



## Modern Education Society, Pune

19, Late Prin. V. K. Joag Path,  
Wadia College Campus, Pune – 411001

### Recruitments

Applications are invited from the eligible candidates for the position of **Project Manager (Pune campus) and Assistant Project Manager (Mumbai campus)**.

Kindly visit our website for online submission of application and detailed job description.

**Web: <http://mespune.org/announcement/>**

Applications will be accepted only in online mode through the above link within 7 days from the date of release of the advertisement.

contact us : [careers@moderneducationsociety.in](mailto:careers@moderneducationsociety.in)  
or 9561333953

**Secretary / Trustee  
Modern Education Society,  
Pune**

**Date: 02.12.2024  
Place: Pune**

Please fill the Application Form: <https://forms.gle/8tMLQqG7JAxaphqj6>

➤ **Position: Project Manager**

**Qualification: B. Arch / M. Arch. / BE / ME (Civil Engineering)**

**Experience: Minimum 7 years in appropriate field**

• **Job description:**

- 1) Person should be able to deliver the services on the basis of Cost, time, quality and safety parameters.
- 2) Good knowledge of Statutory norms of AICTE, DTE, NEP, UGC & NAAC w.r.t. infrastructural requirements of educational institutions.
- 3) Should be able to plan a project using MSP / Prima Vera software.
- 4) Liaising knowledge w.r.t. heritage buildings.
- 5) Knowledge and experience of RCC designing.
- 6) Knowledge of building norms & regulations like FSI & FAR.
- 7) Good network with various government departments.
- 8) Interacting with Architects for development of master plan for the campuses.
- 9) Interaction with regulatory Architects.
- 10) Project management of all new constructions, major repairs and civil works etc.
- 11) Designing & implementing robust tendering & procurement processes for the above activities.
- 12) Interacting with civil contractors during execution of projects.
- 13) Strong in relationship building.
- 14) Willing to travel extensively.
- 15) Knowledge & understanding of land records.
- 16) Coordination with Lawyers & legal dept for deed conveyance, Leave & License agreements, land encroachment / dispute matters etc.
- 17) Knowledge of preparation & submission of budgets for repair, maintenance and execution of new projects.
- 18) Prepare & present MIS reports to the Management.
- 19) Should be able to prepare drawing & handle design coordination.
- 20) To act as a single point contact for all executional issues.
- 21) Coordination with internal & external agencies (RCC, Architect, landscape consultant, HR, contractors, finance dept etc.)

➤ **Position: Assistant Project Manager**

**Qualification: Diploma / BE (Civil Engineering)**

**Experience: Minimum 3 years in appropriate field**

**Job description: To assist the Project Manager in above civil works.**