



The Press Trust of India (PTI) is looking for a young and dynamic Civil Engineer for its office at 4, Parliament Street, New Delhi.

Candidates must have full time Diploma in Civil Engineering with experience of 3-5 years. Candidates should possess strong communication skills and good command over English. Must be computer savvy and able to use Microsoft Office (Word, Excel, PowerPoint, Outlook).

Roles & Responsibilities :

- Monitoring the execution work at site.
- Assisting in preparation of preliminary estimate, checking of measurement, bills etc.
- Ensuring quality control, safety adherence at site
- Preparation of Work Order, Purchase Order etc.
- Tenant, lease management, space management i.e. finding new tenants.
- Ensuring safety compliances of the buildings.
- Maintenance and repair of the buildings.

Applications should be e-mailed to mrm@pti.in or sent by post to Chief Administrative Officer, Press Trust of India, 4, Parliament Street, New Delhi-110001 before January 23, 2018.