

GOVERNMENT OF ANDHRA PRADESH

**Office of the Commissioner of
Technical Education
Andhra Pradesh: :Hyderabad**

Cir. Memo No: T/835 / 2014

Date: 30 -01-2014

Sub: Technical Education O/o CTE-TPO-OMCAP Ltd. –Requirement of
Female Technical Co-ordinator post(29 members) to work in Gulf
Countries-Reg.

Ref: Lr No.OMCAP/Ser/3/2014,Dt:18.01.2014, Received from Managing Director,
OMCAP Ltd., Hyderabad.

With Reference to the letter under reference cited the Principals of Govt. Polytechnics are hereby requested to give publicity for the Technical Posts in UAE.(Copy of the letter enclosed) Further they are requested to get the information of interested candidates who are willing to work at UAE.

Sd/-Ajay Jain
Commissioner

To

All the Principals of Govt. Polytechnics in the State.

Copy to the RJD TE, Hyderabad, Kakinada and Tirupati for information and for taking further necessary action.

Copy to Managing Director, Overseas Manpower Company Andhra Pradesh(OMCAP) Ltd.,ITI
Mallepally Campus, Vijayanagar Colony, Hyderabad-500057.


For Commissioner



Overseas Manpower Company Andhra Pradesh Limited

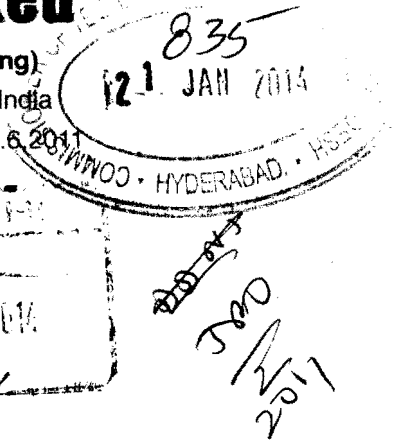
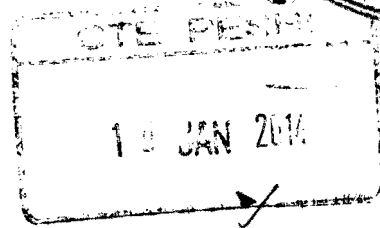
AN ISO
9001:2008
CERTIFIED
COMPANY

(A Government of Andhra Pradesh Undertaking)

Registered with PGE, MOIA, New Delhi, Govt. of India

RC No. : B-539/Hyd/Com/1000+/5/8723/2011 dt. 22.6.2011

To
Shri. Ajay Jain, IAS
Commissioner,
Department of Technical Education &
Director of OMCAP,
B.R.K.Bhavan, Hyderabad.



Lr.No.OMCAP/Ser/3/2014, Dt:18.01.2014.

Sir,

It is to bring to your kind notice that the Government of Andhra Pradesh has started OMCAP in the year 2006 for helping the unemployed youth in getting abroad jobs. So, far OMCAP has placed more than 1613 candidates in Gulf Countries and Hong Kong.

Recently OMCAP has received Demand Letter for **Female Technical Coordinators** from M/S.Inaya Facilities as per the following details:-

Name of the Post - Female Technical Coordinators (29)

Name of the Company - M/s. Inaya Facilities Management Services LLC

Country - U.A.E

Qualifications - Diploma in Electrical, A/C or Mechanical engineering

Salary - AED 2000-2500 (One AED is equal to Rupees 18)

Job role: Ability to coordinate/supervise all Mechanical, Electrical Plumbing Maintenance as well as Housekeeping related complaints, requests & adhoc jobs as per the contract. Ability to manager/supervise the maintenance team on site as this will be Govt. Schools for females. Should have basic knowledge of MEP trouble shooting to guide the team.

Benefits: Free Accommodation, Transport, Food & Medical Insurance

In this context, it is requested to instruct the Principals of Polytechnics in Andhra Pradesh state give publicity for the technical posts in UAE, so that maximum candidates can utilize this abroad job opportunity.

Thanking you Sir,

Yours sincerely,

Enclosed: Job description for Technical Coordinators.

Sd/-A.Ashok. IAS
Managing Director
For OMCAP Ltd

Ashok
General Manager
For OMCAP Ltd

ITI Mallepally Campus, Vijayanagar Colony, Hyderabad - 500 057. Andhra Pradesh, India.

Tel : +91 - 040 - 2330 0686, 2334 0435, Fax : +91 - 040 - 2339 6485

MRC Call : 155330 www.omc.ap.gov.in e-mail : gm_omc@ap.gov.in cvomcap@gmail.com

Female Technical Coordinators: - Required 29 nos.

Qualification: Diploma in Electrical, A/C or Mechanical engineering

Age: 21 to 35 years

Communication: Good written & spoken English is mandatory while Spoken Hindi will be an added advantage.

Experience: Preferably in Maintenance area. Facilities Management or even fresh candidates from Govt. Polytechnics can be shortlisted too.

Job responsibility brief:

First point of contact for the Client from IFMS

Ability to coordinate/ supervise all Mechanical, Electrical, Plumbing Maintenance as well as Housekeeping related complaints, requests & adhoc jobs as per the contract.

Ability to manage/ supervise the maintenance team on site as this will be Govt. schools for females

Should have basic knowledge of MEP trouble shooting to guide the team

Practical Training will be imparted to enhance their skills

Shift duration: 12 hours with a 2 hour break that is staggered during the shift based on operations

Salary: Basic – Approx. AED 2000- 2500 plus benefits such as Accommodation, Transport, Food or Food allowance, Medical insurance, 30 Calendar days of leave for every 12 months worked & annual vacation tickets