



Ref: IIMB/HR/RECT/2025/13

Date:19 March 2025

<b>About IIMB</b>	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.
<b>Industry/Service</b>	Higher Education
<b>Post/Job Title</b>	<b>Assistant Engineer - Civil</b>
<b>Job Purpose</b>	To assist the Immediate superior in planning, executing, and closing projects within the specified timelines and budget. This role involves coordinating with various teams and stakeholders to ensure smooth project operations. The Assistant Engineer will support the management of resources, schedules, and project documentation while ensuring that the project is aligned with the organization's objectives and meets quality and safety standards. The position requires strong organizational, communication, and problem-solving skills to ensure effective project delivery
<b>Duration</b>	It is a fixed term contract for a period of 2 years
<b>Job Location</b>	Candidate is expected to work in IIMB Jigani campus
<b>Principal Accountabilities &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Duties and Responsibilities: Assistant Engineer will be reporting to Immediate Superior on all the work and In-charge of all engineering activities at site.</li><li>• Technically competent to implement and give clearance and progress of the work physically and financially as per the approved program and as per terms of contract.</li><li>• Will be In-charge of all civil and plumbing, interior and other service works as directed by immediate superior.</li><li>• To get the schedule for completion of works in PERT/CPM duly signed by the Vendors before commencement of work.</li><li>• To impose safety and quality assurance measures on works as per contract.</li><li>• To physically verify all the quantities claimed in the RA Bills and put up for the recommendations.</li><li>• To be responsible for implementing all statutory government norms</li><li>• To supervise and certify finishing, interest and other service works.</li><li>• Works to be supervised and get-done from Vendor as and when the work front is ready irrespective of regular working times.</li><li>• Documentation of Daily activities in work dairy.</li><li>• Prepare weekly and monthly report.</li><li>• To inspect the RMC plant/etc. and to assure quality of materials before giving clearance for the pour as per approved designs mix etc.</li><li>• The professional work performance will be reviewed by Project Manager, IIMB as per site observations.</li><li>• Incoming Material inspection and approval within framework of BOQ, IS standards</li><li>• To keep record of joint site measurement with evidence for all hidden measurements</li><li>• To keep a record of all work checklist inspected</li><li>• To physically inspect ongoing activities to avoid reworks.</li><li>• Capability to use ACAD, MS Project at site</li></ul>
<b>Key Skill and Ability Requirements</b>	Expertise in <b>Construction Building Technology, Construction Management, and Site Supervision.</b> Team Coordination, Project Planning & Scheduling, Knowledge of Building Codes and Standards
<b>Qualification and Personal Profile</b>	<ul style="list-style-type: none"><li>• The minimum qualification required is a B.E / BTech /Diploma in Civil Engineering.</li><li>• The candidate is expected to have a minimum of experience of 6 years' handling assignments listed under principal accountability &amp; responsibilities.</li><li>• Age: Should be below 45 years.</li></ul>

Interested candidates may fill the application using the link: [here](#)

The closing date for applications is 3<sup>rd</sup> April 2025. Only shortlisted candidates will be intimated. It is mandatory to fill in all the fields and the following documents are required to be uploaded while submitting the application.

- 10<sup>th</sup> & 12<sup>th</sup> Marksheets.
- Diploma/Graduation – **All semester wise Marksheets & Final Degree/ Graduation Certificate.**
- Post - Graduation (if applicable)– **All semester wise Marksheets & Final Post – Graduation Certificate.**
- All **experience letters.**
- Recent 3 months' **payslips** or 3 months' income proof.
- If you have undergone any training, kindly attach the **training certificates.**

**Applications without these documents will be treated as incomplete and will not be considered.**