

School of Planning and Architecture, Bhopal

NOTICE (Corrigendum-2) 23.01.25

Rolling Advertisement on Contract under Project

Applications are invited from the eligible candidates for engagement as **‘Project Interns, Research Assistant, Research Associate, Junior Architect/Junior Engineer; Project Architect/Project Engineer; Assistant Project Manager; Project Manager; Senior Project Manager (on Contract basis)’** under the project **‘Central Vista-New Delhi’ and ‘AMRUT-Capacity Building’**.

1. **Period of Contract: 6 - 11 Months (Extendable)**
2. **Job Location: New Delhi /Bhopal**
3. **Eligibility and Desirable Skills**

Sno.	Position	Education Qualification	Job Description
1.	Project Interns for Summer/winter duration minimum 1 month	Pursuing B.Arch/ B.Plan/M.Arch/M.Plan/ M.Des	Assisting in background research, study compilation, drawing and drafting, design of reports etc. Preferred skills: Word, Excel, AutoCAD, Photoshop, Indesign and other Graphic Softwares
2.	Research Assistant	B.Plan/B.Arch graduates M.Plan/M.Arch graduates	Field Work and Data collection, data compilation and analysis, data representation, report writing and design. Preferred skills: Word, Excel, Photoshop, InDesign and other Graphic Softwares, GIS and AutoCAD
3.	Research Associate	B.Plan/B.Arch graduates M.Plan/M.Arch graduates with work experience of 2 years	Project coordination, work allocation, field Work and Data collection, data compilation and analysis, data representation, report writing and design. Preferred skills: Communication and Organisation, Word, Excel, Photoshop, InDesign and other Graphic Softwares, GIS and AutoCAD
4.	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)
5.	Project Planner	<ul style="list-style-type: none"> • Bachelor’s in Planning; or • Master of Planning 	Proficiency in multiple streams from following : (Design & Documentation, Preparation of Planning Documents and Drawings)
6.	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 • or Masters in Planning 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 or planning deliverables)

7.	Assistant Project Manager	<ul style="list-style-type: none"> • March or Equivalent with at least 03 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 05 years of industry experience 	Proficiency in multiple streams from following : (Managing Design & Documentation, Supervising Preparation of GFC, Preparation of Shop Drawing, Presentations)
8.	Project Manager	<ul style="list-style-type: none"> • MTech/ March / Master's in Construction Technology and Management or Equivalent with 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 • BE/B.Tech/M.Tech in Electrical or Mechanical or IT 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 ▪ 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

9.	Senior Project Manager	<ul style="list-style-type: none"> • Master's in Construction Technology and Management 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 or; • BE/B.Tech/M.Tech in Electrical or Mechanical or IT 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. <p>Monitor and supervise the entire execution of works including Civil, MEP and other Infrastructure works.</p>
10.	Multi Skill Assistant	<ul style="list-style-type: none"> • Master's Degree in any discipline with good academic record & knowledge of computer application <p>DESIRABLE:</p> <ul style="list-style-type: none"> • Experience in handling office work, Audit, Accounts, Legal matters 	<ul style="list-style-type: none"> ▪ Organise and coordinate the conferences / projects/ training programs ▪ Prepare notes, records and maintain the accounts and files ▪ Managing and maintaining the Labs ▪ Administrative work ▪ Any other responsibility assigned
11.	Office Attendant	<ul style="list-style-type: none"> • 12th pass, should be able to read and write English and Hindi <p>Desirable knowledge of computer application</p>	<ul style="list-style-type: none"> ▪ Maintain the DAK records, ▪ Monitoring routine cleanliness and issue register of lab equipments ▪

4. **Last date of receiving the application:** *First 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:**
Central Vista – New Delhi: <https://forms.gle/uAJHXsQuNWjAVaxy6>
AMRUT 2.0 CUPCB: <https://forms.gle/RCiqAKrwiPvJXysaA>
7. **Result:** The list of the selected candidates will be uploaded on the website. 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.
9. **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