

**Walk in Test- cum-Interview**

A Walk in Test –cum-Interview is to be held on 10<sup>th</sup> June 2013 for filling up 5 CAD Operators in Central Design Bureau (CDB) in the Ministry of Health & Family Welfare (On Contract basis). The details are mentioned below:

1. Name of Post : CAD Operators in CDB
2. No. of post: 5

**Minimum Qualification:**

- a. Certificate Course in Architecture/ Civil drawing
- b. Proficiency in Auto Cad(2D) drafting

**Desirable qualification**

- a. Diploma in Architecture
- b. Proficiency in Auto Cad, 3D views presentation  
(Resumes with higher qualification may be preferred subject to their suitability)

**Minimum Experience**

- a. Three years experience of working in Architecture Office (copy of certificate to be enclosed)
- b. Good Knowledge of presentation drawing, submission drawings, working drawings, interior layouts

**Desirable Experience**

- Worked on Hospital Projects.

**Job Responsibilities:**

- a) To assist in developing the design concept given by the officers.
- b) To prepare municipal drawings such as submission, completion, services drawings etc.
- c) To prepare presentation drawings, working drawings, detail drawings etc.
- d) To take measurement of site and preparing measured drawings etc.
- e) To make drawing of interior layouts.
- f) Any other work assign by their officers.


**Age limit:** Up to 40 years.  
Retired Govt./Public Sector Officers up to the age of 65 years are eligible to apply.

Tenure of contract: 1 (One) year (period may be altered subject to administrative exigencies)

Emoluments: ₹25,000 per month (consolidated)

- The posts are solely for the CDB and the place of duty shall be New Delhi. The remuneration offered is consolidated and fixed, without any allowances.
- Candidates shall be required to submit the prescribed application form dully filled up with copies of certificates of qualifications, experience duly attested by a Gazetted Officer. All original documents and two passport size colour photograph and photo ID proof must be brought for verification at the time of interview.
- Application form should be submitted at the time of turning up for walk in Test -cum Interview on the scheduled date and time.
- The reporting time is as under:

**10<sup>th</sup> June 2013 (10.00 AM upto 11.00AM)** at the Reception, Gate No. 5, Nirman Bhawan, Mulana Azad Road, New Delhi (Nearest Metro Station: Udog Bhawan). There will be a Practical Test of two hours duration followed by the Interview. **Late comers will not be entertained.**

  
(Anil Kumar)  
Under Secretary (Admn)

- Note: -1. All Posts require fluent use of computers in word processing, worksheets for data compilation and basic analysis and presentations (PPP). The applicants should also have experience of using internet.
2. The applicants should be able to tour extensively for monitoring and supervision as & when required.
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**APPLICATION FORM**

Post applied for: **CAD Operator (on Contract)**

1. Name of the Applicant: (In capital letter) \_\_\_\_\_

2. Father/Husband's Name: \_\_\_\_\_

3. Mother's Name: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_

4. Age (as on 10.06.2013): \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ days.

4. Gender: M/F: \_\_\_\_\_

Self attested  
colour photo

**5. Educational Qualifications**

S. No.	Academic/ Professional Qualification	Name of Institution	Board/ University	Course Duration / Yr. of passing out	Division/Grade/ %

**6. Desirable qualification**

S. No.	Academic/ Professional Qualification	Name of Institution	Board/ University	Course Duration / Yr. of passing out	Division/Grade/ %

**6. Experience:**

S. No.	Designation	Name of Institution/Employer	From ---	To

(Reference with whom you have worked: Name : \_\_\_\_\_ Designation  
\_\_\_\_\_ Contact No. \_\_\_\_\_ )

**7. Training/Short course attended (if any):**

**8. Award and /or Outstanding Achievements:**

**9. Contact Details:**

**a. Mailing Address:** \_\_\_\_\_

**b. Permanent Address:** \_\_\_\_\_

**c. Telephone Number :** \_\_\_\_\_ (Mob) \_\_\_\_\_

**d. Email-ID** \_\_\_\_\_

**11. Documents to be enclosed: Duly attested by Gazetted Officer (Please Tick)**

**1. Degree/Diploma/Certificate ( )**

**2. Experience Certificate ( )**

**3. Age Proof ( )**

**4. Any Other ( )**

**UNDERTAKING:**

I hereby certify that all the information given above is true & correct to the best of my knowledge. If any of the above information is found to be incorrect or concealed at a later stage, I shall be liable to be disqualified & services terminated from the assignment.

\_\_\_\_\_  
**Signature of the Applicant**

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_