

## APPLICATION FOR THE POST OF ASSOCIATE CONSULTANT (INFRASTRUCTURE)

**UL INSIGHT**, a management consultancy jointly promoted by the Uralungal Labour Contract Cooperative Society (ULCCS) and Insight Advisory and Consulting India(opc) Pvt Ltd. (INSIGHT), invites application from interested candidates for the post of Associate Consultant (Infrastructure) in the Head Office of UL INSIGHT, Kochi on Contractual basis as detailed below:

- A. Name of the Post : **Associate Consultant (Infrastructure)**
- B. Type of the Post : On Contract Basis
- C. No. of Posts : 1 (One)
- D. Place of Posting : The Associate Consultant will be posted at Kochi.
- E. Period of Contract : 3 Years (probationary period of initial six months from the date of joining and extendable beyond 3 years based on performance)
- F. Scope of Work : The Associate Consultant (Infrastructure) shall have/do: -

- Preparation of master plan for projects in consultation with Architect/Sub-Consultants
- Preparation of Technical and commercial proposals
- Preparation of Bill of Quantity.
- Project Planning and management
- Preparation of Tender documents as per applicable laws and procedures.
- Knowledge of MEP/QA/QC/safety Procedures
- Bid Process Management including uploading in software's like PRICE.
- Coordination with clients, sub-consultants, and contractors during execution of assignments.
- All documentation required for applying for Tenders for quoting for consultancy works.
- Excellent Presentation & Analytical skills
- Representing the organization before clients and sub-consultants and do various presentations and meetings.
- Preparation of Detailed Project Reports with the support of other team members and sub-consultants.
- Practical usage of tools such as MS Office, including advanced Excel features for day-to-day functioning.
- Any other work assigned from time to time.

### G. Eligibility Criteria

#### a) Age limit (As on 1<sup>st</sup> January,2023)

The age of the candidate should not be more than 40 years old

#### b) Educational Qualification

Graduation (BE/B.Tech/Architec.) in Civil Engineering from a recognised Institution with minimum 60% or equivalent grade points.

Desirable

Post-Graduation in Civil Engineering/ Project Management

**c) Experience**

Minimum 05 years' post qualification experience working with reputed Engineering firms or consultancy Organization in planning, designing and execution of projects in public sector.

Working knowledge of AutoCAD.

Knowledge of STAAD/E-TABS desirable.

**d) Remuneration**

Consolidated pay Rs.60,000/- per month.

**e) Selection Procedure**

Selection would be by way of shortlisting of applications received and Personal Interview to be held at Kochi on a suitable date (to be informed in due course).

**Candidates should send in their documents along with duly filled prescribed format by email with the subject titled as "Application for the Position of Associate Consultant (Infrastructure)" to the HR Cell at [hr@ul-insight.com](mailto:hr@ul-insight.com) on or before 30<sup>th</sup> April,2023**

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PLEASE AFFIX (DO NOT STAPLE) YOUR RECENT PASSPORT SIZE COLOUR PHOTOGRAPH
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FILL ALL THE INFORMATION IN BLOCK LETTERS

**1. NAME IN FULL**


**2. FATHER'S NAME**


**3. SPOUSE NAME AND JOB PROFILE WITH ORGANISATIONAL DETAILS** (If married) (leave one box blank between two parts of the name)


**4. ADDRESS FOR CORRESPONDENCE** (leave one box blank between two parts of the address)

<b>STATE</b>										<b>PIN CODE</b>				

**5. CONTACT INFORMATION**

<b>E - MAIL ADDRESS</b>	
<b>MOBILE NUMBER</b>	
<b>ALTERNATE MOBILE NUMBER</b>	

TELEPHONE NUMBER											
STD CODE											

6. **PERMANENT ADDRESS** (leave one box blank between two parts of the address)

STATE							PIN CODE							

7. **DATE OF BIRTH**

DD			MM			YYYY				
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8. **AGE (as on January 1<sup>st</sup>,2023)**

DAY(S)			MONTH(S)			YEARS		
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9. **NATIONALITY** \_\_\_\_\_

10. **INDICATE BY TICK MARK IN APPROPRIATE BOX.**

MALE	FEMALE
SINGLE	MARRIED

(I) GENDER(II) MARITAL STATUS

11. **Languages known (please tick appropriate column)**

Name of Language	Read	Write	Speak

12. **EDUCATIONAL QUALIFICATIONS (including Certifications, if any)**

Examination passed	Name of University / Institution	Subject details	Month & Year of passing	Percentage Marks obtained	Class / Division


**Note:** - Photocopies of certificates / mark sheets / degree / diploma etc. in respect of educational qualifications must be attached with the application form.

**13. PARTICULARS OF EXPERIENCE (starting from present)**

Name / Address and TelephoneNo. of Employer	Post Held	Period of Service (please give dates)		Length of Service		Nature of duties performed in brief	Reasons, for leaving the job
		From	To	Yrs.	Months		

**Note:** -Documentary evidence in support of requisite experience for the post applied must be enclosed.  
**No Objection Certificate from the present employer should also be provided before/at the time of interview.**

**15. DECLARATION**

[I hereby certify that all statements made in this application are true, complete, and correct to the best of my knowledge and belief and nothing material has been concealed therefrom. I understand that if at any time during the process of recruitment / selection / subsequent contract period in UL INSIGHT, it is found that any information / statement / data given in this application is false / incorrect / any material fact suppressed **OR** I do not satisfy the minimum eligibility criteria as stipulated in the advertisement for the post applied for, my candidature / appointment is liable to be cancelled / terminated forth with without giving any notice or reasons thereof. I also undertake to abide by all the terms and conditions of the advertisement given by UL INSIGHT. I further declare that I have read the Detailed Advertisement and undertake to abide by the same.]

DATE: \_\_\_\_\_

(SIGNATURE OF THE CANDIDATE)

PLACE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

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