

**CENTRE FOR CAMPUS MANAGEMENT & DEVELOPMENT
INDIAN INSTITUTE OF SCIENCE
BANGALORE-560 012**

APPLICATIONS ARE INVITED FROM ELIGIBLE CANDIDATES FOR THE POSITION OF “**PROJECT ASSISTANT**” (TEMPORARY) at Centre For Campus Management & Development (CCMD), **IISc, BENGALURU CAMPUS**”.

THE QUALIFICATION, JOB DESCRIPTION, EXPERIENCE AND ELIGIBILITY CRITERIA REQUIRED FOR THE POSITION ARE AS GIVEN BELOW:

QUALIFICATION REQUIRED: **B.E / M.Tech IN CIVIL ENGINEERING – 1 Post**
B.E/M.Tech IN ELECTRICAL ENGINEERING – 1 Post

JOB DESCRIPTION:

THE SELECTED CANDIDATE IS REQUIRED TO:

Prepare estimates for the Civil/Electrical works, take measurements, preparation of bills, processing of bills for payment, supervise works and handle other works assigned by the Project Engineer-cum-Estate Officer from time to time. The candidates are also required to work on e-tendering, preparation of presentation materials, tender processing etc.

ELIGIBILITY CRITERIA

- 1) APPLICANT SHOULD HAVE 2-3 YEARS OF EXPERIENCE IN CIVIL CONSTRUCTION /ELECTRICAL WORKS.
- 2) APPLICANT SHOULD BE CONVERSANT WITH GOVERNMENT NORMS WHICH CONCERN WITH CIVIL CONSTRUCTION/ELECTRICAL WORKS AND
- 3) APPLICANT SHOULD BE WELL VERSED IN KPWD SR/CPWD SR FOR STCRUTINY OF RUNNING BILLS OF THE AGENCIES.
- 4) CANDIDATES SHOULD HAVE KNOWLEDGE IN E-TENDERING PROCEDURES.

DURATION OF THE APPOINTMENT : INITIALLY FOR A PERIOD OF **ONE YEAR** AND EXTENDABLE FOR FURTHER PERIOD.

REMUNERATION:

THE REMUNERATION WILL BE AS PER INSTITUTE NORMS BASED ON THE EXPERIENCE AND SKILLS OF THE APPLICANT.

THE APPLICATIONS ADDRESSED TO **THE PROJECT ENGINEER-CUM-ESTATE OFFICER** CAN BE SENT TO THE E-MAIL ID : OFFICE.CCMD@IISC.AC.IN. THE LAST DATE FOR SUBMISSION OF THE APPLICATIONS IS **27TH NOVEMBER 2019**.

PROJECT ENGINEER-CUM-ESTATE OFFICER.