

# **Advertisement for the Post of Manager/ Senior Manager (Projects) at IIT Delhi**

Applications are invited for the position of Manager/ Senior Manager (Projects) at the Indraprastha Institute of Information Technology (IIIT) Delhi, a state University recently created by an Act of Delhi Govt. IIIT Delhi is a research-led institute, fashioned after IITs.

**Post Code: 01**

**Post: Manager/ Senior Manager (Projects)**

**No. of Posts: 01 (UR)**

**Nature of Post:** Regular (initially a limited term contract will be given).

## **Job Description/ Role:**

- The IIITD has embarked upon the Phase II construction of its Campus at Okhla Phase III New Delhi.
- The project will be designed and executed by a team comprising of Architect, PMC and Contractors under the overall guidance of the BOG/its Sub-Committee / Director IIITD through the IIITD Project team.
- The IIITD Project team shall be responsible for the coordination of the efforts of team members including the Architects, PMC and the contractors to deliver project according to plan in time and quality.
- The role of the Manager/Senior Manager (Projects) is to track execution of project according to the deadlines and within budget.
- He will also pursue the project's objectives, timelines and oversee quality control throughout the project.
- Direct and manage project activities from beginning to end -tracking the progress vis a vis the agreed schedule on day to day basis with a view to ensure that the works are completed in time and quality /workmanship is ensured.
- Ensure conformity of the works to the project plans and associated communication documents for adherence to specifications and overall workmanship in order to ensure quality control of the executed works.
- Proactively coordinate the resources and participants needed to achieve project goals.
- Verify estimates, submit budget proposals, and recommend subsequent budget changes where necessary.
- Prepare progress reports, proposals, requirements documentation, and presentations.
- Verification of contractors bills with the PMC and Contractors.
- Ensure compliance to audit, third party quality assurance agencies deployed for the works.

## **Pay and Other Benefits**

**Pay Scale:** Rs. 21,000-44,500/ 22,200-45,700 (Equivalent to PB3 with grade pay of 5400/6600 in Govt), depending upon the experience. In addition, DA will be applicable as per Central Govt rates. Other benefits like HRA/ Leased Accommodation, LTC, Telephone Reimbursement etc, which are generally same as in IITs, will also be applicable.

**The CTC at the initial of the scale will be Rs. 72,500/83,000/-(approx.) Additional Increments can be given to suitable candidates.**

**Promotion:** Attractive promotion scheme for competent individuals.

**Higher Qualification:** The Institute encourages acquiring higher qualification on part time basis and also supports the selected candidate for professional development.

## **Qualifications and Experience:**

### **Essential:**

**Essential Qualification & Experience:** B.E./ B.Tech/B. Sc./AMIE or equivalent in Civil Engineering with at least 05/10 years of post qualification experience in any supervising capacity . Knowledge of computers such as MS Office, Internet, project monitoring tools as MS Project/Primavera is essential.

### **Background:**

On-site experience in project execution, supervision and tracking of large educational, institutional, residential & township construction projects. Experience in coordination and supervision of Civil ,electrical and other services from foundation to completion handling including contract management, tendering, planning, budgeting, cost control, estimation and billing, works accounts procedure as per the CPWD/ PWD norms, quality control and bye laws etc with construction of multi storied hi rise buildings, coordination with services. Good interpersonal and communication skills (both oral and written).

**Working days:** Six days a week.

**Age Limit: 40/ 45 Years (No bar for suitable candidate)**

## **General Information/Condition/Instructions:**

1. The appointment will be on Regular (initially a limited term contract will be given).
2. Prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.
3. The institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience.
4. The institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
5. The number of posts may increase or decrease at the time of interview / short listing.
6. The institute reserves the right not to recruit against any or all the posts.
7. Qualifications/experience and age may be relaxed for exceptional candidates.
8. The candidates may be considered for higher/lower grade/ scale depending upon their profile.
9. The selected candidates will be expected to join within one month from the offer of appointment.
10. The applications received will be accessible under RTI Act only up to six months from the date of closing.
11. A person working in Govt. Organization/ Autonomous Bodies/ PSUs etc. will be required to produce the **No Objection Certificate** before the interview OR should send his/ her application **Through Proper Channel.**
12. The applicant should clearly mention the name of the post applied for, category on the application. The incomplete applications or received after due date may not be considered.
13. Reservation as per norms exist. Candidate may specify the category they belong to and attach documentary proof for the same.

## **Campus:**

IIIT-D has a modern campus spread over 25 acres of land in South Delhi at Okhla, Phase III, New Delhi.

**How to apply:**

The complete application in the prescribed proforma with names and contact information (email, telephone number) of at least three references by subscribing name of the post applied should be sent *by* December 14, 2013 to The Registrar, IIT Delhi; Okhla Phase-III; New Delhi – 110020.