



INDIAN INSTITUTE MANAGEMENT, MUMBAI 400087

Vihar Lake Road. Powai, Mumbai – 400087

Website: www.iimmumbai.ac.in

Advt. No. Advt/Rectt/2024/30

June 12, 2024

ADVERTISEMENT FOR THE POST OF PROJECT MANAGER-CUM-ADVISOR
(ON PART TIME CONTRACT BASIS)

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the position of **Project Engineer** purely on contract basis initially for a period Three (3) Year, extendable on yearly basis, subject to satisfactory performance of the incumbent & need of the Institute. The details are as under: -

Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p>Project Engineer - 01 position</p> <p>Consolidated remuneration: Rs 75,000/- to Rs 1,00,000/- p.m.</p> <p>In case of pensioners, payment will be considered as per Govt/DOPT norms.</p> <p>Age: Preferably below 60 years</p>	<p><u>EDUCATIONAL QUALIFICATION:</u></p> <p>B.E/B.Tech in Engineering (Civil)/ Diploma in relevant field from a recognised University/Institute.</p> <p><u>MINIMUM EXPERIENCE:</u></p> <p>Minimum 15 years of experience in handling of construction of projects post-qualification preferably from Departments, Undertakings, and authorities under Government of India.</p>
<p><u>KEY RESPONSIBILITIES</u></p> <ul style="list-style-type: none">• 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.• Completely track the project performance specially to analyse the successful completion of its various stages as per project planning• Coordination with Architect, Construction Agency, Statutory Authorities for all sorts of compliances on behalf of IIM Mumbai.• To check the quantity of work, measured and checked by the construction agency.• Responsible to protect the interest of IIM including property of the Campus.• Handling projects of Campus Construction at IIM Mumbai including planning and execution of civil, electrical and communication engineering, Designing and estimation, contract management, construction management etc.• To submit budget, accounts and prescribed returns, etc. on time• 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.• Check whether the project have been staffed properly that too people with adequate expertise, knowledge and experience	

- Should be adept in eco-friendly projects, solar energy utilisation and landscaping and affiliate connected essential aspects in Campus Construction 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.
- To ensure completion of project within scope time, cost and resources and maintaining high quality standards.

GENERAL CONDITIONS:

1. The selected candidate (s) will be engaged on contract basis initially for a period of 3 year, extendable on yearly basis, subject to satisfactory performance of the incumbent & need of the Institute.
2. Good knowledge of Computer applications (MSWord, Excel, Power Point Presentations, Internet, etc.) and ability to work in an automated environment is desirable.
3. The Institute reserves the right to change/apply appropriate short-listing criteria in case of large number of applications.
4. Candidates not found suitable for the position applied for, may be considered for a lower position.
5. The Institute will communicate only with short-listed candidates.
6. Selected candidate will be required to join the duties with in **one month**.
7. Selected candidates may be hired through outsourcing agency empaneled with this Institute.
8. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted. 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.
9. The crucial date for determining the age limit shall be the closing date for the receipt of applications.
10. 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).
11. 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.
12. 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.
13. 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.
14. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
15. The Institute also reserves the right not to fill the post, if it so desires.
16. No interim correspondence will be entertained.
17. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
18. Legal disputes if any will be restricted within the jurisdiction of Mumbai only.
19. In Case of exceptionally deserving candidates, the selection criteria may be relaxed.
20. Incomplete applications will not be considered.
- 21.

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

Candidates are required to apply online at the official website of IIM Mumbai, i.e., <https://iimmumbai.ac.in/careers>. The last date for submission of online applications is 03rd July 2024 (05:00 PM). No other mode of application will be entertained.