

Advertisement No. 05/2016

Detailed CVs are invited for the following post at Indraprastha Institute of Information Technology, Delhi (IIIT-Delhi), a State University created by an Act of Govt. of NCT of Delhi:

Name of the post: Billing Engineer

No. of post: 01

Pay & other benefits: Rs 40,000/- -50,000/-p.m. (Consolidated) subject to income tax depending on qualification and experience. Addition to this medical insurance & PDA will be provided.

Type of employment: Two year contract with Initial contract period of 1 year and performance based renewal -Full time

Essential Qualifications & Experiences: Diploma /Degree Civil **Engineers** with minimum **10/5 years of experience** in **Billing /Quantity Surveying** for Civil works, MEP and Furnishing works of large multi-disciplined educational /**institutional projects**.

Desirable:

Certification in **Quantity Surveying** will be an added advantage from an Institute of repute.

Working days: Six days a week.

Age Limit: 45 Years.

Roles & Responsibilities':

- Responsible for working with team of PMC Billing /Site Engineers on parallel day to day basis for bill verification on site /from drawings .
- With understanding of overall construction sequence and capable of coordinating and related activities taking care of various inter disciplinary interfaces.
- Coordination with concerned Client/PMC/Architects/Contractors for all the needs & requirement pertaining to the billing for the **project**.
- Prepare checklist with the requirements for quantity survey of finishing works and ensuring that allied process are being followed. Checking of bills with progress at site
- Have thorough knowledge of CPWD/BIS codes and practices for measurement of works, Analysis of rates and quantification.

General Information/Condition/Instructions:

1. The appointment will be on contract basis initially up to 1 year contract will be given). The level/ designation will be decided by Selection Committee based on the qualification/ experience and performance of the candidate in interview.
2. Prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.
3. Shortlisted candidates will be informed for interviews through e-mails only.
4. The institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience.
5. The institute also reserves the right of rejecting incomplete, any or all the applications without assigning any reasons thereof.
6. The institute reserves the right not to recruit against any or all the posts.
7. Qualifications/experience/ Age may be relaxed for exceptional candidates.
8. The candidates may be considered for higher/lower grade/ scale depending upon their profile. No. of posts may vary.
9. The selected candidates will be expected to join within one month from the offer of appointment.
10. The information received will be accessible under RTI Act only up to six months from the date of closing.
11. Reservation as per norms exists. Candidate may specify the category they belong to and attach documentary proof for the same.
12. No Hard copies are to be sent.

How to apply:

The interested candidates may send the detailed CV in the Recommended Performa below through email: admin-hr@iiitd.ac.in with subject "Post of (Name of the Post) at IIIT-D" latest by August 19, 2016.

Recommended Pro forma of Applicant's Resume:

The resume should have the following sections. The applicant can add other sections too, if they think they can provide significant information about them.

1. Name of the applicant
2. Date of Birth
3. Category (General/ SC/ST/ OBC/PH)

4. Post applied for
5. Source of information for the post (Mandatory)
6. Education record
6. Work experience (Briefly describe roles and responsibilities for each):
 - Start with the most recent employment
 - List employer name, site of posting, duration of employment, job title, key responsibilities and achievements
7. Professional activities (optional)
8. References
 - ☐ List names of at least three referees, who can testify your work experience, skills, achievements, and personal integrity.
 - ☐ Provide their names, current designation, current employer, location, e-mail addresses, and landline or mobile phone numbers
10. Contact details: Postal address, e-mail address, and mobile phone number.