Reference No: IIITS/Recruitment/Staff/Project Manager/2021/01(C)

Opening Date: September 15, 2021   Closing Date: October 5, 2021

Position : Project Manager/ Senior Project Manager (Contract)

Applications are invited from eligible qualified individuals for the position of Project Manager required at its campus located at Sri City.

- Oversee the day-to-day construction management of the projects
- Project Management of the Institute
- Coordination and Liasoning with various Consultants
- Review of the drawings prepared by Architects
- Project Planning
- Coordinating Vendor Selection Process including preparing bid documents
- Coordination with Selected Vendor/Contractor
- Visiting the projects, checking the quality, coordinating with contractors, clients, Vendors.
- Construction Monitoring including progress review
- Scrutiny of bills and approval of work completed
- Preparation of daily, weekly and monthly progress reports and coordination of BWC meeting
- Any other tasks as assigned by the Director

Skills and Experience:

- Bachelor/Master's Degree in Civil Engineering from a premier reputed Institute or University.
- A minimum of 10 to 15 years of experience in developing grade "A" space for International Companies or Institution of National Importance or equivalent.
- Must have managed the construction budgets not less than 10 crores in a single project.
- Candidates having experience in construction of precast building will be an added advantage.
- Candidates having exposure to CPWD norms of execution will be an added advantage.

Note: The candidate may be offered the position of "Senior Project Manager' based on exceptional qualification, experience and skill sets.

Type of role: Full Time
Location: Sri City, AP
Compensation: Commensurate with qualification and relevant experience
Start Date: Immediate
Term of Appointment: The initial period of engagement will be for ONE year and is extendable on mutually agreeable terms.
How to Apply:
Filled in Application Form along with supporting documents and passport size photograph in scanned version should be submitted via email (careers.staff@iiits.in) on or before **5/10/2021**. However, hard copy of application along with documents should reach the undersigned before **11/10/2021.**

> **Registrar I/c**
> **Indian Institute of Information Technology Sri City, Chittoor**
> **630 Gnan Marg, Sri City, Chittoor District - 517 646**
> **Andhra Pradesh, India**

Call letters will be sent through e-mail to the candidates shortlisted for the interview. Candidates called for interview will be required to attend at their own expenses

Note:

1. Mere fulfillment of the minimum qualification will not vest any right on a candidate for being called for a written test/skill test/interview, etc.
2. The Institute reserves the right to hold a written test / skill test / interview as the case may be to select candidates for these positions.
3. The Institute reserves the right of rejecting any or all the applications without assigning any reasons thereof and also to re-advertise the posts if no suitable candidates are found. Decision of the Institute will be final and binding in this regard.
4. The Institute reserves the right to relax any of the qualifications and/or experience in exceptional cases of meritorious candidates. Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s). The Institute reserves the right not to fill any/some posts herein advertised, cancel the advertisement in whole or in part without assigning any reason and its decision in this regard shall be final. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "Interim Enquiry will not be entertained."
5. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for an interview.
6. 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 made to the candidate.
7. No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/interview and reasons for not being called for interview.

About IIIT Sri City, Chittoor : For details please login to www.iiits.ac.in

Note: Any corrigendum or amendment regarding this advertisement will be published in the institute's website- www.iiits.ac.in

Sd/-
Registrar I/c.