



**ADVERTISEMENT FOR THE POST OF ‘OFFICER ON SPECIAL DUTY  
(INFRASTRUCTURE PLANNING & SUPPORT)’**

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the position of **Officer on Special Duty (Infrastructure Planning & Support)** purely on contract basis initially for a period of Two year extendable further up to Five years & subject to limit of 65 years, Mutual consent, satisfactory performance of the incumbent & need of the Institute. The details are as under: -

<b>Name of Post &amp; Emoluments</b>	<b>Eligibility Criteria &amp; Job Requirement</b>
<p><b>Officer on Special Duty (Infrastructure Planning &amp; Support) – (01 post)</b></p> <p><b>Pay Range:</b> Rs.145000 – Rs. 175000/- with Other Benefits*</p> <p><b>Maximum Age Limit – 65 Years</b></p>	<p><b><u>MINIMUM QUALIFICATIONS:</u></b></p> <ul style="list-style-type: none"><li>• B.Tech. / BE or equivalent degree in Civil Engineering with a minimum of 60% marks or equivalent grade point average from a recognized university with 15 years relevant experience at PL-12 (7<sup>th</sup> CPC) or equivalent. Master’s degree will be Preferable.</li><li>• Applicants should have demonstrated ability in construction and design, planning and execution of capital works including preparation of estimates and tender documents.</li></ul> <p><b><u>EXPERIENCE:</u></b></p> <ul style="list-style-type: none"><li>• Minimum 20 years of experience in handling of construction of projects post-qualification preferably from Departments, Undertakings, and authorities under Government of India.</li><li>• The applicant should have thorough knowledge of handling all concerns of construction work including that of RCC buildings.</li><li>• The applicant should be well versed with CPWD manuals and conditions of works contract and have the ability to independently coordinate and successfully negotiate with different agencies.</li><li>• The applicant should have knowledge and awareness of agency operations, policies and procedures and a knowledge of major activities in the field of civil construction and making use of resources associated with the work process.</li><li>• The applicant should assist the legal team in dispute resolutions process in arbitrations with contractors.</li><li>• The applicant should be well versed in interaction/ Liaisoning work with business associates or government agencies, stakeholders etc.</li><li>• Proven Experience in handling project Management for consultancies and contract management for Education institutions will be preferred.</li><li>• The applicant should be well versed in maintenance of campus, planning/scheduling/execution of big projects, fully conversant with quality standards &amp; risk in infrastructure projects.</li><li>• Knowledgeable in cash flow, Dealing with multiple agencies, Knowledge of contracts, legal &amp; compliances associated with the Civil projects.</li></ul> <p><b><u>JOB PROFILE:</u></b></p> <p>The OSD is to assist in administering architectural contracts, planning, financial management, estimation, progress monitoring, reporting, budgeting, supervising new constructions within the Institute Campus with skill sets such as Civil, Electrical, Plumbing works, Land Development etc. The OSD will assist the designated representative as delegates as per the decision of the competent Authority.</p>

### **\*OTHER BENEFITS:**

- Out-of-Campus allowance: Employee not allotted an Institute quarter will be eligible for out of campus allowance of Rs. 12000/- per month, on submission of appropriate declaration to the effect.
- Annual Increment: Admissible as per extant Institute norms.
- Health Insurance: Health insurance premium up to Rs. 10,000/- for a family of up to four (self, spouse and two dependent children), would be reimbursed to the full-time employee on an yearly basis.
- Leave Benefit: A full-time temporary employees will be eligible for 30 days of Earned Leave and 8 days of Casual Leave in a year, on a pro-rata basis. Unused earned leave may be encashed at the end of the employment.

### **GENERAL CONDITIONS:**

The selected candidate (s) will be engaged on contract basis initially for a period of 2 year, extendable up to further 5 years, subject to to limit of 65 years, Mutual consent, satisfactory performance of the incumbent & need of the Institute.

The details are as under: -

1. 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.
2. The date for Interview will be communicated later to the shortlisted candidates **through email ONLY**. The candidates are advised to check their emails regularly.
3. 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 onsets of photocopies of these documents.
4. **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.
5. 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).
6. Candidates are advised to visit the website of IIM Mumbai ([www.iimmumbai.ac.in](http://www.iimmumbai.ac.in)) regularly for any updates, amendments and corrigendum. **It will be placed on the Institute website only.**
7. 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.
8. 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.
9. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
10. The Institute also reserves the right not to fill the post, if it so desires.
11. No interim correspondence will be entertained.
12. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
13. 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 Administrator Officer**