Please fill the Application Form: https://forms.gle/8tMLQqG7JAxaphgj6

➢ **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) Liasoining 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.