Indian Institute of Technology Delhi
Hauz Khas, New Delhi - 110016. Website: www.iitd.ac.in

ADVERTISEMENT NO. E-II/31/2021 (W)
For Online Interview/ Walk-In-Interview

IIT Delhi intends to conduct a Online Interview/ Walk-In-Interview to engage the services of 04 Consultants (i.e. 02 for Project Management and Planning & 02 for Project Coordination) for Works Department. The engagement will be purely on contract basis for maximum of five years, being renewed every year subject to satisfactory work performance:

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| Consultant (Project Management and Planning) (02) | Rs. 1,20,000/- to Rs. 1,40,000/- (per month) | Preferably not exceeding 45 years (As on the last date of receiving the applications) | **Job responsibilities:**

(i) Managing the program/portfolio/project from concept to closing of major projects at IIT Delhi through initiation, planning, execution, monitoring & controlling and closing, and includes design coordination, detailed engineering coordination with all techno-commercial aspects, finalization of tender documents and contract management of major projects at IIT Delhi. The project management could be on BIM 4D/5D software.

(ii) Assist in the administration by development of policies, guidelines and standards, identification of stakeholder, collecting requirements, finalization of scope, create WBS, define activities, sequence activities, estimate activity duration, develop schedule, estimate cost, determine budget, plan quality management, estimate activity resources, plan communication management, identify risks, control scope, budget, schedule & quality.

(iii) Coordinate with agencies, like, PMA, Architect, Construction agency, Local Authorities, Higher Officials, Statutory authorities for various compliances of multiple projects at any time, identify bottlenecks in the projects and suggest remedial measures for the timely completion of projects on behalf of IIT Delhi.

(iv) Scrutinizing cost estimate of new projects and ensuring quality control of ongoing projects.

(v) Communicate on a regular and timely basis, ensuring that all project participants are informed of project status, problems, and take required actions to ensure arranging timely approvals of all design drawings.

(vi) Organize meetings related to projects and brief the IIT Delhi management on various aspects related to the infrastructure development.

(vii) Handle audit inspections as per rules.

(viii) Carry out any other relevant jobs as assigned by the competent authority from time to time.

**Qualifications & Experience**

**Essential:**
All applicants must have a minimum of 8 years of professional experience in managing multiple time bound large construction projects.

And applicants also must possess a Bachelor's degree in Civil engineering / construction engineering / infrastructure engineering with post-graduate degree in construction management or other relevant field.
| Consultant (Project Coordination) (02) | Rs. 90,000/- to Rs. 1,10,000/- (per month) | Preferably not exceeding 40 years (As on the last date of receiving the applications) |

**Desirable:**

Applicants with proficiency in BIM 4D/5D software will be given preference.

Candidates with Project Management related certification from reputed agencies will be given preference.

Applicants should have a good knowledge of modern construction techniques, new construction materials, government guidelines, vendor procedures and other statutory requirements.

Knowledge of construction contract conditions, legalities and knowledge of CPWD works manual, DSR, DPAR, NBC and Delhi By-laws is desirable.

It is desirable that the candidates have a combined experience of site-work and planning work.

**Remuneration:**

Rs. 1.2 lakhs to 1.4 lakhs per month consolidated depending upon qualification and experience. Higher salary may be offered to candidates with more experience. This is inclusive of all allowances. The annual increment shall be given at the rate of 5%.

**Job Responsibilities:**

(i) Coordinating with the consultant responsible for Project Planning and Management for the management of the program/portfolio/project from concept to closing of major projects at IIT Delhi through initiation, planning, execution, monitoring & controlling and closing, and includes design coordination, detailed engineering coordination with all technical commercial aspects, finalization of tender documents and contract management of major projects at IIT Delhi. The project coordination could be on BIM 4D/5D software.

(ii) Assist the consultant responsible for Project Planning and Management for the administration by development of policies, guidelines and standards, identification of stakeholder, collecting requirements, finalization of scope, create WBS, define activities, sequence activities, estimate activity duration, develop schedule, estimate cost, determine budget, plan quality management, estimate activity resources, plan communication management, identify risks, control scope, budget, schedule & quality.

(iii) Coordinate with the consultant responsible for Project Planning and Management for to support coordination with agencies, like, PMA, Architect, Construction agency, Local Authorities, Higher Officials, Statutory authorities for various compliances of multiple projects at any time, identify bottlenecks in the projects and suggest remedial measures for the timely completion of projects on behalf of IIT Delhi.

(iv) Assist the consultant responsible for Project Planning and Management in scrutiny of cost estimate of new projects and ensuring quality control of ongoing projects.

(v) Assist the consultant responsible for Project Planning and Management to communicate on a regular and timely basis, ensuring that all project participants are informed of project status, problems, and take required actions to ensure arranging timely approvals of all design drawings.

(vi) Assist the consultant responsible for Project Planning and Management to organize meetings related to projects and brief the IIT Delhi management on various aspects related to the infrastructure development.
(vii) To assist the consultant responsible for Project Planning and Management in handling audit inspections as per rules.

(viii) Carry out any other relevant jobs as assigned by the competent authority from time to time.

**Qualifications & Experience**

**Essential:**

All applicants must have a minimum of 4 years of professional experience in managing multiple time bound large construction projects.

And applicants also must possess a Bachelor's degree in Civil engineering / construction engineering / infrastructure engineering with post-graduate degree in construction management or other relevant field.

**Desirable:**

Applicants with proficiency in BIM 4D/5D software will be given preference.

Candidates with Project Management related certification from reputed agencies will be given preference.

Applicants should have a good knowledge of modern construction techniques, new construction materials, government guidelines, vendor procedures and other statutory requirements.

Knowledge of construction contract conditions, legalities and knowledge of CPWD works manual, DSR, DPAR, NBC and Delhi By-laws is desirable.

It is desirable that the candidates have a combined experience of site-work and planning work.

**Remuneration:**

Rs. 90,000 to 1.1 lakhs per month consolidated depending upon qualification and experience. Higher salary may be offered to candidates with more experience. This is inclusive of all allowances. The annual increment shall be given at the rate of 5%.

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**NOTE:**

1. Please note that this is purely a temporary engagement and appearance in the Interview and selection thereafter, does not entitle for any claim what-so-ever for permanency on the regular establishment of IIT Delhi.

2. Immediate joinee will be preferred.

3. (a) Candidates are required to submit the prescribed application form affixed with recent passport size photograph duly filled by him/her. The specimen of "Application Form" is available on the Website of IIT Delhi <www.iitd.ac.in> (Please see link Jobs@IITDelhi, under the heading non-academic). The prescribed filled in application form along with self-attested copies of documents supporting Educational Qualification and Experience in PDF format should be mailed at e2recruit@admin.iitd.ac.in by 1730 Hrs of 15.11.2021. There is no need to submit hard copy through Post/Courier.

(b) The application form should contain detailed information regarding Educational Qualification indicating percentage of Marks/Division obtained in each examination and details of work experience.

(c) Applications received within the due date will be shortlisted by a Committee and only the shortlisted candidates will be considered for Online Interview/ Walk-In-Interview.

(d) The date of Online Interview will be intimated separately through e-mail to shortlisted candidates only.
4. Candidates must produce (a) Original applications duly filled and affixed with recent passport size photograph and (b) Original certificates/documents in support of Educational Qualification (both Academic/Professional) and also work experience at the time of Written Test/Interview/Joining, if selected.

5. If any information is found false/incorrect at any stage, the candidature/appointment is liable to be cancelled.

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