

CIVIL ENGINEERING DEPARTMENT

DY.CE(P&HL)

1. Assist CE in planning, designing, drawing, coordination and execution of plan and non plan works pertaining to his area of work i.e. entire Port area on the Headland side of Vasco-Harbour Road. Incharge of construction, maintenance and water supply works in Harbour and Headland area.
2. In addition, he shall oversee the construction of on going projects.
3. He shall oversee all the aspects of environmental protection and pollution control in areas under his jurisdiction.
4. He shall carryout conceptual planning of works to identify acceptable economically viable schemes.
5. He shall assist CE in preparation of budget and review and monitor budget provisions pertaining to his works.
6. He shall ensure quality control and workmanship as per contract provisions.
7. He shall carryout all other works assigned by CE.

DY.CE(HR)

1. Assist CE in planning, coordination and execution of plan and non plan works pertaining to his area of works i.e. Entire Port area including GCB area, on the Port side of the Vasco Harbour road, Vasco Marshalling yard, MM's, Workshop complex, Port Institute, Cooperative Society Bldg., Colony, Chawl near Desterro Chapel, El Monte Sump Wells, Light House at Chicalim as well as St. Jacinto Island and Quarters at Jetty.
2. Incharge of construction and maintenance works in Harbour and Vasco area and of operation and maintenance of water supply, railway tracks and MOHP tracks.
3. He shall oversee the construction of ongoing projects.
4. He shall oversee all aspects of environmental protection and pollution control in areas under his jurisdiction.
5. He shall carryout conceptual planning of works to identify acceptable economically viable schemes.
6. He shall assist CE in preparation of Budget and review and monitor budget provisions.
7. He shall ensure quality control and workmanship, as per contract provision.
8. He shall carryout all other works assigned by CE.

XEN(P&C)

1. In charge of planning and co-ordination of various Port development project including BOOT projects.
2. He shall look after all correspondence with ministry, Returns etc.
3. He will also be in charge of formulation and review of department's budget and any other works allotted from time to time.

4. He shall coordinate in arranging procurement of various construction material like cement and steel.
5. He shall liaison with Govt. / Private agencies.
6. He shall prepare and process preliminary sketches, drawings, block estimates, draft notes etc. for development projects.
7. He shall arrange Tender Committee meetings for the works handled by him and attend administrative and departmental meetings and meetings with external agencies.
8. He shall control, guide and co-ordinate the AXENs and AENs working under him.
9. He shall co-ordinate to arrange training programs for the Engineering Civil Department.
10. He shall carryout all other works allotted to him from time to time.
11. He shall report to DY.CE and CE.

XEN(D&D)

1. Incharge of Design, estimates, tendering, etc., of plan and non plan works of the Port.
2. Incharge of overall establishment matters, inventory, drawing, printing, connected with the drawing office.
3. Processing for appointment of Architects and consultants for services related to execution of certain important structures. Checking of agreement, bills of the Architects / consultants and other related works.
4. He shall arrange to prepare final plans, estimates, tender specifications, structural analysis and design for all civil and minor marine works, if necessary including road, water supply, drainage, sewage lines, etc. and put up the same for approval of DY.CE/CE.
5. He shall arrange Tender Committee Meetings for the works handled and attend administrative and departmental meetings with outside agencies wherever required.
6. He shall control, guide and co-ordinate with AXENs and AENs, working under him.
7. He shall carryout all works allotted to him from time to time.
8. He shall report to Dy.CE and CE.
9. Incharge of Design and Drawing, estimating, tendering, etc. pertaining to Civil and Marine plan and non plan works
10. Incharge of registration and upgradation of contractors, processing of application for House Building Advance and coordinating, compiling reply to audit paras.
11. He shall look after and coordinate works related to preparation of manual, revision and updating of schedule of rates.
12. He shall carryout all other works assigned to him.

XEN(HR)

1. Incharge of the entire maintenance of Harbour, GCB, Vasco Bay area, area allotted to the Fishing community besides construction and other works allotted to him from time to time. He shall be in-charge for maintenance of Rly. Track in the MPT area.
2. He shall arrange Tender Committee Meetings for the works handled by him and attend administrative and departmental meetings and meetings with external agencies, wherever required.
3. He shall liaison with other depts.
4. He shall be in-charge of works and specifically attend to the quality control and implement the conditions and specifications of the contract.
5. He shall control, guide and co-ordinate with AXENs and AENs working under him, in execution of works.
6. He shall monitor the progress of different works, and hold regular meetings with the contractors and officers to remove the bottle-necks obstructing the scheduled progress.
7. He shall report to DY.CE and CE
8. He shall carryout all other works assigned to him

XEN(HL)

1. Incharge of maintenance of quarters, plantation, water supply, road network, school building and other facilities at Headland in addition to construction and other works allotted to him from time to time.
2. Incharge of augmentation, distribution and maintenance of water supply structures and pipe lines.
3. Incharge of maintenance of garden and Horticulture at Headland area.
4. He shall arrange Tender Advisory Committee Meetings for the works handled by him and attend administrative and departmental meetings and meetings with external agencies, wherever required.
5. He shall liaison with other depts.
6. He shall be in-charge of works and specifically attend to the quality control and implement the conditions and specifications of the contract.
7. He shall control, guide and co-ordinate with AXENs and AENs working under him, in execution of works.
8. He shall monitor the progress of different works, and hold regular meetings with the contractors and officers to remove the bottle-necks obstructing the scheduled progress.
9. He shall report to DY.CE and CE
10. He shall carryout all other works assigned to him.

XEN(MOHP)

1. In charge of entire civil maintenance works in the MOHP area, besides all construction works in MOHP area and any other works allotted to him from time to time.
2. Incharge of distribution and maintenance of work supply structures and pipe lines.
3. He shall arrange Tender Advisory Committee Meetings for the works handled by him and attend administrative and departmental meetings and meetings with external agencies, wherever required.
4. He shall liaison with other depts.
5. He shall be in-charge of works and specifically attend to the quality control and implement the conditions and specifications of the contract.
6. He shall control, guide and co-ordinate with AXENs and AENs working under him, in execution of works.
7. To monitor the progress of different works, and hold regular meetings with the contractors and officers to remove the bottle-necks obstructing the scheduled progress.
8. To report to DY.CE(HR) and CE.
9. He shall carryout all other works assigned to him.

XEN(AC)

1. In charge of maintenance of Admn. Complex including, A.O. Bldg., bungalows, Auditorium, Guest House, Telephone Exchange, etc. and other facilities and structures. Also, any other works allotted to him from time to time.
2. He shall arrange Tender Advisory Committee Meetings for the works handled by him and attend administrative and departmental meetings and meetings with external agencies wherever required.
3. He shall liaison with other depts.
4. He shall be in-charge of works and specifically attend to the quality control and implement the conditions and specifications of the contract.
5. He shall control, guide and co-ordinate with AXENs and AENs working under him, in execution of works.
6. To monitor the progress of different works, and hold regular meetings with the contractors and officers to remove the bottle-necks obstructing the scheduled progress.
7. He shall report to DY.CE and CE.
8. He shall carryout all other works assigned to him.

XEN(CD)

1. In charge of construction works at Headland area and all other works entrusted to him from time to time.
2. Incharge of laboratory for testing of bldg. materials.
3. He shall arrange Tender Advisory Committee Meetings for the works handled by him and attend administrative and departmental meetings and meetings with external agencies wherever required.
4. He shall liaison with other depts.
5. He shall be in-charge of works and specifically attend to the quality control and implement the conditions and specifications of the contract.
6. He shall control, guide and co-ordinate with AXENs and AENs working under him, in execution of works.
7. He shall study the progress reports of the works and take remedial measures, as required
8. He shall monitor the progress of different works and hold regular meetings with the contractors and officers to remove the bottle-necks obstructing the scheduled progress.
9. He shall report to DY.CE and CE.
10. He shall carryout all other works assigned to him.

XEN(H&E)

1. He shall be in-charge of construction projects and all matters related to the construction and all other works entrusted to him from time to time.
2. He shall be in-charge of the Environmental Cell of the Port and responsible for monitoring environmental quality and implementation of environmental improvement measures for the Port area.
3. He shall be in-charge of the ISO Implementation Cell to liaise with auditees / auditors / consultants, for effective implementation of all works, whenever required.
4. He shall liaise with the State or central agencies relating to all environmental measures.
5. He shall liaison with other depts. of the Port whenever deemed necessary.
6. He shall be in-charge of works and specifically attend to the quality control and implement the conditions and specifications of the contract.
7. He shall control, guide and co-ordinate with AXENs and AENs working under him, in execution of works.
8. He shall carryout all other works assigned to him.
9. He shall study the progress reports of the works and take remedial measures, as required.
10. He shall monitor the progress of different works, and hold regular meetings with the contractors and officers to remove the bottle-necks obstructing the scheduled progress.

11. He shall report to DY.CE and CE.
12. He shall report to the Dy. Chairman (Management Representative) for all ISO related matters.
13. He shall carryout all other works assigned to him.

AXEN(D&D)

1. He shall be responsible for preparing the structural analysis, designs, estimates, drawings, tender documents etc. for Plan and Non plan works, etc.
2. He shall design roads, water supply, drainage, sewage and other schemes.
3. He shall prepare and process preliminary sketches, drawings, block estimates, draft notes etc. for approval.
4. On approval of the schemes, in principle, he shall get the drawings prepared and finalized, prepare and process the estimates, and thereafter draft tender documents, for approval.
5. He shall check the designs, estimates, tender documents, schedule of rates, drawings etc.
6. He shall be responsible for processing HBA applications, coordinating, compiling reply to audit, monitoring environmental quality and improvement measures.
7. He shall carryout all the works assigned to him by XEN, DY.CE and CE, from time to time. He will also be in-charge of establishment matters, muster roll, and movement register and inventory of D&D sections.

AXEN(P&C)

1. He shall undertake field works for preliminary investigations, field surveys, collection of data and details from different sources and tabulate them.
2. He shall prepare and process preliminary sketches, drawings, block estimates, draft notes etc. for approval.
3. On approval of the schemes, in principle, he shall get the drawings prepared and finalized, prepare and process the estimates, and thereafter draft tender documents for approval.
4. He shall assist XEN(P&C) in planning of major plan projects, preparing draft ministerial correspondence, liaison with Govt./Pvt. Agencies, other depts. etc.
5. He shall arrange to prepare draft tender documents, feasibility reports, drawings, estimates, etc.
6. He shall look after all correspondence with Ministry, Returns etc.
7. He will also be in-charge of formulation and review of department's budget and any other works allotted from time to time.
8. He shall coordinate in arranging procurement of various construction material like cement and steel.
9. He shall liaison with Govt. / Private agencies.
10. He shall carry out all the work assigned to him by XEN / DY.CE and CE, from time to time.

AXEN(S)

1. He shall undertake field works for preliminary investigations, field surveys, collection of data and details from different sources and tabulate them.
2. On approval of the schemes, in principle, he shall get the drawings prepared and finalized, prepare and process the estimates and thereafter draft tender documents for approval.
3. He shall assist XEN(P&C) in planning of major plan projects, preparing drafts, ministerial correspondence, liaison with Govt./ Pvt. Agencies, other depts. etc.
4. He shall arrange to prepare draft tender documents, feasibility reports, drawings, estimates, etc.
5. He shall liaison with Govt. / Private agencies.
6. He shall carryout all the works assigned to him by XEN, DY.CE and CE, from time to time.

AXEN(HL)

1. He shall be responsible for maintenance of Buildings, Roads, etc. which are placed under his charge for maintenance.
2. If maintenance is carried out through contracts, he shall be responsible for the quality, control and workmanship, as per contract stipulations.
3. When the works are executed departmentally, he shall organise them through Jr. Engineers and control the quality, workmanship, allocation of labour, receipt and issue of materials, tools, plant etc.
4. He shall check the estimates of related works and forward them to XEN for consideration and further approval.
5. He shall arrange to prepare and check the draft tender documents and forward to XEN for his scrutiny.
6. He shall sign the material indents, USRs, challans etc. for the materials received and issued.
7. He shall liaise with MM's Dept. and ensure that required materials, tools, plant etc. are available for carrying out the works.
8. He shall regularly check the complaint registers kept in the site offices and ensure that prompt actions are taken for redressel of the complaints.
9. He shall check the registers of materials, such as steel, cement etc., issued to the contractors and materials issued for departmental construction/ maintenance.
10. He shall check the estimates of all related minor or smaller works, draft tenders, etc., and forward them to XEN.
11. He shall carryout all the works assigned to him by XEN, DY.CE and CE from time to time.

AXEN(STP)

1. He shall be responsible for maintenance of the Sewage treatment plant, and any other etc. and all or few of which are placed under his charge for maintenance.
2. If maintenance is carried out through contracts, he shall be responsible for the quality, control and workmanship as per contract stipulations.
3. When the works are executed departmentally, he shall organise them through Jr. Engineers and control the quality, workmanship, allocation of labour, receipt and issue of materials, tools, plant etc.
4. He shall check the estimates of related works and forward them to XEN for consideration and after approval.
5. He shall arrange to prepare and check the draft tender documents and forward to XEN for his scrutiny.
6. He shall sign the material indents, USRs, challans, etc. for the materials received and issued.
7. He shall liaise with MM's Dept. and ensure that required materials, tools, plant etc. are available for carrying out the works.
8. He shall check the registers of materials, such as steel, cement etc. issued to the contractors for departmental construction/ maintenance.
9. He shall check the estimates of all related minor or smaller works, draft tender, etc. and forward them to XEN.
10. He shall carryout all the works assigned to him by XEN, DY.CE and CE, from time to time.

AXEN(CD)

1. He shall be responsible for construction of Colony, Buildings.
2. If maintenance is carried out through contract, he shall be responsible for the quality, control and workmanship as per contract stipulations.
3. When the works are executed departmentally, he shall organise them through Jr. Engineers and control the quality, workmanship, allocation of labour, receipt and issue of materials, tools, plant etc.
4. He shall check the estimates of related works and forward them to XEN for consideration and after approval.
5. He shall arrange to prepare and check the draft tender documents and forward to XEN for his scrutiny.
6. He shall carryout all the works assigned to him by XEN, DY.CE and CE, from time to time.

AXEN(RLY)

1. He shall be responsible for maintenance of Railway tracks etc. all or a few of which are placed under his charge for maintenance.
2. If maintenance is carried out through contracts, he shall be responsible for the quality control and workmanship as per contract stipulations.
3. When the works are executed departmentally, he shall organise them through Jr. Engineers and control the quality, workmanship, allocation of labour, receipt and issue of materials, tools, plant, etc.
4. He shall sign the indents, USRs, challans etc. for the materials received and issued.
5. To monitor the progress of different works, and hold regular meetings with the contractors and officers to remove the bottle-necks obstructing the scheduled progress.
6. To report DY.CE and CE..
7. He shall carryout all the works assigned by XEN, DY.CE, CE.

AXEN(H)

1. He shall be incharge of ancillary works and all matters related to works allotted to him from time to time.
2. He shall check the estimates / drawings required for construction of ancillary works.
3. He shall liaison with other depts.
4. He shall be in-charge of works and specifically attend to the quality control and implement the conditions and specifications of the contract.
5. He shall study the progress reports of the works and take remedial measures, as required
6. He shall monitor the progress of different works, and hold regular meetings with the contractors and subordinates to remove the bottle-necks obstructing the scheduled progress.
7. He shall sign the material indents, USRs, challans, etc. for the materials received and issued.
8. He shall liaise with MM's Dept. and ensure that required materials, tools, plant etc. are available for carrying out the works.
9. He shall check the registers of materials, such as steel, cement etc. issued to the contractors for departmental construction / maintenance.
10. He shall check the estimates of all related minor or smaller works, draft tender, etc. and forward them to XEN.
11. He shall report to XEN, DY.CE and CE.

AXEN(AC)

1. He shall be responsible for construction and maintenance of Bungalow, MRH-6, MRH-7B, MRH-7C and MRH-7D quarters, Telephone Exchange at Sada including roads, drains sanitary and water supply in the area.
2. If maintenance is carried out through contracts, he shall be responsible for the quality control and workmanship as per contract stipulations.
3. When the works are executed departmentally, he shall organise them through Jr. Engineers and control the quality, workmanship, allocation of labour, receipt and issue of materials, tools, plant etc.
4. He shall sign the indents, USRs, challans etc. for the materials received and issued.
5. He shall liaise with MM's Dept. and ensure that required materials, tools, plant etc. are available for carrying out the works.
6. He shall regularly check the complaint registers kept in the Administrative Office and ensure that prompt actions are taken for redressal of the complaints.
7. He shall check the registers of materials, such as steel, cement etc. issued to the contractors, at least once a week.
8. He shall check the estimates of all related minor or smaller works and forward them to XEN for consideration.
9. If these estimates are approved, he shall arrange to prepare draft tender documents, check them, and forward them to XEN, for his scrutiny.
10. He shall check and certify measurements of works / supply of materials against orders, as measured and recorded by Jr. Engineers.
11. He shall carryout all the works assigned to him by XEN, DY.CE and CE from time to time.

AEN(D&D-I)

1. He shall carryout all the works assigned by XEN, DY.CE & CE.
2. He shall be responsible for preparing the structural analysis and designs, estimates, and tendering of Plan and Non plan works, etc.
3. He shall design Roads, Water supply, Drainage, Sewage and other schemes.
4. He shall guide the Estimators and Draftsmen in preparing estimates and drawings,
5. He shall check accuracy and clarity of drawings, estimates, tender documents and designs prepared by Draftsmen, Estimators and Jr. Engineers.
6. He shall check comparative statements of the tenders received and forward them to XEN(D&D) with comments.
7. He shall check rate analysis of Extra items, additions and alterations in works forwarded for scrutiny by other Sections and forward the same to XEN(D&D).
8. He shall execute all works assigned by XEN(D&D), DY.CE and CE from time to time.

AEN(D&D-II)

1. He shall be responsible for preparing the structural analysis and designs, estimates, tendering for plan and non plan works, etc.
2. He shall design Roads, Water supply, Drainage, Sewage and other schemes.
3. He shall guide the Estimators and Draftsmen in preparing estimates and drawings.
4. He shall check accuracy and clarity of drawings, estimates, tender documents and designs prepared by Draftsmen, Estimators and Jr. Engineers.
5. He shall check comparative statements of the tenders received and forward them to XEN(D&D) with comments.
6. He shall check rate analysis of Extra items, additions and alterations in works forwarded for scrutiny by other Sections and forward the same to XEN(D&D).
7. He will also be in charge of printing connected with the D&D section and any other works allotted to him from time to time.
8. He shall execute all works assigned by XEN(D&D), DY.CE and CE from time to time.

AEN(CD-I)

1. He shall be responsible for construction of structures at Headland colony.
2. He shall supervise the works at construction and maintenance of sites which are entrusted to him and he shall be responsible for the quality control and workmanship as per the contract stipulations.
3. He shall check the estimates related to all works and forward them to XEN for consideration, arrange for draft tender documents, check them and forward to XEN for his scrutiny.
4. He shall prepare comparative statements of the tenders received, and process the same to XEN for his consideration.
5. After completion of works, he shall check deviation statement, completion report and 'as made' drawings and forward them to XEN.
6. He shall sign the material indents, USRs, challans etc. for the materials received and issued.
7. When the works are executed departmentally, organise them through Jr. Engineers and control the quality, workmanship, allocation of labour, receipt and issue of materials, tools, plant etc. He shall arrange preparation of all necessary prescribed forms for the same.
8. He shall liaise with MM's Dept. for the materials to be received.
9. He shall execute all other works assigned to him by XEN, DY.CE and CE.

AEN(CD-II)

1. He shall be responsible for construction and maintenance of structures at Headland and Bharat Line.
2. He shall supervise the works at the construction sites and maintenance of sites which are entrusted to him and he shall be responsible for the quality control and workmanship as per the contract stipulations.
3. He shall check the estimates related to all works and forward them to XEN for consideration, arrange for draft tender documents, check them, and forward to XEN for his scrutiny.
4. He shall prepare comparative statements of the tenders received and process the same to XEN for his consideration.
5. After completion of works, he shall check deviation statement, completion report and 'as made' drawings and forward them to XEN.
6. He shall sign the material indents, USRs, challans etc. for the materials received and issued.
7. When the works are executed departmentally, organise them through Jr. Engineers and control the quality, workmanship, allocation of labour, receipt and issue of materials, tools, plant, etc. He shall arrange preparation of all necessary prescribed forms for the same.
8. He shall liaise with MM's Dept. for the materials to be received.

AEN(MOHP)

1. He shall be responsible for maintenance of works such as Berths, Jetties, Sheds, Bldgs. Roads, Water supply and Sewage works etc. inside MOHP all or a few of which are placed under his charge for maintenance.
2. If maintenance is carried out through contracts, he shall be responsible for the quality control and workmanship as per contract stipulations.
3. When the works are executed departmentally, he shall organise them through Jr. Engineers and control the quality, workmanship, allocation of labour, receipt and issue of materials, tools, plant etc. He shall arrange preparation and filling of all necessary prescribed forms, for the same. Proper records shall be maintained.
4. He shall sign the indents, USRs, challans, etc. for the materials received and issued.
5. He shall liaise with MM's Dept. and ensure that required materials, tools, plant, etc. are available for carrying out the works.
6. He shall regularly check the complaint registers kept in the Site Office and ensure that prompt actions are taken for redressal of the complaints.
7. He shall check the registers of materials, such as steel, cement etc. issued to the contractors, at least once a week.
8. He shall check the estimates of all related minor or smaller works, and forward them to XEN, for consideration. If these estimates are approved, he

shall arrange to prepare draft tender documents, check them, and forward them to XEN, for his scrutiny.

AEN(CD-III)

1. He shall be responsible for construction and maintenance of structures in Port given under his charge.
2. He shall supervise the work.
3. He shall check and certify measurements of works / supply of materials against orders, as measured and recorded by Jr. Engineers.
4. He shall carryout all the works assigned to him by XEN, DY.CE and CE, from time to time.

AEN (MOHP / TRACKS)

1. He shall be responsible for maintenance of MOHP Loader – Unloader, Reclaimer and Stacker tracks, - all or a few of which are placed under his charge for maintenance.
2. If maintenance is carried out through contracts, he shall be responsible for the quality control and workmanship, as per contract stipulations.
3. He shall be in-charge of the maintenance of MOHC tracks for Stackers, Reclaimers, Shiploaders and Barge Unloaders.
4. He shall be conversant with the rules and regulations and standards set out for the tracks.
5. He shall regularly inspect the MOHC tracks, and ensure that they are maintained properly and are fit for movement of machines.
6. In the case of derailment / accident, he shall see that the track is repaired at the earliest and the traffic is restored. Register of derailment and accidents shall be maintained.
7. He shall guide Jr. Engineers, EAs, in their works of laying and maintaining the tracks. He shall sign the indents, USRs, challans etc. for the materials received and issued.
8. He shall liaise with MM's Dept. and ensure that required materials, tools, plant etc. are available for carrying out the works.
9. He shall regularly check the complaint registers kept in the Site Office and ensure that prompt actions are taken for redressal of the complaints.
10. He shall check the registers of materials, such as steel, cement, etc. issued to the contractors, at least once a week. He shall check the estimates of all related minor or smaller works, and forward them to XEN for consideration. If these estimates are approved, he shall arrange to prepare draft tender documents, check them and forward them to XEN for his scrutiny.
11. He shall check and certify measurements of works / supply of materials against orders, as measured and recorded by Jr. Engineers.
12. He shall carryout all the work assigned to him by XEN, DY.CE and CE from time to time.

AEN(P&R)

1. He shall be responsible for construction of all pavements and roads in the Harbour area.
2. If maintenance is carried out through contracts, he shall be responsible for the quality control and workmanship as per contract stipulations.
3. He shall check the estimates related to all works and forward them to XEN for consideration and arrange for preparation of draft tender documents, check them, and forward to XEN for his scrutiny.
4. After completion of works, he shall check deviation statement, completion report and 'as made' drawings and forward them to XEN.
5. He shall sign the material indents, USRs, challans etc. for the materials received and issued.
6. When the works are executed departmentally, organise them through Jr. Engineers and control the quality, workmanship allocation of labour, receipt and issue of materials, tools, plant etc. He shall arrange preparation of all necessary prescribed forms for the same.
7. He shall liaise with MM's Dept. for the materials to be received.
8. He shall carryout all the works assigned to him by XEN, DY.CE and CE, from time to time

AEN(WS)

1. He shall be responsible for water supply to all or a few areas that are placed under his charge, for water supply and maintenance.
2. For water supply, he shall determine the hours of supply of water and their timings. He shall liaise with PWD Engineers in case of inadequate supply of water.
3. He shall regularly check the complaint registers kept in the Site Office and ensure that prompt actions are taken for redressal of the complaints.
4. He shall check the registers of materials, such as steel, cement etc. issued to the contractors, at least once a week. This shall also apply to materials issued for departmental. Construction / maintenance.
5. If maintenance is carried out through contracts, he shall be responsible for the quality control and workmanship as per contract stipulations.
6. When the works are executed departmentally, he shall organise them through Jr. Engineers and control the quality, workmanship, allocation of labour, receipt and issue of materials, tools, plant etc.
7. He shall sign the indents, USRs, challans etc. for the materials received and issued.
8. He shall liaise with MM's Dept. and ensure that required materials, tools, plant etc. are available for carrying out the works.

9. He shall check the estimates of all related minor or smaller works, and forward them to XEN for consideration. If these estimates are approved, he shall arrange to prepare draft tender documents, check them and forward them to XEN for his scrutiny.
10. He shall check and certify measurements of works / supply of materials against orders, as measured and recorded by Jr. Engineers.
11. He shall carryout all the works assigned to him by XEN, DY.CE and CE from time to time

AEN(VSG)

1. He shall be responsible for construction and maintenance of structures at Vasco.
2. If maintenance is carried out through contracts, he shall be responsible for the quality control and workmanship as per contract stipulations.
3. When the works are executed departmentally he shall organise them through Jr. Engineers and control the quality, workmanship, allocation of labour, receipt and issue of materials, tools, plant etc.
4. He shall sign the indents, USRs, challans etc. for the materials received and issued.
5. He shall liaise with MM's Dept. and ensure that required materials, tools, plant etc. are available for carrying out the works.
6. He shall regularly check the complaint registers kept in the Site Office and ensure that prompt actions are taken for redressel of the complaints.
7. He shall check the registers of materials, such as steel, cement etc. issued to the contractors, at least once a week. This shall also apply to materials issued for departmental construction / maintenance.
8. He shall check the estimates of all related minor or smaller works, and forward them to XEN, for consideration. If these estimates are approved, he shall arrange to prepare draft tender documents, check them and forward them to XEN for his scrutiny.
9. He shall check and certify measurements of works / supply of materials against orders, as measured and recorded by Jr. Engineers.
10. He shall carryout all the work assigned to him by XEN, DY.CE and CE, from time to time.

AEN(AC-I)

1. He shall be responsible for maintenance of Guest House, Auditorium, Information Centre, MRH-1 including roads, drains, Sanitation and water supply for the area.
2. If maintenance is carried out through contracts, he shall be responsible for the quality control and workmanship as per contract stipulations.
3. When the works are executed departmentally he shall organise them through Jr. Engineers and control the quality, workmanship, allocation of labour, receipt and issue of materials, tools, plant etc.

4. He shall sign the indents, USRs, challans etc. for the materials received and issued.
5. He shall liaise with MM's Dept. and ensure that required materials tools, plant etc. are available for carrying out the works.
6. He shall regularly check the complaint registers kept in the Administrative Office and ensure that prompt actions are taken for redressal of the complaints.
7. He shall check the registers of materials, such as steel, cement etc. issued to the contractors, at least once a week.
8. He shall check the estimates of all related minor or smaller works, and forward them to XEN, for consideration.
9. He shall arrange to prepare draft tender documents, check them and forward them to XEN for his scrutiny.
10. He shall check and certify measurements of works / supply of materials against orders, as measured and recorded by Jr. Engineers.
11. He shall carryout all the works assigned to him by XEN, DY.CE and CE, from time to time.

AEN(AC-II)

1. He shall be responsible for maintenance of A.O. Bldg., MRH-4, MRH-5, Old Fire Station including roads, drains, sanitation and water supply.
2. If maintenance is carried out through contracts, he shall be responsible for the quality control and workmanship as per contract stipulations.
3. When the works are executed departmentally, he shall organise them through Jr. Engineers and control the quality, workmanship, allocation of labour, receipt and issue of materials, tools, plant etc.
4. He shall sign the indents, USRs, challans etc. for the materials received and issued.
5. He shall liaise with MM's Dept. and ensure that required materials, tools, plant etc. are available for carrying out the works.
6. He shall regularly check the complaint registers kept in the Administrative Office and ensure that prompt actions are taken for redressal of the complaints.
7. He shall check the registers of materials such as steel, cement, etc. issued to the contractors, at least once a week.
8. He shall check the estimates of all related minor or smaller works, and forward them to XEN, for consideration.
9. He shall arrange to prepare draft tender documents, check them and forward them to XEN for his scrutiny.
10. He shall check and certify measurements of works, supply of materials against orders, as measured and recorded by Jr. Engineers.
11. He shall carryout all the works assigned to him by XEN, DY.CE and CE, from time to time.

AEN(MRH)

1. He shall be responsible for maintenance of works such as Berths, Jetties, Sheds, Warehouses, Bldgs., Roads, Water supply etc. all or a few of which are placed under his charge for maintenance.
2. If maintenance is carried out through contracts, he shall be responsible for the quality control and workmanship as per contract stipulations.
3. When the works are executed departmentally, he shall organise them through Jr. Engineers and control the quality, workmanship, allocation of labour, receipt and issue of materials, tools, plant etc.
4. He shall sign the indents, USRs, challans etc. for the materials received and issued.
5. He shall liaise with MM's Dept. and ensure that required materials, tools, plant, etc. are available for carrying out the works.
6. He shall regularly check the complaint registers kept in the Site Office and ensure that prompt actions are taken for redressal of the complaints.
7. He shall check the registers of materials, such as steel, cement etc. issued to the contractors, at least once a week.
8. He shall check the estimates of all related minor or smaller works and forward them to XEN, for consideration. If these estimates are approved, he shall arrange to prepare draft tender documents, check them and forward them to XEN for his scrutiny.
9. He shall check and certify measurements of works / supply of materials against orders, as measured and recorded by Jr. Engineers.
10. He shall carryout all the works assigned to him by XEN, DY.CE and CE from time to time.

AEN(H)

1. He shall be in charge of construction and all matters related to the construction and all other works allotted to him from time to time.
2. He shall liaison with other depts.
3. He shall be in-charge of works and specifically attend to the quality control and implement the conditions and specifications of the contract.
4. He shall study the progress reports of the works and take remedial measures, as required.
5. He shall monitor the progress of different works, and hold regular meetings with the contractors and sub-ordinates to remove the bottle-necks obstructing the scheduled progress.
6. He shall report to XEN, DY.CE and CE.

AEN(E)

1. He shall be responsible for monitoring environmental quality and implementation of environmental improvement measures for the full Port area, which includes the Port operational area, Headland area, Vasco bay and all the adjoining areas.
2. He shall liaise with the State of central agencies relating to all environmental measures.
3. He shall liaison with other depts.
4. He shall be in-charge of works and specifically attend to the quality control and implement the conditions and specifications of the contract.
5. He shall study the progress reports of the works and take remedial measures, as required.
6. He shall monitor the progress of different works, and hold regular meetings with the contractors and officers to remove the bottle-necks obstructing the scheduled progress.
7. He shall report to DY.CE and CE.

AEN(P&C)

1. He shall be in charge of the departmental Training Cell.
2. He shall undertake field works for preliminary investigations, field surveys, collection of data and details from different sources and tabulate them.
3. He shall prepare and process preliminary sketches, drawings, block estimates, draft notes etc. for approval.
4. On approval of the schemes, in principle, he shall get the drawings prepared and finalised, prepare and process the estimates and thereafter draft tender documents for approval.
5. He shall assist XEN(P&C) in planning of major plan projects, preparing draft ministerial correspondence, liaison with Govt./Pvt. Agencies, other depts. etc.
6. He shall arrange to prepare draft tender documents, feasibility reports, drawings, estimates, etc.
7. He shall look after all correspondence with Ministry, Returns etc.
8. He will also be in charge of formulation and review of department's budget and any other works allotted from time to time.
9. He shall coordinate in arranging procurement of various construction material like cement and steel.
10. He shall liaison with Govt. / Private agencies.
11. He shall carry out all the work assigned to him by XEN / DY.CE and CE, from time to time.

ASST. ARCHITECT

1. He shall prepare lay-outs, alternatives, sketches, working details and drawings of different buildings with architectural features.
2. He shall contact regulatory and statutory bodies, when required, attend meetings with them and get the plans, drawings, etc. approved by them.
3. He shall guide other Draftsmen or architectural drawings and features.
4. He shall be responsible to XEN(D&D) and assist him in his work.
5. He shall carryout all the works assigned to him by XEN, CE from time to time.

JUNIOR ENGINEER-III

1. He shall handle and supervise contract works and maintaining records
2. Supervision and inspection of civil maintenance works including water supply distribution system.
3. He shall be posted at the site of work. He shall supervise the construction and maintenance of works and tracks as per contract specifications. When posted in Drawing office he shall carryout design work of different structures.
4. He shall ensure quality control and proper workmanship of the works, he is entrusted with.
5. He shall carryout all types of surveys and leveling works and prepare drawings and sections for the same, as required.
6. In case of maintenance works, he shall maintain proper registers of the maintenance and repair works being carried out.
7. He shall also maintain complaint registers and see that the complaints are redressed soon. If posted under AEN(Rlys.) / AEN (Tracks), he shall be in-charge of laying and maintenance of Railway lines in the Port area. He shall also be in-charge of the maintenance of MOHC tracks of Stackers, Reclaimers, Shiploaders and Barge Unloaders.
8. He shall be conversant with the rules and regulations and the standards set out by the Railways for the rail tracks.
9. In case of derailments or accidents, he shall see that the track is repaired at the earliest and the traffic is restored. Registers of derailments and accidents shall be maintained by him.
10. He shall guide Section Mates and other members of the staff about the laying, repairs maintenance, checking and watching of tracks.
11. He shall prepare sign the indents, USRs, challans, gate passes etc. for the materials to be issued and received for the works.
12. He shall guide the staff working under him as regards the supervision of the works.
13. He shall maintain proper records and registers of steel, cement and other materials issued to the contractors and for works being carried out departmentally and also to record measurement of works and preparation of

- contractor's bills connected with receipt and distribution of water supply including maintenance and operations of water supply and drainage services.
14. He shall regularly check the inventory and materials and keep proper watch and control on them.
 15. He shall check and verify the works executed, take the measurements and enter them in MBs. Measurements of the materials supplied against orders shall also be checked and entered in MBs.
 16. He shall prepare details of extra items and put up to AXEN/AEN for analysis of the same.
 17. He shall prepare revised estimates, proposals, D.T.P. deviation statements, completion reports, completion drawings etc. for the works completed.
 18. Fortnightly progress reported of Contract work.
 19. He shall send to the Laboratory the samples and specimens to be tested and witness the testing.
 20. He shall be in-charge of the Section in the absence of AXEN / AEN.
 21. He shall carryout the works assigned to him by AEN / AXEN, XEN, DY.CE and CE.

JUNIOR ENGINEER – I (DRAFTSMEN)

1. He shall prepare preliminary and working drawings, estimates and tender documents of Marine structures, Building, Roads etc.
2. He shall arrange to prepare structural steel drawings from the calculations.
3. He shall arrange to prepare survey and contour plans.
4. He shall arrange to prepare tracings on paper and cloth and colour the drawings.
5. He shall guide Estimators, Draftsmen and other staff members in the Drawing Office in their work.
6. He shall maintain registers for drawings and tracings and materials and equipments in (D&D) Division.
7. He shall be responsible to AEN(D&D), AXEN(D) and XEN(D&D).
8. He shall carryout the works assigned to him by, AEN(D&D), AXEN(D), XEN(D&D) and Officers at higher level.

JUNIOR ENGINEER – III (DRAFTSMEN / ESTIMATOR)

1. He shall prepare preliminary and working drawings, estimates and tender documents of Marine structures, building, roads etc.
2. He shall arrange to prepare structural steel drawings from the calculations.
3. He shall arrange to prepare survey and contour plans.
4. He shall arrange to prepare tracings on paper and cloth and colour the drawings.
5. He shall guide Estimators, Draftsmen and other staff members in the Drawing Office, in their work.

6. He shall maintain registers for drawings, tracings, materials and equipments in (D&D) Division.
7. He shall be responsible to AEN(D&D), AXEN(D) and XEN(D&D).
8. He shall carryout the works assigned to him by, AEN(D&D), AXEN(D), XEN(D&D) and Officers at higher level.

ENGINEERING ASSTT. GR.III

1. He shall be posted at the site of work. He shall supervise the construction and maintenance of works and tracks, as per contract specifications.
2. He shall ensure quality control and proper workmanship of the works he is entrusted with.
3. He shall carryout all types of surveys and leveling works and prepare drawings and sections for the same, as required.
4. In the case of maintenance works, he shall maintain proper registers of the maintenance and repair works being carried out. He shall also maintain complaint registers and see that the complaints are redressed soon.
5. If posted under AEN(Rlys.)/AEN(Tracks), he shall be in-charge of laying and maintenance of Railway lines in the Port area. He shall also be in-charge of the maintenance of MOHC tracks of Stackers, Reclaimers, Shiploaders and Barge Unloaders.
6. He shall guide Section Mates and other members of the staff about the labing, repairs, maintenance, checking and watching of tracks.
7. He shall maintain proper account of railway materials, such as rails, sleepers, fish plates, fish bolts and other fixtures thereby check and verify the issues and consumption.
8. He shall prepare preliminary and working drawings of works, estimate, draft and fair tender documents, comparative statements of the tenders received and relevant draft proposals.
9. He shall prepare and sign the indents, USRs, challans, gate passes etc. for the materials to be issued and received for the works.
10. He shall guide the staff working under him as regards the supervision of the works.
11. He shall maintain proper records and registers of steel, cement and other materials issued to the contractors and for works being carried out departmentally and maintenance works.
12. He shall regularly check the inventory and materials, and keep proper watch and control, on them.
13. He shall check and certify the works executed, take the measurements and enter them in MBs. Measurements of the materials supplied against orders will also be checked and entered in MBs.
14. He shall prepare details of extra items and put up to AXEN/AEN the proposal and analysis, for the same.
15. He shall prepare revised estimates, deviation statements, completion reports, completion drawings, etc. for the works completed.

16. He shall send to the Laboratory the samples and specimens to be tested and witness the testing.
17. He shall carryout the works assigned to him by AEN / AXEN, XEN, DY.CE and CE

SR. DRAFTSMAN

1. He shall study the drawings of Marine structures, Buildings, Roads, Water supply, Drainage, Sewage schemes etc.
2. He shall study Schedule of Rates which shows rates of materials and items.
3. He shall prepare estimates of Marine structures, Buildings, Roads, Water supply, Drainage and Sewage schemes etc. and put up to JE-III, JE-I as required.
4. He shall be responsible to JE-III and JE-I and will help them in their works.
5. Shall carryout the works entrusted to him by JEs, AEN, AXEN, XEN and Officers at higher level.

ESTIMATOR

1. He shall study the drawings of Marine structures, Buildings, Roads, Water supply, Drainage, Sewage schemes etc.
2. He shall study Schedule of Rates which shows rates of materials and items.
3. He shall prepare estimates of Marine structures, Buildings, Roads, Water supply, Drainage and Sewage schemes etc. and put up to JE-III, JE-I, as required.
4. He shall be responsible to JE-III and JE-I and will help them in their works.
5. He shall carryout the works entrusted to him by JEs, AEN, AXEN, XEN and Officers at higher level.

DRAFTSMEN

1. He shall prepare lay-outs and preliminary and working drawings of Marine structures, buildings, roads, Water supply, Drainage and Sewage schemes, etc.
2. He shall prepare R.C.C. drawings.
3. He shall prepare structural steel drawings.
4. He shall prepare survey and contour plans.
5. He shall prepare tracings on paper and cloth and colour the drawings.
6. He shall regularly check the registers prepared by Jr. Engineer III (Draftsman) of materials and equipments of (D&D) Division, as also maintain proper registers of drawings and tracings.

7. He shall arrange all the drawings in the Drawing cabinets as per the allotted lots with the help of peons and other supporting staff.

S.A.S.

1. The Senior Assistant Secretary will be in direct charge of Work Section and will be in supervisory charge of the Establishment Section.
2. He will assist the CHIEF ENGINEER and Deputy CHIEF ENGINEERS in all matters relating to Works, Maintenance, Establishment and Finance / Accounts.
3. Issue of Tender / Quotation Notices for works, are sanctioned by Competent Authority
4. Preparation of tender documents for sale and issue.
5. Opening of tender / quotation.
6. Preparation of Comparative Statements of tender / quotation, that are opened.
7. Issue of work order for civil works, value of which exceeds to 10,000.00.
8. Preparation of Agreement.
9. Checking of contractors Advertisement bill etc. and process for payment.
10. Issue of formal sanction for all works sanctioned by CE, issue of work order & payments of bills – formal sanctions issued.
11. Proposal of monthly statement of works sanctioned by CE for ratification of Chairman / Dy. Chairman.
12. Issue of Completion / Maintenance Certificates in respect of all capital / revenue works.
13. Issue of Completion Report in respect of capital and deposit works.
14. Preparation and forwarding monthly and yearly statement of contract to Asst. Labour Commissioner

E.O.

1. The Establishment Officer will be in direct charge of Establishment Section of the Dept.
2. He will assist CE, DY.CE and XEN's in all matters relating to establishment matters.

P.A.

1. She shall be maintaining registers of papers, files received from Chairman, Dy. Chairman, Heads of Departments, confidential letters, urgent letters, proposals, etc. and forward them to CE and concerned Sectional Heads.
2. She shall maintain Confidential Report Files of the employees of the Engineering Civil Department.
3. She shall undertake secretarial works allotted by the CE, as required from time to time.

4. She shall liaise with external parties / departments for appointments, meetings, with relation to the work pertaining to the CE.

SUPPORTING STAFF

The supporting staff shall carryout all works assigned to them by the immediate superiors

SUB OVERSEER

1. Take work instructions from immediate superior and assist in execution and supervision of contract / maintenance works.
2. He shall guide the Maistry in allocation of labourers to carry out departmental works.
3. He shall assist JE / EA in collection of store.

MAISTRY

1. Direct supervision and guidance of artisans, skilled and unskilled workers employed in various works, both departmental and contract works.
2. He shall also carryout skilled work, by himself, if required.
3. He shall be responsible for the additional turnover of the workmen, under his charge.

HIGHLY SKILLED WORKMAN (Carpenter, Painter, Mason, Fitter)

1. He shall carryout all kinds of works related to his trade where higher level skill is required.
2. He shall guide skilled, semi-skilled and un-skilled workers and train them if required to complete the specific task successfully.
3. He shall also monitor the proper utilisation of labour and materials for completion of works.

SKILLED WORKMAN (Carpenter, Painter, Mason, Fitter, Blacksmith, Welder)

1. He shall carryout all kinds of works related to his trade as directed by S.O. / Maistry.
2. He shall give the compliance report to S.O./Maistry after completion of work.
3. He shall also ensure proper utilisation of labour and materials for completion of work.

M.V. DRIVER

1. Driving of vehicles and ensure routine maintenance of vehicle.
2. He shall also maintain the log book.

MATE

1. Take work instructions from immediate superiors and assist in execution and supervision of contract / maintenance works.
2. He shall be responsible for collection of store and issue of materials.
3. He shall be responsible for maintaining proper records of collection of store and issue of materials

SEMI-SKILLED WORKMAN (Carpenter, Mason, Fitter, Painter)

1. He shall carryout all kinds of works related to his trade as directed by S.O. / Maistry / H.S. Workman.
2. He shall assist H.S. / Skilled workman in their daily work activities.
3. He shall also ensure proper utilisation of labour and materials for completion of work

GANGMATE

1. He shall supervise the work of permanent way Gangs and Keyman.
2. He shall assist his immediate superior in checking and maintaining the rail track (permanent ways).

KEYMAN

1. He shall inspect his entire beat, once a day, on foot.
2. He shall tighten the loose bolts, drive loose keys, spikes, clean and oil the joints and ensure safety of tracks.
3. He shall report any defect found on the track to his immediate superior.

TROLLEYMAN

1. He shall lift, arrange, adjust, lift and push the trolleys on Railway lines from place to place, as required.
2. He shall maintain the trolley in working condition.

DRIVER OPERATOR

1. He shall be responsible for routine maintenance and operation of compressor, Diesel Generator and any other equipment under his charge.

2. He shall report any defects to the workshop through his superior and keep the equipment in working condition.

GANGMAN

1. Lifting and packing the points of track, screening of ballast and drawing the creeps.
2. Overhauling the points, level crossings and other maintenance works of track

UN-SKILLED WORKMAN

1. He shall assist the artisans and also carryout the work as directed by his officers, supervisory staff and superior workers.
2. He shall operate the printing machine and carryout minor repairs.
3. He shall take out prints from tracings and reproducible prints and fold them.
4. He shall carryout printing work, as asked, and instructed by his superiors.