



NITCON LIMITED

VACANCY ADVERTISEMENT- 04/2025-26

Job Opening Number: NIT/ICAT/2025-26/04-02

NITCON Limited is assigned by Client Organization to employ and engage on behalf of Client in the premises of Client Organization **at Manesar on a contract basis**. NITCON Limited is looking for suitable and qualified and eligible candidates for the following openings as under:

1. Name of the Post: Civil Systems and Process Advisor

Key Responsibilities

1. Process Deployment & Documentation

- Publish manuals containing Standard Operating Procedures (SOPs) and process flowcharts
- Provide recommendations for process automation.
- Develop, document, and standardize construction processes specific to technical laboratory setup, including quality control procedures, safety protocols, and workflow management
- Prepare Standard Operating Procedures (SOPs) for laboratory construction, equipment installation, and maintenance activities.
- Ensure all processes comply with relevant government codes, standards, and procurement policies

2. Training & Capacity Building

- Design and deliver structured training programs for engineers, technicians, and support staff on construction methodologies, lab setup, equipment usage, and maintenance
- Conduct workshops and hands-on sessions on laboratory testing, quality assurance, and safety practices
- Develop training materials, manuals, and e-learning modules tailored to the needs of government technical staff.

3. Quality Assurance & Compliance

- Oversee implementation of quality control measures during construction, including material testing and site inspections.
- Train staff in the use of quality assurance protocols and conduct regular audits to ensure adherence to SOPs. •
- Maintain records of training activities, compliance checks, and

4. Technical Support & Coordination

- Provide technical guidance during all phases of laboratory construction, including design review, procurement, installation, and commissioning.

- Liaise with government departments, contractors, and vendors to ensure smooth coordination and timely project delivery.

Experience

Experienced in Govt. preferably retired ex-MES, es-PWD or ex-PSU (civil related such as NBCC or Bridge and Roof) or ex-Railways (civil).

Educational Qualification:

- Bachelor's degree in Civil engineering is typically required; advanced degrees or certifications are advantageous.
- Proven Track record of leadership and team management.
- Excellent verbal and written communication abilities and collaboration skills.
- Strong background in mechanical or electrical engineering in Automotive Industry

Salary: As per Industry Standards

***Employee share deduction will be made as applicable**

Terms & Conditions:

1. For applying on the above, a link with "Application Form to Apply" is placed at the website www.nitcon.org/career. Selection will be made as per the prescribed norms and requirements of the job.
2. The applications are invited through email at openings@nitcon.org only. No other means/mode for the receipt of the application will be considered.
3. No TA/DA will be paid to the candidates for attending the interview.
4. Preference will be given to local candidates subject to their selection.
5. For any clarification, please drop a mail at services@nitcon.org
6. Only eligible and qualified as the requirement of individual vacancy based on the application submitted along with the required enclosed documents shall be called for the interview.
7. NITCON Limited and Client are fully authorized to accept or not to consider any application without assigning any reason.
8. The candidate has no right to ask for any clarification/reason for rejection of the application.
9. The eligible candidates will be called for an interview and confirmation for their appearances for their interview shall be communicated through their e-mail as mentioned in their Application Form.
10. Mere filling of the Application Form will not confirm your suitability/selection for the post.
11. The duly filled Application Form along with the enclosures submitted will be considered for evaluation. Separate/ additional documents submitted shall not be considered for evaluation. So, before filling up the Application Form and submitting documents, please look carefully to ensure correct and complete submission.
12. The candidate has to submit a duly filled signed Application Form along with self-attested scanned documents as under:

- a. Birth Certificate
- b. Class 10th Marksheet and Certificate
- c. Class 12th Marksheet and Certificate
- d. Graduation Marksheet & Degree
- e. Post Graduation Marksheet & Degree
- f. Diploma Certificate, if any
- g. Work Experience Certificates
- h. Aadhaar Card
- i. PAN

The size of the PDF should not be more than [4 MB](#).

Last date for submission of application forms is [02.08.2025](#).