



# INDIAN INSTITUTE OF MANAGEMENT RANCHI

(Under Ministry of Education, Govt of India)

Ranchi- 834 008, Jharkhand

Ph: 0651-2280113

Online applications are invited from eligible Indian Nationals for appointment to the following post:

<b>NAME OF THE POST</b>
<b>JUNIOR ENGINEER (CIVIL) -01 POST (On Contract basis)</b>

The starting date to apply online is 07.06.2021 and the last date for submission of online application is 14.06.2021 till 5:00 pm.

Details about the eligibility criteria/online link etc. for the above post are available at IIM Ranchi website: <https://iimranchi.ac.in/p/non-teaching>

**Director**

**Advt. No. IIMR/HR/RECRUITMENT/2021/**

**Dated 04.06.2021**



भारतीय प्रबंध संस्थान राँची  
INDIAN INSTITUTE OF MANAGEMENT RANCHI

Advt. No. IIMR/HR/RECRUITMENT/2021

Dated 04.06.2021

**Post: Junior Engineer (Civil)**

**No. of post:** 01

**Mode of Appointment:** Contract.

**Educational and Other Qualifications required:**

**Essential:**

- Bachelor's Degree in Civil Engineering from a recognised university/institute with At least 3 years' experience in execution and supervision of civil construction work and/ or civil maintenance of office buildings/ commercial buildings/ residential complexes with basic knowledge of RCC design and other civil works, working knowledge of computers, experience in preparation of tenders for civil works, etc.

**OR**

- Three years Diploma in Civil Engineering from a recognised university/institute with at least 7 years' experience in execution and supervision of civil construction work and/ or civil maintenance of office buildings/ commercial buildings/ residential complexes with basic knowledge of RCC design and other civil works, working knowledge of computers, experience in preparation of tenders for civil works, etc.
- Knowledge of Computer applications viz. MS Office., Auto CAD, STAD Pro, MS Project, Prime Vera etc.
- Preference will be given to persons served in Government organisations / PSU / Centrally funded educational institutes / Private Organisations of repute.

**Essential Skills:**

- Knowledge of CPWD rules, regulations and procedures.
- Knowledge of Bureau of Indian Standards and Safety Standards on works.
- Knowledge of General Financial Rules (GFR) 2017.
- 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.
- Proficiency in MS Office, excel & e-mail etc.

- Ability to plan, organize and maintain accurate written & electronic records of all relevant work in the department.
- Good communication skills in English and Hindi (Oral and Written).

**Age:** Maximum 45 years as on the last date for receiving application (Age relaxation as per GoI rules).

**Contract Term:** On contract for a period of Six months which can further be extended subject to performance evaluation and requirement of the institute.

**Job Description:** The Junior Engineer (Civil) is required to

1. Assist the Project Manager, Campus Development.
2. Regularly monitor the civil and other works at site and ensure that the work is being done as per the agreed terms, BOQ etc.
3. Monitor and control if there is any deviation, it should be approved by the competent authority.
4. Ensure that all the items/ equipment which are being fitted are as per the required standards and agreed terms.
5. Verify and scrutinize all bills submitted by the contractor/ NBCC.
6. Work under the direct supervision of the PM (CD) and in coordination with the Contractor and NBCC for smooth working of the project.
7. He is also to validate all civil works done previously and ensure the safety and compliance of designs.
8. He is to coordinate with the Government agencies and other service providers, under the supervision of PM (CD) for the restoring services and coordinate with the agencies like Nagar Nigam, Water bodies, Sanitation etc and works at site and other locations of the Campus or as may be desired.
9. Take all measurements of the works and actual items spent and billed for payment. Validate all bills submitted by NBCC.
10. Take up any other work as may be required to be taken up by the Institute.

**Salary:** Rs. 30,000-Rs. 40,000 per month (depending upon the experience and performance in the interview).

**Note:** This is a walk-in interview for the position of Junior Engineer (Civil) and only shortlisted candidates will be contacted to attend the interview.

**The terms of reference and other conditions are as under:-**

- (1) Candidates are requested to apply online through the website <https://www.iimranchi.ac.in/>. Starting date to apply online is 07.06.2021 and the last date to apply online is up to 5 p.m. on 14.06.2021.
- (2) The relaxation in age to candidates belonging to SC/ ST/ OBC/ PwD/Ex-serviceman candidates as per Government of India rule.
- (3) SC/ ST/ OBC/ PwD/ Ex-serviceman candidates are required to produce the relevant certificate as per the format prescribed by the GOI, at the time of interview/ written test.
- (4) Relevant experience gained after the minimum qualifying degree will only be taken into consideration. Minimum requirements of qualifications and/or experience can be relaxed in respect of exceptionally outstanding candidates.
- (5) The experience required is relaxable at the discretion of the Institute.
- (6) The applications received in response to advertisement will be scrutinized and short-listed candidates only will be called for test/ interview. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for test/ interview.
- (7) After successful online submission of application, a print out of the application form must be obtained and submitted when called for test/interview. It will be required at the time of document verification/test/interview. Hard copy of the application is NOT to be sent to the Institute.
- (8) Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only. Test/Interview schedule and requirements with regard to copies of certificates to be submitted in respect of claims made in the online application will be e-mailed to the candidates in their registered e-mail. No separate letter by post will be sent for this purpose. Further, for any updates, please visit the recruitment portal regularly, as any subsequent amendment will be announced on the recruitment portal only.
- (9) Application forms incomplete in any way or not having required educational / experience certificates / without prescribed application fee or the latest photograph is liable to be rejected without intimation.
- (10) Those who are working in Government/ Public Sector Establishments/ Autonomous Institutions will be required to produce a No Objection Certificate, if called for Interview/ test.

- (11) No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/interview and reasons for not being called for interview. Canvassing in any form will be a disqualification.
- (12) No TA/ DA shall be paid to the applicants for appearing in the written test/ interview.
- (13) The contractual appointment will be initially made for a period of Six months. It is extendable depending upon the period of requirement subject to satisfactory performance.
- (14) The period of the contractual appointment shall not be considered as regular service for the purposes of pension or any other retirement benefits from IIM Ranchi.
- (15) Certificate in support of experience should be in proper format i.e. it should be on the organizations letter head, bear the date of issue, specific period of work, salary, name and designation of the issuing authority along with their signature and stamp.
- (16) The appointment may be terminated at any time by both the parties by serving notice of 30 days during contractual appointment.
- (17) General instructions regarding terms & conditions for contractual appointment as issued from time to time, will be applicable and binding on the appointee.
- (18) The credentials provided by the candidate is subject to verification at the time of joining the duty.
- (19) The institute reserves the right to fill or not to fill the post Advertised. The Institute reserves the right to reject any application/ candidature at any stage of the recruitment process without assigning any reason to this effect. The Institute reserves the right to withdraw the advertisement at any time without assigning any reason whatsoever. The Institute reserves the right to fill consequential vacancies arising from available wait-listed candidates.