

INDIAN INSTITUTE OF MANAGEMENT BODH GAYA
Magadh University Campus, Bodh Gaya-824234, Bihar

Detailed Advertisement for Non-Faculty Position- Estate cum Project Officer

1. Estate cum Project Officer (on Deputation/Contract) – General

Level: 12

- **Pay Scale:** Rs. 78,800/ - 2,09,200/ (6CPC PB-3 Rs.15600-39100 plus Grade Pay Rs.7600/-) plus other benefits on deputation or consolidated emoluments as per Government of India/IIM Rules. For retired senior officer from Departments, Undertakings, and authorities under Government of India pay scale in Level-12 (PB-3) will apply and a consolidated salary will be fixed as per Government of India Rules i.e. last pay drawn minus pension plus other perks and benefits as per Government of India Rules.
- **Upper Age Limit:** 55 years. However, upper age criteria can be relaxed for a suitable candidate.
- **Qualification:** B.E/B Tech in Engineering (Civil) from a recognised University/Institute with 60% and consistently good academic record.
- **Experience:** Minimum 15 years of experience in handling of construction projects post qualification with Government Departments, P.S.U and Construction firms. It is desirable to have adequate Knowledge of handling of essential computer programmes.
- **Tenure:** Initial appointment will be either on deputation/contract for a period of 3 years. The deputation/contract may be extended annually. However, the total service period cannot exceed five years.
- **Job Profile:**
 - Handling projects of Campus Construction at IIM Bodh Gaya including planning and execution of civil, electrical and communication engineering, Designing and estimation, contract management, construction management etc.
 - Identifying scope of work as per the relevant documents and requirement at site, Assist in 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.
 - To ensure completion of project within scope time, cost and resources and maintaining high quality standards.
 - Coordination with CPWD, Architect, Construction Agency, Statutory Authorities for all sorts of compliances on behalf of IIM Bodh Gaya.
 - 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.
 - 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.
 - Completely track the project performance specially to analyse the successful completion of its various stages as per project planning
 - 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 present estate related aspects in close coordination with the Administration.

General Instructions for Application and Other Terms and Conditions of Recruitment

Instructions Related to Application

1. Interested candidates may apply in prescribed format given in the website furnishing all particulars of qualifications, experience, salary drawn, and salary expected along with names of two referees. All the columns of the Application form should be filled in capital Letters.
2. Candidates with requisite qualifications acquired from recognized Universities/ Institutions only need to apply. Preference will be given to applicants who have acquired educational qualifications through full-time courses.
3. Copy of all Certificates, Degrees, and other documents of educational qualification, professional and technical qualification, work experience and age proof, relevant eligibility proof to avail age relaxation and NOC for appearing for the Interview/ Test should be enclosed along with the application
4. Applications received at the Institute after the stipulated last date of receipt of application i.e. **16 December 2019** or incomplete in any respect will not be entertained and no further correspondence will be accepted in this regard. Postal delay in individual cases will not be entertained
5. Cut-off date for determining the age will be kept first day on which the advertisement for the positions was published in the News Paper/ Institute website i.e. **30 November 2019**.
6. Age relaxation will be given to SC/ST/NC-OBC/DAP/Ex-Servicemen candidates as per existing Central Government rules. Candidates seeking such age relaxation will be required to produce relevant proof of eligibility to avail relaxation at the time of interview/ test, if called for
7. The application should be sent by SPEED POST only. Hand/ Courier/ delivery of application for the post will not be accepted.

Supporting Documents

9. All documents as mentioned above should be produced in original at the time of interview/ Test, if called for the same. Failure to produce these original documents may be debarred from appearing before the Interview/ Test.
10. Candidates already in government service should either apply through proper channel or should produce a No Objection Certificate from the present employer at the time of interview, if called for the same. Applicants without the NOC will not be permitted to appear in the Interview.

Pay and Perks

11. In addition to the basic pay, incumbents are eligible for allowances as per IIM Bodh Gaya/ CCS Rules.
12. Higher start in the pay scale may be considered in case of exceptionally deserving candidates.

Conditions for Contractual Appointments

13. Compensation would not be a constraint for deserving candidates for contractual position. Compensation would commensurate with relevant qualification and professional experience and is negotiable.

14. Consolidated salary of retired Government Official will be fixed based on last drawn salary minus pension plus all admissible benefits as per Government of India Rules.
15. Positions if offered on contractual basis for a fixed duration of a maximum of 3 years initially on a consolidated salary extendable for another 2 more years based on the performance.

Right of the Institute

16. Mere fulfilling of the minimum qualifications and experience will not confer any right to the candidates for being called for interview for his/her selection. Decision of the Institute to call the candidates for interview shall be final.
17. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication including appointment offer made to the candidate.
18. The Institute may relax all or any of the requirements related to age, qualification and experience in exceptional and deserving cases.
19. The Institute reserves the right to fill or not to fill any of or all the posts.
20. In case of any dispute/ambiguity that may occur in the process of selection, the decision of Institute shall be final and binding.
21. IIM Bodh Gaya reserves the right to reject/accept any candidature or cancel the process of recruitment without assigning any reason.
22. No correspondence/queries will be entertained from candidates regarding e-mail delays, conduct and result of interview and reasons for not being called for test / interview.
23. Preference will be given to DAP candidates if found suitable.
24. Canvassing in any form will lead to disqualification.
25. Only short-listed candidates will be contacted. If a candidate has not been contacted, she/he should assume that her/ his application has not been shortlisted.
26. All outstation candidates called for interview for the post will be reimbursed the cost of train ticket from the place of duty/residence to Gaya/ place of interview (which will be communicated) as under:
 - a. Estate cum Project Officer – AC II class
27. No fare for local travel at place of origin of journey and Bodh Gaya/ destination depending on the place of Interview will be reimbursed.
28. Production of tickets used for travel (as proof) is mandatory.

Mode of Selection

29. The shortlisted candidates meeting the qualifications as per conditions of RoR stated will be called for a personal interview based on which the selection will be made.

How to Apply

30. Download the Application Form from IIM Bodh Gaya website www.iimbg.ac.in. and fill up the application and enclose copies of all documents as specified.
31. The hard copy of the application duly filled and signed be sent by SPEED POST in sealed envelope to **“The CAO, Indian Institute of Management Bodh Gaya, Magadh University Campus, Bodh Gaya 824234” along with supporting documents which should reach us on or before 16 December 2019, 6:00 PM.**
32. The envelope should be super scribed as “APPLICATION FOR THE POST OF -----
“(in BOLD LETTERS).
33. No correspondence will be entertained in respect of this advertisement.