



KERALA INFRASTRUCTURE INVESTMENT FUND BOARD (KIIFB)

(A Statutory Body under Finance Department, Government of Kerala)

RECRUITMENT NOTIFICATION

No. KIIFB/CMD/APM-PE/09/2019

September 02, 2019

Applications are invited On-line through **Centre for Management Development (CMD)** website www.cmdkerala.net from eligible candidates for filling up of the posts **Assistant Project Manager & Project Engineer** on **contract basis** in **Kerala Infrastructure Investment Fund Board (KIIFB)**.

The desirous eligible candidates may apply **ONLINE** by satisfying themselves with terms and conditions of this recruitment.

Schedule of Events

- **Start date for submitting online application: 04.09.2019 (10:30 am)**
- **Last Date for submitting online application: 18.09.2019 (5:00 pm)**

NOTE:

Cut-off dates for eligibility:

The cut-off date for the purpose of eligibility on age criteria shall be the 1st day of the month in which online registration commences i.e. **01.09.2019**

The cut-off date for Post Qualification experience will be the 1st day of the month in which online registration commences i.e. **01.09.2019**

Selection Process

The selection process may comprise of Written Examination/Group Discussion and /or Personal Interview. KIIFB/CMD reserves the absolute right to decide as to whether to use any of these modes for selection for the notified posts.

Code	Post	Academic Qualification	Work Experience	Job Description	Pay / Remuneration	Upper Age Limit
001.	Assistant Project Manager (Vacancy : 02)	Graduate in Civil Engineering	<ul style="list-style-type: none"> • Shall have a minimum of 8 years' post-qualification work experience in civil engineering projects • Additional weightage for candidates having experience in high value Government/ public sector projects. • Additional weightage for experience in monitoring and application of Project Management software in high value infrastructure projects 	<ul style="list-style-type: none"> • Shall be responsible for operational support to Implementing Agencies (SPVs) for execution of projects during implementation stage post approval of projects • Monitoring of compliance to Guidelines of KIIFB by SPVs. Compliance in TS issue, tendering, tender acceptance and contracting will be monitored • Confirming Project and Time Schedules submitted by SPV and confirming Work Break Down Structures (WBS0 and WBS1) • Monitoring of Physical and Financial Progress • Projecting and budgeting cash outflows required for each project based on the project progress and WBS submitted. This shall form an input for Asset Liability Management Framework of KIIFB. • Examine and Scrutinise Running Account bills and payment request submitted by SPVs. • Examine and Scrutinise Final bills • Examine and scrutinise revised Estimates submitted by SPVs 	Consolidated pay of Rs. 80,000/- per month, with provision for increase of 10% annually.	45 years

Code	Post	Academic Qualification	Work Experience	Job Description	Pay / Remuneration	Upper Age Limit
002.	Project Engineer (Vacancy: 08)	Graduate in Civil Engineering Additional weightage for candidates having Masters in Civil Engineering or Management or Additional qualification in Project Management Software	<ul style="list-style-type: none"> • Shall have a minimum of 3 years post qualification work experience in civil engineering projects. • Additional weightage for candidates having execution and billing experience in high value Government/ public sector projects. • Additional weightage for experience in preparation of project reports and appraisal reports of high value infrastructure projects. • Additional weightage for experience in monitoring and application of Project Management software in high value infrastructure projects. 	<ul style="list-style-type: none"> • Review and scrutinise scope, cost and technical specification of projects proposed by implementing Agencies(SPV) • Assist in Preparation of Draft and Final appraisal reports • Coordination with Consultants and Resource Persons engaged for Appraisal Process • Conduct of Site visits • Examine and Scrutinise Running Accounts Bills and payment request submitted by SPVs. • Examine and Scrutinise Final bills • Examine and scrutinise Revised Estimates submitted by SPVs. • Monitor Physical and Financial Progress of Projects funded by KIIFB. • Report Variance • Projecting and budgeting cash outflows required for each project based on the project progress and WBS submitted 	Consolidated pay of Rs. 40,000/- per month with provision for increase of 10% annually	35 years

Mode of Appointment: On Contract for a period of 2 years

Instructions for Scanning of Photograph & Signature: -

- Scan the latest photograph of the candidate and upload the same in the space provided in the online application [scanned image shall be less than 200KB in *.JPG format only]
- Candidate shall make his/her signature on a white paper, scan the same and upload it in the space provided in the online application [scanned image shall be less than 50KB in *.JPG format only]

- The candidate has to scan his full signature, since the signature is proof of identity, it must be genuine and in full: initials are not sufficient. Signature in CAPITAL LETTERS is not permitted. The signature must be signed only by the candidate and may not by any other person.

General Instructions

- 1) The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying and enter the particulars completely Online
- 2) CMD is not responsible for any discrepancy in submitting the application through Online.
- 3) Applicants must compulsorily fill-up all relevant fields of applications and submit application through Online.
- 4) Incomplete/incorrect application form will be summarily rejected. CMD under any circumstances will not entertain the information, if any, furnished by the candidate subsequently. Applicants should be careful in filling-up the application form at the time of Submission. **If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes through the final stage of recruitment process or even at a later stage.**
- 5) The applicant should not furnish any false, tampered, fabricated information or suppress any material information while filling up the application form. If the particulars furnished in the Online application form do not tally with the Original documents produced by the Candidates his/her candidature will be rejected.
- 6) KIIFB/CMD reserves the right to fill or not fill the post advertised.
- 7) Only Post-Qualification experience of applicants/candidates will be considered
- 8) Applicants should have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. CMD may send intimation to download call letters for Written test/Group discussion/Interview through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.
- 9) **The copy of the Appointment letters, Salary Certificates, pay slip etc. will not be accepted in lieu of work experience certificate.**

**Sd/-
Authorised Signatory**