



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Junior Engineer – Civil (Billing)

IIMA's Construction Department is looking for a young and dynamic Junior Engineer (Civil – Billing and allied works). The main job description is as follows.

Job Description:

To perform and coordinate all documentation related to civil and allied works in the field and office as required. The job functions listed here are merely representative but not necessarily exhaustive or descriptive. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

1. Preparation of tenders and BOQ,
2. Rate analysis
3. Preparation of specifications
4. Keeping joint record statements of concealed items
5. Detailed checking of contractors' bills (concealed as well as open measurements)
6. Detailed checking of non-tender items, including rate analysis
7. Reconciliation of materials, if required
8. Certification of bills and processing of bills to the accounts department in requisite format
9. Record keeping of all bills
10. Complete handling of Audit of bills (Internal as well as external)

Knowledge & skills:

1. Knowledge of standard mode of measurements
2. Knowledge of other preambles of billings.
3. Knowledge of MS Office and Relevant software for billing works of buildings

Qualification, Experience & Skill Requirements:

- The candidate should possess full time Diploma in Civil Engineering plus Degree in Civil Engineering OR full time Degree in Civil Engineering.
- About seven (07) years of experience in Civil/Construction field out of which at least FOUR (4) years of relevant experience of Billing is desirable.
- Candidate should be serving in the 6th CPC - GP 4200 or above OR drawing equivalent pay in private sector (Approx. Rs.35,000 per month).
- Supervisory experience in planning, directing, coordinating, and evaluating the campus / township civil field related development & maintenance is highly desirable.

Age: Maximum 40 years as on the last date of application. Government of India instructions on reservation will be followed.

Reporting to: The selected person will report to Chief Manager (Eng.Services & Estate).

Salary & Allowances: Selected candidate will be offered a fixed term appointment initially for a period of three years on a consolidated monthly salary on CTC mode. The contract may be extended further as per the mutual convenience. During the contract period or after the successful completion of the contract, if the performance of the candidate is found satisfactory and Institute is in need of such position, Institute may confirm the candidate in a suitable pay scale with or without further probation, depending on duration of earlier contract and performance.

Interested candidates are advised to **APPLY ONLINE** latest by **June 28, 2017**.

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