

**IFCI INFRASTRUCTURE DEVELOPMENT LIMITED**  
IFCI Tower, 61 Nehru Place, New Delhi – 110019  
Tel: +91-11-41732000, Fax: +91-11-26487059  
Website: www.iidlindia.com  
CIN: U45400DL2007GOI169232

**Applications are invited for the post of 'Assistant Manager-Civil' on contract basis.**

S. No.	Post	Number of post	Eligibility	Age	Experience	CTC (per Annum)	Location	Category
1	Assistant Manager	2	B.E/ B.Tech / Diploma in Civil	Maximum Age- 35 years	Minimum 04 years – B.E./B.Tech from recognized University/Institute. Minimum 08 Years- Diploma from recognized Institute	Rs.6,00,000/-	New Delhi	UR

**Job Responsibilities:**

- (a) Coordination with Consultant & Architect, Vendors / Contractors, Review of Drawings,
- (b) Check technical specification for the execution of works i.e., electrical, HVAC, DG, Lift, etc. at different project sites.
- (b) Negotiation & Finalization of Vendors / Contractors, Taking Approval from the competent authority for preparation and issue of purchase order for the vendors / contractors along with terms & Conditions,
- (c) Verification of Running Bills of contractors / Vendors as per the work done duly certified by Architect / PMC and taking approval from the competent authority for processing the payment.
- (d) Shall be responsible for Billing & Liaisoning with statutory bodies for the project end to end.
- (e) Should have good understanding of Quality assurance and quality control aspects.
- (f) Any other work as assigned by the management.

**Preferred skills:**

- a) Completed at least one project
- b) Knowledge of IS Code & CPWD specifications

**Experience Required:**

- a) Should have extensive domain expertise of minimum 4 years in real estate and Engineering, Procurement & Construction (EPC) sector.

**Nature of appointment:**

Candidate will be appointed on contract appointment on cost to company basis for a period of 2 years and further extendable based on the performance and requirement of Company.

Appointment of any candidate on contract basis will not confer any right of absorption in the regular employment of the company at any point of time.

The appointee may be transferred anywhere at any project sites. At present there are two ongoing projects viz. 21<sup>st</sup> Milestone Residency, Ghaziabad, UP and IIDL-Aerie project, Panampilly Nagar, Kochi.

**Selection Procedure:**

Selection will be through interview only. A preliminary screening of the applications will be carried out to short-list eligible candidates to be called for the interview. Merely fulfilling the minimum requirements laid down for the post would not automatically entitle any candidate for interview. The place and date of interview will be advised to the short-listed candidates in due course.

**Age:**

The maximum age is up to 35 years. Relaxation will be considered in case of SC, ST & PWD Candidates is 5 years and in case of OBC (NCL) is 3 Years.

**Fee:**

The fee of Rs.500/- should be paid only by Demand Draft drawn in any Nationalised Bank in favour of **“IFCI Infrastructure Development Limited”** payable at **New Delhi**.

The candidates belonging to SC, ST and PWD are exempted from payment of Fee.

Fee once paid shall not be refunded under any circumstances.

**How to apply:**

The eligible candidate can submit their resume at [careers@iidlindia.com](mailto:careers@iidlindia.com).

The candidates applying for the post must send their resume by post along with Demand Draft to **“Head- Human Resources, IFCI Infrastructure Development Ltd., 6<sup>th</sup> Floor, IFCI Tower, 61 Nehru Place, New Delhi-110019”** latest by **June 12, 2018**.

The cover containing the resume should be super scribed with the name of the post applied for i.e. **‘APPLICATION FOR THE POST OF ASSISTANT MANAGER-CIVIL’**.

The following documents should be submitted along with the application:

- a. Proof of age (copy of passing Secondary/High School/10th standard Certificate or Higher Secondary School /12th Standard Certificate mentioning the DOB).
- b. Copy of Certificates and Mark sheets in respect of qualifications acquired.
- c. Appropriate document(s) in support of desirable experience.
- d. Caste certificate, if exemption of fee and for concession / relaxation of age has been claimed.

**General rules/ instructions:**

Candidates **should enclose copies** of the relevant certificate/s (in support of age, educational qualification) and appropriate documents in support of the experience, with the application. Their candidature will be considered on the strength of the information declared in the application and the copies of certificates/ documents submitted therewith. If at any stage it is found that any information furnished in the application is false/incorrect or if according to the Company, the candidate does not satisfy the eligibility criteria, his/her candidature/appointment is liable to be cancelled/terminated.

In all matters regarding eligibility, conduct of interviews, assessment, prescribing minimum qualifying standards in interview, in relation to number of vacancies and communication of result, the Company's

decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard. The company reserves the right to cancel this advertisement and selection procedure without assigning any reason thereof.

The selected candidates will not be given any accommodation and transport facility at the place of their posting.

Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi only.

Please note that Corrigendum, if any, issued on the above advertisement, will be published only on company's website [www.iidlindia.com](http://www.iidlindia.com).