

Advt- OS-A/64/2022

11.07.2022

**WALK- IN – INTERVIEW FOR**  
**Tendering Engineer**  
**(On Outsourced Contract Basis)**

An Outsourced Contractor for Manpower Services, looking for Tendering Engineer to be placed on contract at Tata Memorial Centre- ACTREC, Kharghar, Navi Mumbai-410 210 detailed as below:

**ESSENTIAL QUALIFICATION & EXPERIENCE:**

Diploma or Graduate in any stream from recognized university is desired. Minimum 4 years of relevant experience for Diploma holders and 3 years for Graduate holders. Candidate should be well versed with tendering process encompassing preparing of tender documents, handling ON LINE (e-tender portal) and OFF LINE tenders, coordinating Pre-Bid meetings, opening of tenders, preparing initial comparative statements, arrangements for presentations and committee meetings etc. Candidate must be familiar with latest computer applications and AutoCad.

**Age :** upto 33 years (may be relaxed on experience basis)

**CONSOLIDATED SALARY:** ₹ 30,000 /- p.m. and above as per experience

**DURATION:** 3 months (extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **Friday, 22<sup>nd</sup> July, 2022 at 3<sup>rd</sup> floor, Khanolkar Shodhika, TMC-ACTREC, Sec-22, Kharghar, Navi Mumbai- 410210** along with CV and original / attested copies of all certificates and testimonials.

**Reporting Time:** 10:00 a.m. to 10:30 a.m.

Sd/-  
Supervisor