visitor facilities.

5. Carry out field visits to monitor all Civil Structures including Residential Quarters, Office Buildings, Eco-tourism structures, SMC Works, Watch Towers etc. and submit inspection reports with suggestions.
6. Verify quality of construction materials and workmanship; conduct mandatory material tests as per IS codes.
7. Ensure all works are executed as per approved drawings, DPRs, technical specifications, and Departmental guidelines.
8. Monitor project timelines and ensure works are completed within the approved schedule and budget.
9. Track daily site progress, labour deployment, and contractor works or Departmental Works; prepare weekly and monthly progress reports.
10. Support in planning, scheduling, and prioritising infrastructure works for the Division.
11. Identify and address potential challenges affecting project implementation including accessibility issues in forest terrain, monsoon / weather-related delays, material transportation constraints, and contractor and labour availability and suggest alternative technical solutions and mitigation strategies to ensure timely completion of works.

**Other Conditions:**

1. **Duration:** The employment of the Civil Engineer is for a period up to twelve (12) months. The engagement may be renewed based on performance as decided by Divisional Forest Officer, Redhakhhol.
2. **Working hours:** The Civil Engineer will be expected to be on duty in Office opening to closing hours. The candidate may be required to work on off days and beyond duty hours on the direction of the Divisional Forest Officer, Redhakhhol Forest Division with mutual agreement.
3. **Leave:** The candidate is allowed for 12 days casual leave per year with prior permission of Divisional Forest Officer, Redhakhhol Forest Division.
4. **Remuneration:** Total remuneration per month will be Rs. 50, 000/- (Fifty thousand rupees only).
5. The Office is under no obligation to continue the engagement and may discontinue the engagement with one (1) month prior notice, assigning any reason thereof.
6. The Civil Engineer will not use or share any data related to Redhakhhol Forest Division to outside the organization without prior permission from the authority. All documents, reports and scientific papers will be owned by Redhakhhol Forest Division. Any data in any form recorded in personal mobile phone/ camera should be immediately and as soon as possible

transferred to a hard disk or computer of Redhakhhol Forest Division and no data related to the Division and the Project should be kept in personal mobile phones and cameras.

### **Selection Procedure:**

1. Selection will be based on the academic qualifications with preference to experience and performance in the interview.
2. Candidate having similar work experience/ knowledge of working in Forest Department will be given preference.
3. Candidates should bring true copies of testimonials of educational qualifications, certification, work experience, proof for date of birth, etc., along with copies of mark sheets of all examinations along with the original documents for verification to Divisional Forest Office, Redhakhhol Forest Division, Redhakhhol on the date of interview.
4. Original and self-attested photocopy of the Community Certificate in case person claiming age relaxation.
5. A brief write upon previous experience should also be submitted along with the resume.
6. After scrutiny of the application, the eligible candidates shall be called for the interview. The date and venue shall be notified to the shortlisted candidates separately through email.

The Divisional Forest Officer, Redhakhhol Forest Division reserves the right to accept or reject any candidature including cancellation of the advertisement without assigning any reason thereof.

For online submission of Application. Kindly use this link  
(<https://forms.gle/hKERTVT54qh2xP758>) or scan the QR Code.

