

**``INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH  
(DEEMED UNIVERSITY)**

IGIDR invites applications from well qualified and experienced persons for the post **(01 No.)** of ‘**Jr. Civil Engineer**’ on **contract basis** initially for a period of two years which may be extendable.

**Qualification& Experience etc.:** The applicant must be a Graduate or equivalent in Civil Engineering with 5-8 years of experience in maintaining large campuses or equivalent. The job requires a hands-on approach and excellent co-ordination skills for maintaining the entire campus. Fluent knowledge in labour contracts, contractual works undertaken by the Institute for maintaining the premises, office area and residential quarters etc., of the Institute. Must be well versed with the relevant Statutory Acts, Labour Laws, etc. **Experience in MEP Works will be preferred.**

**Nature of Job:**

- Coordinate with Maintenance Department and report to Estate Officer, for project development in the campus.
- Liaising with statutory bodies like the BMC, Architects, Contractors, etc.
- Compiling and executing tendering procedures.
- Assists in design, development and construction of a range of projects in the campus.
- Scheduling material and equipment purchases and deliveries as per the requirement.
- Ensuring the quality, safe, timely and well-resourced completion of projects in the campus.
- Making sure the project complies with legal requirements.
- Assessing the sustainability and environmental impact of projects.
- Ensuring that a project runs smoothly and that the structure is completed on time and within budget and project resources.
- Correcting any project deficiencies that affect production, quality and safety requirements prior to final evaluation and project reviews.
- Maintenance of the issues related to water pipelines, sewerage pipelines, plumbing work, etc.

**General Information:**

- a. **Contract appointment:** The above post is on contract basis initially for a period of two years which is extendable.
- b. **Age:** 25 to 32 years.
- c. **Remuneration:** Remuneration will commensurate with qualifications and experience.
- d. Reservations will be applicable as per Government Policy.

Eligible and interested candidates may submit their application along with all relevant documents showing proof of age, experience, qualifications and three references by **7<sup>th</sup> November, 2016** to:

**The Registrar,  
Indira Gandhi Institute of Development Research,  
Santosh Nagar, Film City Road,  
Goregaon-E, Mumbai-400 065.**

Mere fulfillment of the minimum qualifications etc. will not vest any right on a candidate for being called for test / interview. The Institute reserves the right to short list the candidates for interview and relax the selection criteria in exceptional cases and / or cancel the recruitment process / reject the application, without assigning any reason and without prior notice to the candidate.