



**NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING (NITIE)
VIHAR LAKE, MUMBAI**

No. NITIE/Admn/2023/contract

Dated: 11 Aug 2023

NITIE Mumbai intends to engage the Services of Estate Advisor for the Institute. Interested Eligible Candidates may apply. The engagement is purely on contract basis for a period of 01 year and renewed thereafter based on visits and performances as per institute norms and if needed by the institute at a consolidated remuneration as per details given below.

Management Position	Consolidated Remuneration	Qualification, Experience and Job Description
Estate Advisor 01 (UR)	Rs 75,000 to 1,00,000/- per month based on work done, experience and consultation days.	<p>Essential:</p> <ol style="list-style-type: none">1. Should have degree in Civil Engineering from a recognized Institute.2. Should have more than 20 years of experience in executing, planning and maintaining estate related matters in central Government Institute.3. Should have worked on major construction projects with at least 5-10 such projects.4. Should be familiar with BMC, PWD, CPWD, MMRDA and government procedures. <p>Preferable:</p> <ol style="list-style-type: none">1. Should have worked with reputed Government Institute.2. Person having work experience with Central Government/State Government/Public sector undertaking, familiar with BMC and based in Mumbai.3. Should be experienced in Estate related matters.4. The person should not have attained the age of 65 years on the date of application. <p>Job Description:</p> <ul style="list-style-type: none">• To advise the competent authority on ongoing Campus Construction project at NITIE including planning and execution of civil, electrical and communication engineering, Designing and estimation, contract management, construction management etc.• Identifying scope of work as per the DPR and requirement at site, preparation of detailed estimate and associated drawings and note sheet, preparation of tender documents, analysis of rates, supervision of those work during the execution, quality checking, checking of the measurements and bills raised by the contractor after the completion of work.• To ensure completion of project within scope time, cost and resources and maintaining high quality standards.• Coordination with Architect, Construction Agency, Statutory Authorities for all sorts of compliances on behalf of NITIE.• To check the quantity of work, measured and checked by the construction agency.• Responsible to protect the interest of NITIE including property of the Campus.• To keep detailed accounts of work, consumption of materials and item-wise work expenditure.• To submit required progress report regularly for the works under their charge to their superiors, any other function that may be assigned by the Director from time to time.• Completely track the project performance specially to analyse the successful completion of its various stages as per project planning.• Organise meetings related to Campus Construction and brief on various aspects related to the Campus Construction.• Maintain all records, documents and photographs etc of the project, carryout periodic evaluation of the projects and prepare quarterly project reports.• Handle all estate related aspects in close coordination with the Administration.• Any other task as assigned by the higher officials.

GENERAL INSTRUCTIONS:

- (a) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying.
- (b) The engagement shall be purely on outsource basis through manpower outsourcing agency of the Institute and period of engagement shall be purely dependent on the requirement of the Institute. The salary will be paid through manpower agency contracted by NITIE Mumbai.
- (c) Please note that this is purely a temporary appointment, and selection does not entitle for any claim what-so-ever of permanency or regularization against any regular post or any vacancy arising in future in this or any other cadre/post on the basis of this service. The Institute can fix the consolidated salary lower/ higher in the given range.
- (d) No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for written test / interview or selection.
- (e) The details filled-in by the applicants in the application form will be duly verified before publishing the results. If the candidates fail to provide the authentic proof for the details filled-in by them, their candidature will be summarily forfeited.
- (f) Only the candidates shortlisted for next stage of selection process will be informed by email regarding date, time and venue for selection process. The institute will not be responsible for any delay and / or any discrepancy in the contact details provided in the application form.
- (g) The application form without the uploaded self-attested copies of all relevant certificates (both experience and education) will be rejected.
- (h) Candidates are required to bring printout of emails/interview call letters at the time or written/skill test and/ or interview along with the copies of the relevant certificates in original for verification.
- (i) Canvassing in any form and / or bringing any influence, political, or otherwise, will definitely be treated as a disqualification for the post applied for.
- (j) Applications received off-line and or found to be incomplete in any manner will be considered incomplete and thus rejected summarily.
- (k) Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
- (l) The prescribed qualifications are the minimum and mere possession and fulfilment of the essential and desirable qualifications for a position does not entitle the candidate to be called for the next stage of selection process i.e. Written Test/Skill Test/Interview.
- (m) No claim for any service benefits like PF, Pension, Gratuity, Medical Allowance, Seniority & Promotion etc. from this contract appointment will be admissible.
- (n) The Institute reserves the right to: -
 - (i) Withdraw any advertised post(s) partially or completely under any category at any time without assigning any reason thereof. Any consequential vacancies arising at the time of selection process may also be filled up from the available candidates.
 - (ii) To fill or not to fill, without assigning any reason
 - (iii) Offer the post at level lower than that advertised, depending upon the qualifications, experience and performance of the candidate.
 - (iv) To fix criteria for screening the applications.
 - (v) No interim correspondence or personal enquiries shall be entertained by the Institute. No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
 - (vi) To fill or not to fill all the advertised positions/any position/ or to reject any/all applications/candidates at any stage of selection process or to cancel the partial or whole selection process or to cancel the advertisement for the above-mentioned post(s), without assigning any reason thereof. The decision of the Institute in this regard shall be final.
 - (vii) To extend the closing date for receipt of applications.
- (o) No campus accommodation will be provided.
- (p) APPLICATION SUBMISSION (a) Candidates are required to apply ONLINE only from 11th August 2023 to 25th August 2023 upto 05:30 p.m. (b) For submission of application through ONLINE mode, please visit: http://nitie.ac.in/application_portal/index.php (c) There is no application fee for applying.
- (q) Incomplete applications will be summarily rejected.
- (r) Please write to disc.website@nitie.ac.in for any technical queries and nitierecruit@nitie.ac.in for advertisement related information.