



Jr. DRAUGHTSMAN (CIVIL / STRUCTURAL) – (02 vacancies, Mumbai).

Applications are invited for the post of '**Fresher / Junior Draughtsman**' in (Civil / Structural) domain, with following expectations.

EDUCATION :

- Applicant shall have completed minimum – SSC / HSC + ITI & NCVT (Civil draughtsman course of two-year duration).
- Candidate holding Diploma in Civil / Mechanical engineering, with sound AutoCAD knowledge will be given preference.
- Candidate with B.A. / B.Com / B.Sc. with thorough AutoCAD knowledge and certificate course may also apply.

(N.B :- BE / ME (Civil) should not apply for this post)

EXPERIENCE & SOFTWARE :

- **Freshers** with no experience **or upto two-year work experience** as *Jr. Civil Draughtsman* at site / consultancy firm may apply.
- Candidate shall be proficient in using AutoCAD LT / 3D software (drawing plan, section, elevations of bridges, buildings, steel sheds, Reinforcements; creating view ports, texts, dimensioning, scales; array, plot style etc.). Should be able to understand hand-drawn sketches. Knowledge of Ms.Word / Ms.Excel / Google-earth / Sketch-up will an advantage.
- Candidate must know Reinforced concrete, Steel structures. PSC structures, BBS, BOM, Shop drgs etc. can be learnt on job.

OTHER CRITERIAS :

- **Age Limit** :- between 20yrs to 30yrs.
- **Language** :- ENGLISH & HINDI (mandatory), MARATHI, GUJARATI.
- **Soft skills** :- enthusiastic, good oral / written communication, sincerity, perseverance, curiosity, politeness and stable mind.
- **Infrastructure** :- candidate should have own laptop, mobile phone, calculator, pen. pencil, note pad.
- **Geographical Location** :- Candidates around Mumbai / Thane / New Mumbai will be preferred.

SELECTION PROCEDURE :

- Selection will be purely based on merit basis and performance through online interview / test.
- Candidates can present their work portfolio (engineering drawings and sketches) during interview.
- Selected applicant will have to submit proofs of academic certificates, Aadhaar card, DOB etc.

BRIEF CONTRACT CONDITIONS & DURATION :

- At start there will be a **three months** of probation period (which will be extended to six months if poor performance).
- After completion of probation, the main **contract of one year** period (12 month / 365 days) will start.
- At the end of contract duration, it can be renewed for next one year (on mutual consent), or if work is found satisfactory then a permanent job role can be offered (based on the magnitude of projects available with the company).
- In case of weak performance by the candidate, two intimations will be given to the candidate to improve performance. Contract can be terminated from any side (employee or company) with a **one month of a written notice** (30 days) without any deduction to salary (i.e. if full notice period is served). Employee shall maintain confidentiality throughout.

REPORTING :

- Generally working hours will be from 9am till 6pm with a 1 hr lunch break (1pm to 2pm). Monday to Saturday.
- Depending on the urgency from the client/s, sometimes above schedule may change a bit.
- Currently, the employee will have to work from home, till further instruction to join office (During WFM period, employee will have to attend office physically, twice in a week). Formal dress code will apply as per corporate decorum.
- Every morning employee can take work instruction over phone / google meet and start work for the day; show progress at the afternoon and late evening. Clear the doubts over phone. Although working from home, employee's availability, alertness, and commitment will be checked thr promptness, quality of output and consistency.
- **Daily timesheet & drawing register will have to be maintained by employee** and submit for verification on weekend.

REMUNERATION :

- During probation period, gross Rs. 10,000/- PM will be offered. After completion of probation, on main contract period gross Rs. 15,000/- PM will be offered. (Minimum yearly increment of 10% can be given at the time of renewal).
- Additional yearly bonus and project-profit based incentives as per performance and company discretion.

(Employees should bear own accommodation, food, phone bills, data pack & conveyance when resume to office).

CAREER DEVELOPMENT :- Candidates joining SGAWings Consultant & Advisor, will get an opportunity to handle verity of civil engineering works (Steel / Concrete in permanent as well as temporary woks); good mentoring and on job training will be given towards learning and career enhancement (which will be finally linked to remuneration). Also get opportunity to visit nearby project sites. Sincere & Intelligent candidates, who can foresee career growth beyond instant monitory aspects can rip the real benefits.

* **VERY IMPORTANT** – WE DO NOT CHARGE ANY FEES FROM CANDIADTES FOR RECRUITMENT PROCESS.

** If you meet above criteria and desirous to work, then directly send your detail CV with photo at business@sgawings.com