



Indian Institute of Information Technology Sri City, Chittoor

An Institute of National Importance under an Act of Parliament)

Reference No: IIITS/2023/Recruitment/Staff/12/Project Manager

Opening Date: Dec 06, 2023

Closing Date: 5 Jan, 2024

Advertisement for Recruitment of Project Manager on contract basis

Indian Institute of Information Technology Sri City, Chittoor known as IIIT Sri City (IIITS) was established in 2013 by Ministry of Education, Government of India as an Institute of National importance by an Act of Parliament. IIITS is one among the 20 Institutes across India, focusing on Information Technology education, research and development. IIITS offers BTech in three programs (1) Computer Science & Engineering (CSE), (2) Electronics & Communication Engineering (ECE); and (3) Artificial Intelligence and Data Science (AI & DS) and also offers PhD programs. The institute is located in Sri City about 70 KMs from Chennai on the Nellore Highway. Visit www.iiits.ac.in for more details.

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, renovation of buildings, maintaining areas that include rooms, landscape, Fire alarm systems, HVAC units, electrical and other Institute assets.
- Inspects and identifies equipment in need of repair
- Estate Management including plan the preventive maintenance of the buildings & equipment.
- He also attends to the defects or maintenance problems of the buildings in the campus or hired premises.
- Coordination and Liasoning with various Consultants, Govt agencies.
- Review of the drawings prepared by Architects
- Project Planning and contract management.
- 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 Registrar

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.
- Experience GeM/ CPP

Nature of appointment	: Purely temporary and no guarantee for regular appointment
Type of role	: Contract for a period of 11 months (extendable based on performance and the requirement of the Institute).
Location	: Sri City, AP
Compensation	: Rs.1,00,000/- to Rs.1,20,000/- (on consolidated pay) Commensurate with qualification and experience
Start Date	: Immediate
Age	: Not more than 48 years as on 01 Dec 2023

How to Apply:

Online application portal will be open from 11 Dec, 2023 on Careers→Staff page
<https://www.iiits.ac.in/careersiits/staff/>

How to Apply:

Filled in Online Application Form along with supporting documents with signature on each page should be sent to careers.staff@iiits.in (only) on or before 05/01/2024. However, hard copy of application along with documents should reach the undersigned before 05/01/2024 (Please note that hard copy of the application along with all documents is compulsorily required). Address for sending the hard copy of duly filled in application with supporting documents with signature on each page in a cover superscribed with “Application for the Post of Project Manager” “Name of the Candidate” by Speed Post is:

The Registrar

Indian Institute of Information Technology Sri City, Chittoor
630 Gnan Marg, Sri City, Tirupati District - 517 646, AP, India

Call letters will be sent through e-mail to the candidates shortlisted for the interview. Candidates called for an 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

Col.T.Umasankar, Retd.
Registrar