

School of Planning and Architecture, Bhopal

NOTICE

Rolling Advertisement on Contract under Project Central Vista and Dharmsava Projects

Applications are invited from the eligible candidates for engagement as ‘**Junior Architect/Junior Engineer; Project Architect/Project Engineer; Assistant Project Manager; Project Manager; Senior Project Manager; Architecture Assistant (Part Time/Full Time); Multi Skill Assistant (Part Time/Full Time) (on Contract basis)**’ under the project ‘**Central Vista-New Delhi and Dharmsava -M.P Projects**’

1. **Period of Contract: 11 Months (Extendable)**
2. **Job Location: New Delhi /Bhopal**
3. **Eligibility and Desirable Skills**

Sno.	Position	Education Qualification	Job Description
1.	Junior Architects /Junior Engineer	<ul style="list-style-type: none"> • Bachelor’s in Architecture; or • BE/BTech in Civil Engineering 	Proficiency in multiple streams from following : (Design & Documentation, Preparation of GFC, Preparation of Shop Drawing, Presentations)
2.	Project Architect/ Project Engineer	<ul style="list-style-type: none"> • Master’s in Conservation/Architecture/MTech or Equivalent; • or Bachelor’s in Architecture/BE with at least 2 year of industry experience 	Proficiency in multiple streams from following: (Design & Documentation, Preparation of GFC, Preparation of Shop Drawing, Supervision, Addressing RFI’s, Presentations)
3.	Assistant Project Manager	<ul style="list-style-type: none"> • M.Arch/ Master’s in Conservation or Equivalent; or • Bachelor’s in Construction Technology and Management with at least 05 year of industry experience • M.Tech in Civil Engineering or Equivalent; or BE/BTech in Civil Engineering with at least 05 years of industry experience 	Proficiency in multiple streams from following : (Managing Design & Documentation, Supervising Preparation of GFC, Preparation of Shop Drawing, Presentations)
4.	Project Manager	<ul style="list-style-type: none"> • MTech/ M.Arch/ Master’s in Conservation / Master’s in Construction Technology and Management or Equivalentwith at least 07 years of industry experience; or • Bachelor’s in Construction Technology and Management with at least 9 year of industry experience • M.Tech in Civil Engineering or Equivalent; or BE/BTech in Civil Engineering with at least 07 years of industry experience 	Proficiency in multiple streams from following: <ul style="list-style-type: none"> ▪ Coordinate with internal team and third parties/vendors for the flawless execution of projects. ▪ Ensure that projects are delivered on-time, within scope and within budget ▪ Developing project scopes and objectives, involving all relevant stakeholders and ensuring feasibility ▪ Ensure resource availability and allocation ▪ Recommend best practice ▪ Develop a detailed project plan to track progress ▪ Manage changes in the project scope, schedule and costs ▪ Measure project performance ▪ Report and escalate to management as needed ▪ Manage the relationship with the client and all stakeholders

			<ul style="list-style-type: none"> ▪ Perform risk management to minimize project risks ▪ Establish and maintain relationships with third parties/vendors ▪ Create and maintain comprehensive project documentation ▪ Organize meetings, create agenda, take minutes ▪ Creating PowerPoint presentations ▪ Perform administrative duties when necessary ▪ Cost collation for invoicing ▪ Keeping an update on compliance regulations ▪ Issues and problem management which may arise ▪ Excellent organization skills
5.	Senior Project Manager	<ul style="list-style-type: none"> • Master's in Construction Technology and Management or Master's in Conservation OR Equivalent with at least 10 years of industry experience; or • Bachelor's in Construction Technology and Management with at least 12 years of industry experience • M.Tech in Civil Engineering or Equivalent; or BE/BTech in Civil Engineering with at least 10 years of industry experience 	<ul style="list-style-type: none"> ▪ Responsible for project execution by supervising the job description of SNo. 1,2,3. ▪ Preparation and presentation of Project Progress Reports ▪ Responsible for QA/QC of entire project within the project time and cost. ▪ Monitor the Procurement of works. ▪ Monitor and supervise the entire execution of works including Civil, MEP and other Infrastructure works.
6.	Architecture Assistant (Part Time/Full Time)	<ul style="list-style-type: none"> • Bachelor's in Architecture; or Diploma in Architecture) 	<ul style="list-style-type: none"> ▪ Proficiency in drafting of drawings on Autocad and other softwares
7.	Multi Skill Assistant (Part Time/Full Time)	<ul style="list-style-type: none"> • Bachelor's or Diploma in any stream 	<ul style="list-style-type: none"> ▪ Proficiency in drafting the correspondence; office management etc.

4. **Last date of receiving the application:** *This Rolling of advertisement shall be end after 06 months*
5. **Date of Interview:** It will be separately intimated to the shortlisted candidates.
6. **Application form:** <https://forms.gle/ZzdBHGSy72JmTmx27>
7. **Result:** The list of the selected candidates will be intimated on email. The selected candidates may be required to join at a short notice, if required.
8. **Termination of Contract:** The Institute reserves the right to cancel the contractual engagement before the expiry date without assigning any reason thereof.

Note: Mere possession of minimum qualifications shall not entitle a candidate to be called for the interview. Institute reserves the right to shortlist the candidates on the basis of qualifications, work experience and relevant skill set. Institute reserves the right not to engage any candidate as 'Architect/Civil Engineer/Project Manager/Senior Project Manager (on Contract basis) without assigning any reason thereof. Incomplete applications will be summarily rejected. No canvassing in any form shall be entertained. Principal Investigators.

Sd/-
Principal Investigator