



INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Punjab Institute of Technology, Inside Government Polytechnic Compound,
Chheharta, GT Road Amritsar- 143105, Phone: 0183-2820040

No. IIM ASR/ /Rectt. /03/2023/002

Dated: 27.03.2023

Indian Institute of Management Amritsar [<http://iimamritsar.ac.in>] invites online applications from eligible candidates for the following position on a **Contract** basis.

About IIM Amritsar

Indian Institute of Management (IIM) Amritsar is the 15th IIM set up by the Ministry of Human Resources Development with the support of the Government of Punjab. The Institute has graduated five MBA batches with 100% placement and increasing compensation packages yearly. The permanent campus is under construction on a 61- acre and should be ready to house the incoming batch of 2023. The Institute's temporary campus is well-equipped with learning and technological resources conducive to teaching, learning, and research. With a diversity of students and faculty from all over India, the Institute reflects a truly national character commensurate with its status as an institute of national importance. The Institute is looking for a candidate with a strong passion for institution building.

Job Title	Sr. Manager (MEP)
Number of Positions	One (01)- Contractual
Age Limit	Below 55 years of age as of the closing date of the receipt of the application.
Employment Type	Contractual
Essential Job Functions	<ul style="list-style-type: none">• Advise the construction head of any technical aspects of the MEP services that may affect construction progress, e.g., quality or snagging.• Manage the day-to-day work of the MEP team.• Supervision of project site observation/inspection of the electrical, mechanical & plumbing services works for the contractor's adherence to the approved drawings and the consultant's specifications, good working practices, and construction schedule.• Review Contractor's installation method statements.• Ensure work is carried out as per approved and latest GFC drawings.• Quality Checks & Monitoring of the Project concerning Electrical, Mechanical & Plumbing works.• Witness on-site piped system pressure test, air conditioning duct leakage testing, and other testing that may be required during the first fix work and advise the construction head accordingly.• Monitor the quality of the contractor's construction installations.• Provide Daily Progress Reports (DPRs) to the construction head.• Ensure Safety measures, as suggested, are adhered to during work.• Ensure the material used is as per approved make and specifications.

	<ul style="list-style-type: none"> • Maintain a list of site issues and snags and ensure closure as per instructions
Minimum Required Educational Qualifications/ Experience	<p>Educational Qualifications:</p> <ul style="list-style-type: none"> • BE/B.Tech degree <p>Work Experience:</p> <ul style="list-style-type: none"> • Minimum ten years of experience • Rich experience in electrical & mechanical works <p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Supervision, Quality Checks & Monitoring of the Project • Knowledge of construction methods, practices, and local safety and environmental laws and regulations. • Capable of interacting/ interfacing Cross-Functional Teams for multiple components of the Project • Excellent oral and written communication skills.
Remuneration	<ul style="list-style-type: none"> • Consolidated monthly remuneration based on qualifications and experience.
Method of selection	Interview.

How to Apply:

1. Candidates must apply online only at the official website of IIM Amritsar, i.e., <https://iimamritsar.ac.in/p/career-1>. The last date for submission of online applications is **10.04.2023 (23:55hrs)** through the payment gateway.
2. All Candidates are required to pay a non-refundable **application processing fee of Rs. 1000 (Rupees One Thousand only)**.
3. Candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), and Persons with Disabilities (PwD) are required to pay a non-refundable **application processing fee of Rs.500 (Rupees Five-Hundred only)**.
4. Candidates are advised in their interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the IIM Amritsar website on account of heavy load on the website during the closing days. Late applications will not be entertained, and the Institute will not refund the application fee.
5. Institute does not accept any responsibility for the candidates not being able to submit their applications with a fee within the last date on account of the reasons mentioned above or for any other reason beyond the control of the Institute.
6. After successfully submitting an online application, candidates must take a printout of the application form for submitting the same along with the requisite documents, duly self-attested, as and when called for by the institute committee for the interview.



7. The Institute will verify the information furnished by the candidates in their applications about the original documents during the Document Verification. During the verification of documents, if it is found that any information provided by the candidate in the application is wrong, their candidature will be rejected instantly. The candidates should ensure they have furnished the correct information in the application form.


General Conditions:

1. A candidate applying for the above position must be a citizen of India.
2. The appointment is in the Indian Institute of Management Amritsar, an Institute of national importance established in 2015 under the Ministry of Human Resource Development, Government of India.
3. All applicants must fulfill the requirements of the post and other conditions stipulated in the advertisement as of the closing date for receipt of the applications, i.e., **10.04.2023 (23:55hrs)**. Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
4. The documents will be verified with original testimonials at the interview time if the applicant is called for the same.
5. The prescribed educational qualification and experience are the minimum. Mere fulfilling the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for an interview. The Institute reserves the right to restrict the number of candidates for interview to a maximum of five or fewer.
6. The Institute reserves the right to devise or relax its criteria for shortlisting candidates for all advertised positions. The duly constituted Screening Committee will shortlist the candidates adopting such criteria. Therefore, candidates should mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents, and ensure that all details are complete and accurate.
7. The period of experience rendered by a candidate on a part-time basis, daily wages, etc., will not be counted while calculating the requisite/ relevant experience for shortlisting the candidates for interview.
8. The decision of the Institute in all matters relating to eligibility, acceptance, or rejection of any/ all applications, fixing the eligibility criteria, the equivalence of qualifications, mode of screening/ selection, and the conduct of test/ examination/ interview will be final and binding on the candidates.
9. The Institute shall entertain no interim correspondence or personal inquiries.
10. During the selection process, the Institute reserves the right to seek any other certificate, including vigilance clearance in respect of the candidates already in service at any time.
11. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
12. The age limit is relaxed for candidates belonging to SC/ ST/ OBC/ PwD category, as per existing rules for which applicants have to attach the requisite certificates.
13. The Institute reserves the right to cancel or not to fill any/all the advertised positions without assigning any reason.



3

14. All the above positions require a full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves wholeheartedly to the Institute are expected to apply.
15. Appointment orders issued by the Institute to the finally selected candidate shall be provisional. The Institute shall verify the antecedents or documents (subject to character/ antecedent/ Police verification, verification of all original documents, experience certificate, and other relevant documents) submitted by a candidate at the time of the interview and the appointment. In case later on, if it is found at any point of time that any of the facts/ documents submitted by a candidate are falsified or tampered with, or the candidate has doubtful antecedents/ background and has suppressed the said information, then his/ her candidature shall stand canceled and his/ her services may be terminated.
16. In case of any inadvertent mistake in the selection process, which may be detected at any stage, even after the issue of the appointment order, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
17. Addendum/ deletion/ corrigendum (if any) shall only be posted on the Institute's website.
18. Canvassing of any nature and bringing any influence/ pressure from any quarter will be treated as a disqualification for the post.
19. Correspondence, if any, from the Institute, including interview call letters of the shortlisted candidates, shall be sent to the E-mail ID provided by the candidate. It is the sole responsibility of the candidate to provide the correct E-mail ID. For updates, please visit the Institute's website, i.e., iimamritsar.ac.in


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