ADVERTISEMENT NO. E-II/22/2019 (W)
Walk-In-Interview

Applications are invited from Indian Citizens for 01 post of Project Planning Manager on purely contract basis for Works Department, IIT Delhi. The appointment may be made initially for a period of one year, extendable year to year basis with 10% annual increment, subject to requirement & satisfactory work performance of the incumbent upto 03 years. Maximum extension may be given till 05 years:

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<th>Post</th>
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<th>Minimum Qualification / Experience</th>
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| Project Planning Manager (01 post) | Rs. 1.20 - 1.40 Lacs per month | Below 45 years as on the date of interview | a) **Job Responsibilities:**  
Project Planning Manager is responsible for managing the program, planning & monitoring, design, construction and activation of major projects at IIT Delhi. He/she will be responsible for coordinating with agencies of multiple projects at any time, identify bottlenecks in the projects and suggest remedial measures for the timely completion of projects.

He/she will also be responsible for scrutiny of cost estimate of new projects and ensuring Quality control of ongoing projects. He/she shall assist Administration in the development of policies, guidelines and standards.

He/she shall communicate on a regular and timely basis, ensuring that all project participants are informed of project status, problems, and take required actions to ensure arranging timely approvals of all design drawings.

b) **Job Requirement:**
He/she should have minimum 6 years of professional experience in managing multiple time bound construction projects each costing Rs 100 Cr or more. He/she should possess Bachelor's degree in Civil Engineering with PG in Construction Management.

c) **Desirable:**
Proficiency in developing and updating resource based scheduling using Microsoft Project/Primavera P6 and management of information across various stakeholders through BIM 360 or any other software. Knowledge of all construction Contract conditions and legalities. Exposure on CPWD works manual, DSR and DPAR.

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<th>Date of Interview</th>
<th>Time of Reporting for Interview</th>
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<tr>
<td>25.09.2019 (Wednesday)</td>
<td>03:00 p.m.</td>
<td>Board Room, Near Director's Office, IIT Delhi- 110016</td>
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**NOTE:**
1. No candidate may be entertained if, he/she reports after the above mentioned time of reporting.

2. There may be a Written Test to shortlist the candidates and only those who will qualify the Written Test, as per the decision of Competent Authority, may be shortlisted for Interview.

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3. Please note that this is purely a temporary arrangement and appearance in the Walk-In-Written Test/Interview and selection thereafter, does not entitle for any claim what-so-ever or permanency on the regular establishment of IIT Delhi.

4. Immediate joinee will be preferred.

5. No T.A/ D.A will be paid for attending the Written Test/ Interview.

6. On selection, no Institute accommodation will be provided.

7. The candidates who fulfill the above qualifications/experience exact skill set as mentioned should report for Interview at above venue. Please bring your formal application along with Bio-data having complete information regarding educational qualification indicating percentage of marks of each examination passed, details of work experience etc. and a recent passport size photograph, along with Original and self attested photocopies of certificates (academic & professional) addressed to Assistant Registrar (Rectt. Cell), IIT Delhi. The specimen of "Application Form" is also available on the Website of IIT Delhi <www.iitd.ac.in> (Please see column Jobs@IITDelhi, under the heading non-academic).

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