

INSTITUTE OF URBAN TRANSPORT (INDIA)

Tender notice for Civil draughtsman with specialization in Auto CAD

1. About the Institute

The Institute of Urban Transport (India) was established in May, 1997 under the purview of the Ministry of Urban Development (MoUD), Government of India as a premier professional non-profit making organization and registered under the Societies Registration Act. The membership of the Institute comprises Academicians, Architects, Economists, Engineers, Transport Planners, Town Planners and professionals from various other disciplines. The Institute has 66 institutional members, about 1600 individual members and 70 Associate Members. It has association with foreign organizations such as LTA Singapore, GIZ, UITP, KfW etc. The Secretary, Ministry of Urban Development, Government of India, is the ex-officio President of the Institute. Its Governing Council has members from various premier organizations connected with Urban Transport and many State Governments.

2. The aim and objective of the Institute is to promote, encourage and coordinate the state of the art of urban transport including planning, development, operation, education, research and management and also to organize lectures, seminars, workshops, conferences, etc. on subjects pertaining to urban transport. In addition, the Institute provides professional support to MoUD for its various projects and initiatives such as organizing an annual Urban Mobility Conference cum Exhibition, several workshops and capacity building projects.

3. Currently, the Institute is under taking the design of intersections in certain cities. In this connection, IUT requires the services of two (2) Civil draughtsman with specialization in Auto CAD for a period of three months on full time basis initially with possibility of extension.

Qualification: The candidate should have a Diploma in Civil Engineering / Architecture with specialization in Auto CAD / drawings.

Experience: One year experience preferably in:

- a) Civil Engineering Projects
- b) Road Design Projects

4. Job descriptions

- (i) Preparation of drawings
- (ii) Working out of items / bill of quantities
- (iii) Responsible for:
 - (a) Preparation/developing/revision/ submission drawings for project works
 - (b) Preparation of drawings in Autocad / Civil 3d

5. Competencies required:

- (i) Documentation
- (ii) Preparation of working drawings
- (iii) Exposure in Civil 3D, CAD and other industry relevant software's

6. Interested agencies / free-lancers are requested to send their quotations along with CVs; working experience; and testimonial in sealed envelope subscribed as **Quotation for Civil draughtsman with specialization in Auto CAD** through Registered Post/ Courier /By hand/Speed post by 16th August, 2017 on or before 15:00 hrs at the following address:

Director General
Institute of Urban Transport (India)
1st Floor, Anand Vihar Metro Station Building
Delhi-110092

Sd/-
(Sumit Chatterjee)
Officiating Executive Secretary