

August 14, 2017

**Position: Junior Engineer**  
**Job Code: 05****Number of Post(s): One****Summary**

Primary responsibility of the incumbent is to ensure completion of projects within the guidelines prescribed by the Institute.

The incumbent needs to handle the design, construction and commissioning of the institute campus facilities. S/he needs to minimize the risk and conduct the smooth execution of all the assigned projects. The incumbent needs to handle the cost element of the projects on an ongoing basis without compromising on the quality and by identifying the appropriate items in the Bill of Quantities. S/he needs to identify the resources needed and assign individual responsibilities accordingly. To ensure timely completion of the projects on the target dates, the incumbent needs to continuously review and take corrective actions so that the projects are on track. Further, s/he needs to identify critical issues & constraints, follow up with all the concerned to facilitate decisions on the pending issues and work towards execution of the same. For effective execution of the jobs, the incumbent is required to supervise on a continuing basis.

**Educational Qualifications**

Bachelor's degree (Full-time, First class) in Civil Engineering from a reputed UGC/AICTE recognized institution, with a very good academic record throughout.

**Experience**

Minimum of Eight (8) years of post-qualification experience (excluding apprenticeship or training period) in construction of buildings, roads, sanitary and water supply systems and other works including maintenance of the same, out of which at least two years should be in similar functions in Central Government/Central public sector/Central Government autonomous organizations.

**Desirable Qualifications/Experience**

- Work experience in higher educational institutions of high repute such as IIMs, IITs etc.
- Handled large building projects and have exposure to dispute resolving measures as per terms of the contract

**Upper age limit:** 35 years on closing date of applications**Pay Scale:** Pay Band 2: Rs 9300-34800 GP: Rs 4200**Probation:** As per GoI Rules**Roles and Responsibilities**

- Identifying the scope of work as per the requirements at site
- Preparing detailed estimates and associated drawings and note sheets
- Preparing tender documents
- Analysing rates
- Supervising work during the execution

- Checking of quality
- Checking of the measurements and bills raised by the contractors after the completion of work
- Conducting careful and timely survey and investigation and preparation of plans and estimates for works entrusted
- Ensuring timely and efficient execution of work and ensuring that the quality and specifications are maintained
- Maintaining muster rolls, record of work-charge establishments and impress cash accounts properly
- Assuming responsibility for keeping account of the measurement books
- Recording in measurement books all the works done by contractors as well as supplies received from all sources and preparation and submission of bills in prescribed format for payment
- Preserving and taking care of tools and plants, stock and other sources, to submit budget, accounts and prescribed returns, etc., in time
- Keeping detailed accounts of work, consumption of materials and item wise work expenditure
- Preparing initial designs for components of projects, submitting required progress report regularly for the works.
- Any other work assigned from time to time.

### **Key Skills/Abilities/Knowledge required**

- Knowledge of CPWD rules and regulations
- Knowledge of Bureau of Indian Standards and Safety Standards on works
- Knowledge of General Financial Rules (GFR) 2017
- Thorough knowledge and application of IT based project management tools like MS Project/Primavera, Auto CAD, MS office etc.
- Understanding of the major challenges, strong interest in developing a career in Infrastructure Management and knowledge of project management issues.
- Knowledge of PERT/CPM, Project planning & management, Budgeting, Cost & material reconciliation, MIS generation, Technical scenario planning, Understanding of Budgeting and costing in large estate, Tendering procedures.
- Good interpersonal skills with a solution-oriented mind-set.
- Should be self-motivated and be able to work independently, with timely follow up and customer service orientation.
- Have strong commitment to service and willingness to work in a demanding work environment
- Proficiency in MS Office, e-mail etc.
- Ability to plan, organize and maintain accurate written & electronic records of all relevant work in the department.
- Ability to prioritize work and effectively manage the same.
- Be open and flexible to work beyond normal working hours as per the requirements
- Be capable of handling the queries independently and efficiently
- Be open minded, sincere, honest, accountable, and be a team player with positive attitude.
- Good communication skills in English and Hindi (Oral and written). Knowledge of Telugu will be an added advantage.

### **Terms & Conditions of Appointment**

1. Place of work: Visakhapatnam, Andhra Pradesh, India
2. In addition to basic pay, the incumbent will also be eligible for allowances as admissible to Central Government Employees stationed at Visakhapatnam and as adopted by the Institute.
3. Higher start in the scale may be considered for exceptional and deserving candidates.
4. The terms and conditions of appointment shall be as per the relevant GoI Rules for the respective positions.

### **Important Points and Dates to remember**

1. Interested and eligible candidates are invited to apply using the prescribed online application format only, available on the ([www.iimv.ac.in/careers](http://www.iimv.ac.in/careers)) page. All information furnished MUST be based on supporting documentation. Incomplete/incorrect applications are liable to be rejected.
2. However, at this stage of application, copies of certificates NEED NOT be attached/submitted. Such proof would be sought ONLY from short-listed applicants.
3. Applications should be complete in all respects. Additional sheets as needed may be used and referenced suitably, as part of the CV.
4. All online applications (along with CV) should be received on or before **September 8, 2017**. No hardcopy application would be considered. It is reiterated that no copies of certificates need be enclosed at this stage.
5. In case of any difficulty in filling/submitting the online application, please contact [staffrecruit@iimv.ac.in](mailto:staffrecruit@iimv.ac.in) by giving your name and contact details and clearly describing the specific issue.
6. Selected candidate is expected to join latest by **November 30, 2017**.

**o0o**