

**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 'Head Projects' on contract basis.**

S. No.	Post	Number of post	Eligibility	Age	Experience	CTC (per month)	Location	Category
1	Head Projects	1	B.E / B.Tech (Civil) University/Institute	Maximum Age- 45 years	Minimum 10 years of relevant post qualification work experience	Rs.1,00,000/-	New Delhi	UR

**Job Responsibilities:**

- a) Responsible for overall project planning, execution, monitoring and finalisation of BOQ's.
- b) Coordinate with external vendors including contractors, architects, and consultants to expedite the construction process.
- c) Develop project control systems for day-to-day planning, monitoring and execution of the work plan, especially involving multiple contractors and multiple works at different stages.
- d) Manage the systems related to billing, payment certification and budget control.
- e) Managing teams at site by directing and monitoring progress at each phase.
- f) Drive execution of procurement activities in line with the policies of the company.
- g) Validating Quotes, bids and Tenders from various vendors and finalizing them.
- h) Provide technical advice regarding, design, construction, modifications and structural repairs.
- i) Should have good understanding of Quality assurance and quality control aspects.
- j) Liaisoning with regulatory authorities/government bodies in context with ongoing/new projects for environmental clearances/ fire/electricity/DG etc and getting necessary approvals required for the projects.
- k) Ensuring the resource management (material, manpower and equipment).
- l) Any other work as and when may be assigned.

**Experience Required:**

- a) Should have extensive domain expertise of atleast 10 years in project execution and implementation in the field of real estate and infrastructure sector.

**Preferred skills:**

- a) Must be good at negotiation, budgeting and forecasting.
- b) Should have knowledge of Municipal laws, Zoning laws and regulations, sale and purchase and registration of properties, property valuation, demographics and real estate trends.

**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.

**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 45 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 August 7, 2017 (till 2:00 pm).

The cover containing the resume should be super scribed with the name of the post applied for i.e. ‘APPLICATION FOR THE POST OF HEAD PROJECTS.

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).