



**INDIAN INSTITUTE OF MANAGEMENT AMRITSAR**  
**Punjab Institute of Technology Building, Inside Govt. Polytechnic Campus**  
**Polytechnic Road, P. O. Chheharta, G.T. Road, Amritsar (Punjab) – 143105**  
**Phone: 0183 – 2254538**

No.: IIMASR/Personnel/Rectt. /04/2019

Dated: 01/01/2020

Indian Institute of Management Amritsar [<http://iimamritsar.ac.in>] invites applications from the eligible candidates for the following position on contract basis.

**About IIM Amritsar**

Indian Institute of Management (IIM) Amritsar is the 15th IIM set up by the Ministry of Human Resources Development with the support of the Government of Punjab. The institute has graduated three batches of MBAs with 100% placement with increasing compensation package year after year. The Institute is looking for faculty members with a strong passion to institution building offering a world class education consistent with the tradition of IIMs. The permanent campus is to be built on a 61-acre land and the campus masterplan is under approval process. The Hon'ble Minister of HRD Shri Ramesh Pokhriyal 'Nishank' performed the ground-breaking bhoomi puja ceremony on October 7, 2019 and the construction of the permanent campus is expected to commence shortly and should be ready to house the incoming batch of 2021. The temporary campus of the Institute is well-equipped with learning and technological resources conducive to teaching, learning, and research. With diversity of students and faculty from all over India, the Institute reflects a truly national character commensurate with its status as an institute of national importance.

<b>Job Title</b>	<b>Project Construction Manager</b>
<b>Number of Positions</b>	<b>01</b>
<b>Position Type</b>	<b>Contractual – Initially for a period of one year and extendable by two more years based on satisfactory discharge of duties and institutional needs.</b>
<b>Essential Job Functions</b>	<p>To oversee the construction of the permanent campus of IIM Amritsar including planning and execution of civil, electrical and communication engineering, designing and estimation, contract management, construction management, etc., and to assist with the transit campus, as needed, in the maintenance and repairs.</p> <p>Identifying scope of work as per the DPR and requirement at site, preparation of detailed estimate and associated drawings and note sheet, preparation of tender documents, analysis of rates, supervisions of those work during the execution, quality checking, checking of the measurements and bills raised by the contractor after the completion of work.</p> <p>To ensure completion of project within scope time, cost and resources and maintaining high quality standards.</p> <p>Coordination with Architect, Construction Agency, Statutory Authorities for all sorts of compliances on behalf of IIM Amritsar.</p>

	<p>To check the quantity and quality of work, measured by the construction agency.</p> <p>To submit budget, accounts and prescribed returns, etc., on time.</p> <p>To keep detailed accounts of work, consumption of materials and item-wise work expenditure.</p> <p>To monitor the progress of the construction work against project deadlines and submit required progress report/deviations regularly for the works, and any other function that may be assigned by the Director/CAO/Nodal Officer from time to time.</p> <p>Completely track the project performance specially to analyse the successful completion of its various stages as per project planning.</p> <p>To check whether the project have been staffed properly with people with adequate expertise, knowledge and experience</p> <p>Should be adept in eco-friendly projects, solar energy utilisation and landscaping and affiliate connected essential aspects in Campus Construction Planning.</p> <p>Organise meetings related to Campus Construction and brief on various aspects related to the Campus Construction.</p> <p>Maintain all records, documents and photographs, etc. of the project, carryout periodic evaluation of the projects and prepare monthly/quarterly project reports.</p>
<b>Minimum Required Experience and Responsibilities</b>	<p>Minimum of 20 (Twenty) years of experience in handling of construction projects, preferably in Departments, Undertakings and authorities under State/Government of India.</p> <p>Having successfully executed works of having combined value of at least Rs.400 (Four Hundred Crores) in the last 10 years as Project Manager or above</p> <p>Planning, design, estimation, tendering, contract management, execution, mechanization, construction, billing, certification etc. of Civil Works involving, but not limited to, multi-storied buildings, institutional buildings, water, sanitary and sewer systems, firefighting systems, building management systems, roads and area development etc.</p> <p>Experience in coordination &amp; supervision of construction and maintenance of civil works. The incumbent should have experience in the areas viz. contract management, tendering, planning, works accounts procedures, bye-laws of local bodies, understanding of electrical, AC, telephone, computer networking etc.</p> <p>Knowledge of CPWD Works Manual, CPWD specifications, Structural Designing, Tender documentation, Contract</p>

	<p>management, CPWD account code, Financial Accounting, Arbitration and reconciliation, GIS, GPS, administration and working knowledge of inter disciplinary engineering fields like electrical and HVAC.</p> <p>Demonstrated ability of having exhibited leadership attributes and coordination with various disciplines (such as electrical, mechanical, water works, public health, air-conditioning etc.) and agencies is required for experience in the above areas and having supervised a team of engineers and other professionals successfully.</p> <p>Ability to prepare / analyse Detailed Project Reports (DPR) and project management / control skills.</p>
<b>Essential Educational Qualifications</b>	<ol style="list-style-type: none"> <li>1. B.E/ B. Tech in Engineering (Civil) from a recognised University/institute with good academic record.</li> </ol>
<b>Remuneration</b>	<ol style="list-style-type: none"> <li>1. Consolidated monthly remuneration based on qualifications and experience.</li> <li>2. Travel, if required, will be reimbursed according to institute norms.</li> <li>3. The position is a contractual position and does not carry any other allowances or benefits.</li> <li>4. The position is eligible for sick leave, personal leave, and annual leave as per institute norms for contractual employees.</li> </ol>

### How to Apply?

Interested candidates must submit the scanned copies of the following while applying for the position:

1. Institute's application form for non-teaching staff,
2. Detailed CV explaining the details of work experience and the scope of the projects carried out/handled.
3. Detailed cover letter explaining why the position is suitable for you.
4. Those applicants who have applied in response to earlier advertisement No. NT - 01 07/2019, Dated: 16.07.2019 for the post of Civil Engineer/Project Manager (On contract basis) need not apply again.

Deadline: Applications should be addressed to Chief Administrative Officer, IIM Amritsar, Punjab Institute of Technology Building, Inside Government Polytechnic Campus, Polytechnic Road, P.O. Chheharta, G.T. Road., Amritsar, Punjab 143 105

Please email the above documents to [hr@iimamritsar.ac.in](mailto:hr@iimamritsar.ac.in) by January 8<sup>th</sup> 2020 by 5.30 PM. Late applications may not be considered.



# INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Punjab Institute of Technology, Inside Government Polytechnic Compound,  
Chheharta, GT Road Amritsar- 143105, Phone: 0183-2254538

## Annexure - I

### Application Form for Non-Teaching Positions

[Name and Address should be block letter]

1. Post Applied For : \_\_\_\_\_
2. Name : \_\_\_\_\_
3. Father's/Husband Name: \_\_\_\_\_
4. Date of Birth : \_\_\_\_\_
5. Male/Female : \_\_\_\_\_
6. Marital Status : \_\_\_\_\_
7. Nationality : \_\_\_\_\_
8. Educational Qualification: \_\_\_\_\_

(Matriculation onwards)

Recent Photo  
(Self-Attested)

Qualification	Board/University/Institute	Date of Commencement	Date of Passing	% Marks	Course Duration (years)

#### 9. Work Experience (Post Qualification): Starting from the most recent.

Organization	Designation	Date of Commencement	Date of Leaving	Pay Scale	Gross Salary	Reasons for

#### 10. Language Proficiency: (Please tick relevant cells)

Language	Fluent in Speaking	Fluent in Reading	Fluent in Writing
English			
Hindi			
Other			

**11. Technical Skill** *(Please tick relevant cells) Common for all positions*

Skill	Excellent	Good	Average	Weak	Nil
Computer Operations					
Software Applications					
MS-Office					
Any other skills					

**12. Address:**

Details	Permanent	Communication
House Name & No.		
Street/Locality		
Town/City		
District and State		
Residence Phone Number		
Mobile Number		
Email Id		

**13. Any other information, please specify:**

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**14. Declaration:**

I declare that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. If I am found to have concealed/distorted any material information, my application shall be liable to summarily rejected without any notice. If offered appointment, I will join on specified date and subsequently take up IIM Amritsar's assignment anywhere as and when required.

Place: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**PLEASE NOTE:** *Furnishing of false information in the case of a candidate selected and employed will be treated as misconduct*