

## **ADVERTISEMENT FOR THE POST OF PROJECT ASSISTANT (CIVIL ENGINEERING)**

**We are Hiring : Project Assistant (Civil Engineering) at IIT Ropar, Defence Research and Innovation Foundation.**

**Qualifications:** BE/BTech in Civil Engineering; ME/MTech in Structural Engineering

1-3 years of relevant professional experience, combining office-based design and site supervision.

### **Job Overview:**

The Project Assistant (Civil Engineering) will support in the planning, design, management, and execution of structural engineering projects. The role will encompass both technical design tasks within an office environment and practical supervisory duties at construction sites to ensure project quality, compliance, and timely completion.

### **Key Responsibilities:**

#### **Office-Based Duties:**

- Assist in the preparation of structural design calculations, drawings, and technical reports.
- Conduct structural analyses using industry-standard software (STAAD.Pro, ETABS, SAP2000, etc.).
- Support the preparation of detailed engineering documents and construction specifications.
- Coordinate with architects, contractors, and other engineering disciplines during the design phase.
- Review design proposals and plans, verifying compliance with structural engineering standards, codes, and regulations.
- Maintain organized documentation, project records, and database management related to structural designs.

#### **Site-Based Duties:**

- Perform regular site inspections to monitor progress, workmanship quality, and compliance with engineering specifications and drawings.
- Identify, report, and resolve on-site technical issues in consultation with senior project engineers.
- Assist with quality assurance and quality control procedures on site.
- Provide technical assistance and guidance to site teams regarding structural design implementation.
- Ensure adherence to safety standards and procedures at construction sites.
- Prepare site reports, documenting construction progress, issues encountered, and corrective actions taken.

### **Skills & Competencies:**

- Strong understanding of structural engineering principles and practices.
- Proficiency in structural analysis and design software.

- Familiarity with relevant national and international building codes and construction standards.
- Ability to read, interpret, and prepare detailed engineering drawings and specifications.
- Excellent problem-solving and analytical skills.
- Effective communication and teamwork abilities, capable of coordinating with diverse project stakeholders.
- Detail-oriented, organized, and capable of managing multiple tasks simultaneously.

**Work Environment:**

- The role requires a balanced distribution between office environments and active construction sites.
- Frequent interaction with engineers, architects, construction teams, and project managers.
- Regular travel to project sites for supervision and inspection.

**Apply Now!**

**Last date of Submission of Application - 13 Oct 2025.**

Subject – **Application for Project Assistant (Civil Engineering).**

**Process** - Email your detailed CV to [admin@defence.iitrpr.ac.in](mailto:admin@defence.iitrpr.ac.in) in which subject as **“Application for the position of Project Assistant (Civil Engineering)”** on or before 13 Oct 2025. An online and in-person interaction will be conducted if the candidate’s CV is selected for further evaluation.

**Note** : Only short-listed candidates shall be called for the further recruitment process. The decision of the management for the short listing and selection will be final. Remuneration will be based on professional competence.