

Recruitment Notice for Project Staff (Contract Basis)
Indian Institute of Management Kashipur

S.No.	Name of Post	No of Post	Salary	Eligibility criteria
1	Senior Contract Specialist	1	Consolidated/ Negotiable	B. Tech / BE or equivalent degree in Civil Engineering with minimum 60% marks and with minimum 20 years' experience. Experience of at least 4 years in handling of Central/ State Government Departments construction contracts at supervisory level (as Chief Engineer/ Superintending Engineer or Team Leader of PMC) and thorough knowledge of CPWD contract terms and conditions and arbitration law and procedures.
	Contract Specialist	1	Consolidated/ Negotiable	B. Tech / BE or equivalent degree in Civil Engineering with minimum 60% marks and with minimum 10 years' experience. Experience of at least 5 years in handling of Central/ State Government Departments construction contracts at Class- I level (as Superintending/ Executive Engineer or Manager of PMC) and thorough knowledge of CPWD contract terms and conditions and arbitration law and procedures.
	Document Officer	1	Consolidated/ Negotiable	Graduate with knowledge of documentation- subject indexing and retrieval and Computer typing with minimum 5 years' experience.
	Office Assistant	2	Consolidated/ Negotiable	Graduate with knowledge of computer typing with minimum 3 years' experience.
	Site Supervisor	4	Consolidated/ Negotiable	Three years Diploma in Civil/ Electrical/ Mechanical Engineering from a recognised institute or university or board with three years of experience in construction & maintenance of buildings. OR Graduation from recognised university with seven years of experience in construction & maintenance of buildings with reputed company/ A-class contractor.