ADVERTISEMENT FOR THE POST OF 'JUNIOR ENGINEER (CIVIL)' (ON CONTRACT BASIS)

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the position of **Junior Engineer (Civil)** purely on contract basis, initially for a period of one year extendable further up to two years, subject to satisfactory performance of the incumbent & need of the Institute. The details are as under:

Name of Post & Emoluments	Eligibility Criteria & Job Requirement
Junior Engineer (Civil) (purely on contract basis) - 01 post **Monthly Emoluments** – Rs. 45,000/- to Rs 50,000/- & out of campus allowance of Rs 4500/- **Maximum Age Limit –** not more than 40 years as on date for receipt of applications.	**MINIMUM QUALIFICATIONS:** • B.Tech/BE or equivalent degree with minimum 60% marks in Civil Engineering from a recognized Institute. Candidates with higher qualifications will be given preference. **EXPERIENCE:** At least 03 years' relevant experience in civil construction & maintenance jobs in a reputed organization preferably Central/State Govt. Undertakings. Knowledge of computer operations is essential. Knowledge of CPWD rules/manual is desirable. **OR** Diploma in Civil Engineering with 60% marks from a recognized Institute with a minimum of 5 years relevant experience in civil construction & maintenance jobs in reputed organizations preferably Central/State Govt. Undertakings. Knowledge of computer operations is essential. Knowledge of CPWD rules/manual is desirable. **JOB RESPONSIBILITIES:** • Will assist the designated representative as delegates as per the decision of the competent Authority. • Weekly report of work done (on Friday every week) and monthly report (before last day) to Associate Dean (IP&D). • Be in tune with project from start to finish to ensure high quality, innovative and functional design. • Identify IIM Mumbai's requirements and put together feasibility reports and design proposals. • Develop ideas keeping in mind IIM Mumbai's need, building's usage and environmental impact. • Assess detailed blueprints and make any necessary corrections. • Compile projects specifications • Maintain the record of budgets and timeliness and appraise concerned authorities. • Ensure that all works are carried out to specific standards, building codes, guideline and regulations. • Make onsite visits to check on project status and report on project. • Cooperate and liaise with construction professionals. • Keeping record of processes related to assigned, pre-construction activities and planning, constructing activities, closing of works, handling over taking over activities and liaising with statutory authorities for said activities. • Liaise with civil and other government agencies for ensuring all maintenance related support.

GENERAL CONDITIONS:

1. The selected candidate (s) will be engaged on contract basis initially for a period of 1 year, extendable up to further two years, subject to satisfactory performance of the incumbent & need of the Institute.

2. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Interview. The Institute reserves the right to restrict the number of shortlisted candidates for further recruitment process to a reasonable number on the basis of higher qualifications and/or experience.

3. The date for Interview will be communicated later to the shortlisted candidates through email ONLY. The candidates are advised to check their emails regularly.

4. The shortlisted candidates will be required to bring all original Certificates, Degrees and other documents pertaining to their educational qualification, professional qualification, work experience, age etc. for verification purpose at the time of interview along with one set of photocopies of these documents.

5. Crucial date for determining the age limit shall be the closing date for the receipt of applications.

6. Selection Process- Through Interview, which may also be conducted through online mode. Candidates are required to mandatorily mention their email ID in the application form.

7. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the candidates (Applicants).

8. Candidates are advised to visit the website of IIM Mumbai (www.iimmumbai.ac.in) regularly for any updates, amendments and corrigendum. It will be placed on the Institute website only.

9. The panel of selected waitlisted candidates will be valid for one year from the date of approval of Competent Authority and the Institute can make appointments in future also by operating the panel within the validity period.

10. The above position is of purely contractual nature and thus candidate (s) will have no right to claim any regularization / absorption etc. in the Institute.

11. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.

12. The Institute also reserves the right not to fill the post, if it so desires.

13. No interim correspondence will be entertained.

14. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

15. Legal disputes, if any will be restricted within the jurisdiction of Mumbai only.

IIM Mumbai strongly encourages applications from qualified women and reserved category candidates. The Institute follows the Reservation Policy of the Government of India for candidates belonging to OBC (Other Backward Classes), SC/ST (Scheduled Caste, Scheduled Tribe), EWS (Economically Weaker Sections), and PwD (Persons with Disability). Indian Nationals or those with OCI/Dual Citizenship need to indicate the category (General/OBC/ SC/ST/ EWS /PwD) they belong to in their application.

HOW TO APPLY

Interested and eligible candidates may submit their form online by clicking on the following link https://iimmumbai.ac.in/careers on or before **December 12, 2023 (5:00 pm)**:

No other mode of application will be entertained.

-Sd-
Chief Administrative Officer