



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

Advertisement No.: Admin-II/EXT262/2022

Job Title

OFFICER ON SPECIAL DUTY - (CIVIL)

Job Reference Number

50368933

Application End Date

21.12.2022

Type of Employment

Temp – Consolidated

No. of Position(s)

2

Application Category(s)

2(UR-2)

IITB Recruiting:

IIT Bombay invites online application from Indian citizen having requisite qualification(s) and experience for 2 positions of Officer on Special Duty - Civil post, to be deployed to the Dean (IPS) Office, on selection.

Essential Qualifications & Experience:

B.Tech. / BE or equivalent degree in Civil Engineering with a minimum of 55% marks or equivalent grade point average from a recognized university with 8 years relevant experience at PL-12 (7th CPC) or equivalent.

Applicants should have demonstrated ability in construction and design, planning and execution of capital works including preparation of estimates and tender documents.

Desirable Working Experience:

- 1.Applicant should have experience in Central Government Organisations/Semi-Government Organizations/ Autonomous Bodies/ PSUs / CPWD etc. at Senior Level (Pay Level 13 or equivalent).
- 2.The applicant should have thorough knowledge of handling all concerns of construction work including that of RCC buildings.
- 3.The applicant should be well versed with CPWD manuals and conditions of works contract and have the ability to independently coordinate and successfully negotiate with different agencies.
- 4.The applicant should have knowledge and awareness of agency operations, policies and procedures and a knowledge of major activities in the field of civil construction and making use of resources associated with the work process.
- 5.The applicant should assist the legal team in dispute resolutions process in arbitrations with contractors.
- 6.The applicant should be well versed in interaction/ Liaisoning work with business associates or government agencies, stakeholders etc.

Job Profile:

The OSD is expected to assist Dean (Infrastructure Planning & Support) in administering architectural contracts, planning, financial management, estimation, progress monitoring, reporting, budgeting, supervising new constructions within the Institute Campus with skill sets such as Civil, Electrical, Plumbing works, Land Development etc.

Pay Details:

Appt Type: On contract for a period of one year. Based on performance during the contract period, the tenure of appointment can be extended further, year on year basis, subject to limit of 65 years.

Maximum Age limit-64 years.

EO5(Pay Range: Rs.145000-174000)*

Out-of-Campus allowance-Full time employee not allotted an Institute quarter will be eligible for out of campus allowance of Rs. 12000, on submission of appropriate declaration to the effect.

*(Salary under revision)

Annual Increment-Admissible as per extant Institute norms.

Health Insurance-Health insurance premium up to Rs. 10,000/- for a family of up to four (self, spouse and two dependent children), would be reimbursed to the full-time employee on an yearly basis.

Leave Benefit:A full-time temporary employees will be eligible for 30 days of Earned Leave and 8 days of Casual Leave in a year, on a pro-rata basis. Unused earned leave may be encashed at the end of the employment.

General information:

1. The post is temporary and on contract, which may be extended further subject to satisfactory performance.
2. The incumbent shall have no claim on any regular position and not be bestowed upon with any of the privileges available to regular employees of IIT Bombay.
3. The applications received in response to the advertisement will be scrutinized and only shortlisted candidates will be called for selection process. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any applicant to be called for further selection process.
4. Selection Process : The shortlisted candidates will have to undergo a screening test and those who would qualify the same, shall be allowed to take the interview. Final selection to the post shall be based on performance in the interview.
5. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualification(s) and experience, as specified in the advertisement. Qualification obtained has to be from a recognized University/Institute.
6. Incomplete application shall be summarily rejected.
7. All the details furnished in an online application will be treated as final and no subsequent changes shall be entertained.
8. Eligibility of a candidate for the post shall be considered as on the date of closing of online application interface.
9. The Institute reserves the right not to fill any of the advertised positions.
10. Candidates should upload copy of certificates in support of their essential qualification, experience, age, caste etc. Original certificates should be produced at the time of Selection Process as well as on joining.
11. Applicant is required to upload certificate(s) in support of minimum experience required in proper format, i.e., it should be on organization's letter head, bearing the date of issuance, designation, pay

drawn for each position, duly certified by the competent authority.

12. Candidates serving in Central/State/Semi Government organizations, Autonomous Body, Public Sector Units, etc., must apply through proper channel and such candidates will be required to produce relieving letter at the time of joining, if selected, failing which they will not be permitted to join services of the Institute.

13. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the Institute reserves the right to modify/ withdraw/cancel any communication made to the candidates.

14. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.

15. No interim correspondence will be entertained.

16. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.

17. The appointment of selected applicant is subject to the applicant being found medically fit as per norms of the Institute.

18. The Institute shall verify the antecedents or documents submitted by an applicant at any point of time, either at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the applicant are fake or the applicant has a clandestine antecedent(s)/background which the applicant had suppressed at the time of joining, then the applicant's services are liable to be terminated and legal action may be initiated against such an applicant/employee.

19. Outstation candidates called for interview will be reimbursed airfare by economy class to the Institute and back, by the shortest route, on production of proof of onward and return journey (xerox copy of tickets/ receipts and boarding passes). Fair will not be paid on the spot, but will be reimbursed subsequently through bank transfer.

20. For any query related to submission of online application, you may send e-mails on (10001899@iitb.ac.in). However, enquiry / queries related to eligibility for the post / interpretation of rules will not be entertained.

21. Candidates are advised to mention their correct and active e-mail identity in the application as all correspondences like issuance of call letter or any other information will be communicated through e-mail only. All applicants are advised to check their application status by using their login ID in APPLICATION COCKPIT.

22. Candidates possessing the requisite qualification and experience may apply online at <https://www.iitb.ac.in/en/careers/staff-recruitment> only.

23. Those applicants, who have to pay fees online, are automatically redirected to the application portal after payment to submit and complete the application process. After completing the whole process, they should again login into the portal to confirm that their application is submitted. It should be noted that any issue, related to the above process, reported beyond seven days from the closing date will not be entertained, and the candidature will not be considered.

The date of closing of online application interface is 21/12/2022.

REGISTRAR

Date: 22.11.2022