



JOB DESCRIPTION & DETAILS

1. Qualification & Experience:

1.1 Qualification: -

Bachelor's Degree (B.E./B.Tech.) in Civil Engineering from a recognised university

1.2 Experience Profile

- Minimum 7 to 10 years of relevant experience in water & wastewater operations, project execution, and maintenance activities, preferably in the infrastructure Sector/ Companies.
- Relevant work experience in the civil engineering, infrastructure, utility, or industrial sectors.
- Strong technical and analytical skills related to civil engineering projects and operations.
- Experience in project planning, execution, monitoring, and coordination.
- Experience in preparing technical reports, estimates, presentations, and project documentation.
- Experience in stakeholder management, coordination with external agencies, and problem-solving.
- Proficiency in engineering software, project management tools, and Microsoft Office applications.

2. Age Criteria

The maximum age of the candidate shall **not exceed 45 years as on 01.01.2026.**

3. Job Description:

The Manager Operations shall, inter alia, be responsible for overseeing and managing the operations, maintenance, project execution, and coordination Activities of the Company's infrastructure and utility systems. The incumbent shall ensure efficient planning, execution, monitoring, and compliance of operational activities and shall discharge the following key responsibilities:

- **Project Execution: Through** knowledge in Civil Engineering, Survey, preparation of estimates, Project execution including cross country pipeline, Mass water retaining structures QA & QC of the projects, IS Codes, etc.



- **Strategic Sourcing:** Developing purchasing strategies that align with overall company goals, identifying reliable suppliers and analyzing market trends to anticipate business needs.
- **New Connections: Field survey, Implementation & Supervision of Industrial New Connections**
- **O&M:** Basic Knowledge in EMI, Capex Planning for efficient functioning of Plant & Machinery with minimal maintenance cost in coordination with the O&M operator
- **Contract Negotiation:** Negotiating pricing skill, quality, and delivery terms with vendors and reviewing contracts to ensure the best commercial value.
- **Budget & Spend Management:** Monitoring departmental budgets, controlling costs, and performing data analysis on spending patterns to optimize profitability.
- **Supplier Relationship Management (SRM):** Building and maintaining long-term partnerships with vendors, evaluating their performance, and resolving supply issues.
- **Risk & Compliance Management:** Assessing and minimizing risks of supply chain disruptions, ensuring all purchases comply with legal standards, and adhering to internal organizational policies.
- Liaison with Local body, TWAD, SH/NH, Revenue, TNPCB & GoTN statutory bodies,
- Knowledge of GST on purchases
- Any other Assignment Given by Management as per business need

4. **Remuneration:** Compensation and remuneration shall not be a constraint for the deserving and suitable candidate and shall be commensurate with qualification, experience and industry standards and is negotiable.

5. **Location:** The position shall be based in Tirupur, Tamil Nadu.

6. **Selection Process:** The selection process shall comprise an initial scrutiny of applications by the Chief Technical Officer (CTO) in consultation with the Deputy General Manager (DGM), followed by a structured evaluation and a personal online Interview of shortlisted candidates.

7. **How to Apply:**

Candidates are required to submit their applications through email at: contactus@ntadcl.com. No other means/mode of application shall be accepted.

Eligible internal candidates fulfilling the prescribed eligibility criteria may also apply.

The application shall be accompanied by a detailed Resume/Curriculum Vitae along with scanned copies of the following supporting documents:

- a. Documentary proof of Date of Birth;
- b. Certificates/testimonials in support of educational qualifications, professional qualifications and experience;



- c. Documentary evidence in support of present and past remuneration/Annual CTC, such as Form-16, salary slips for the preceding 12 months, appointment letters, increment letters, etc.;
- d. No Objection Certificate (NOC) / Forwarding Letter from the present employer, in case the candidate is employed in Central Government / State Government Departments, Central/State PSUs, Autonomous Bodies, Statutory Bodies, Semi-Government Organisations or Quasi-Government Institutions.

8. Other Conditions:

- (i) Before applying for the post, candidate should ensure that he/she fulfils the eligibility criteria and other conditions mentioned in this advertisement. NTADCL would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied. Incomplete application will not be considered.
- (ii) All candidates are advised to have valid mobile number and E-mail IDs, as all the communication with regard to interview, selection etc., shall be sent to that mobile number/E-mail ID only.
- (iii) Shortlisting will be done based on the information/declaration submitted by the candidate at the time of submission of online application. The candidature of the registered candidate is liable to be rejected at any stage of the recruitment process, or the selected candidate is liable to be terminated without notice after joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
- (iv) The Management reserves the right to fill or not to fill the above position without assigning any reason whatsoever. NTADCL also reserves the right to cancel/restrict/modify/alter the recruitment process if need arises without issuing any further notice or assigning any reason whatsoever.
- (v) The prescribed qualifications and experience are the minimum eligibility requirements, and mere possession of the same shall not entitle any candidate to be called for the selection process/interview. The decision of NTADCL regarding shortlisting, selection and eligibility of candidates shall be final and binding.
- (vi) All appointments are subject to medical fitness as per the Rules of the Company.
- (vii) No person shall be eligible for appointment if he/she has been convicted by a court of law for an offence involving moral turpitude.
- (viii) No person shall be eligible for appointment who has previously been dismissed, removed or compulsorily retired from the service of a corporation or department of a state or central government or a local authority or from an autonomous statutory body.
- (ix) No person who has more than one spouse or who has entered into a marriage with any person having a spouse living shall be eligible for appointment to any post



unless such marriage is permissible under the personal law applicable to the candidate and the other party to the marriage.

- (x) Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
- (xi) Any dispute with regard to recruitment against this advertisement will be settled within the Jurisdiction of the Chennai Court only.
- (xii) The selected candidate shall be required to join the services of the Company within 30 days from the date of issuance of the Offer of Appointment or within such extended period as may be permitted by the Company/management. The candidate shall be required to complete the notice period and relieving formalities of the present employer before joining. Failure to join within the stipulated period may result in withdrawal/cancellation of the offer, unless otherwise extended or approved by the Company.