



RECRUITMENT NOTIFICATION

No. CMD/KIIFB /03/2022

March 14, 2022

The Centre for Management Development (CMD) invites applications on behalf of the Kerala Infrastructure Investment Fund Board (KIIFB) from eligible and qualified candidates for filling up the posts of **JUNIOR CONSULTANTS, DRAFTSMAN, PROJECT ASSOCIATES** in the Technical Resource Centre and Technical Support Unit of KIIFB. The desirous eligible candidates may apply ONLINE by satisfying themselves with terms and conditions of this recruitment.

Important dates for Online application submission: **16th March (10:00 am) to
30th March (5:00 pm) (both dates inclusive)**

Sl. No.	Post	Qualification	Work Experience	Pay Range	Upper Age Limit ¹
1.	Junior Consultant - PSC (Transportation) (Vacancy: 09) (Contract period: One year)	B. Tech in Civil Engineering. (Desirable: M. Tech)	3 years' work experience in Road sector projects	Rs. 30,000-50,000	40 years
2.	Junior Consultant - PSC (Buildings & General Civil works) (Vacancy: 05) (Contract period: One year)	B. Tech in Civil Engineering. (Desirable: M. Tech)	3 years' work experience in Building sector	Rs. 30,000-50,000	40 years
3.	Junior Consultant – PSC (Electro - Mechanical) (Vacancy: 03) (Contract period: One year)	B. Tech in Electrical/ Mechanical Engineering. (Desirable: M. Tech)	3 years' work experience in Electro – Mechanical sector	Rs. 30,000-50,000	40 years
4.	Junior Consultant – PSC (Electro – Mechanical Testing) (Vacancy: 01) (Contract period: One year)	B. Tech in Electrical Engineering.	3 years' work experience in QA & QC activities in Civil infrastructure work.	Rs. 30,000-50,000	40 years
5.	Draftsman – PSC	Diploma in Civil Engineering	• 5 years of drafting experience certificate	Rs. 20,000-25,000	40 years

Sl. No.	Post	Qualification	Work Experience	Pay Range	Upper Age Limit ¹
	(Vacancy: 07) (Contract period: One year)		in Auto CAD or similar drafting software. <ul style="list-style-type: none"> Drafting experience in transportation projects will be given preference 		
6.	Project Associates (Vacancy: 05) (Contract period: One year)	B. Tech(Any Branch) or Full time 2 years MBA from a reputed institution	<ul style="list-style-type: none"> 2 years of relevant work experience Exposure to administrative functions in project management related operations and carrying good communication and presentation skills 	Rs. 25,000-30,000	30 years

¹Cut-off date for Age criteria and post qualification criteria is 14.03.2022

Note:

- **For job description please see Annexure**
- **Relaxation in the total experience requirement can be considered upto a maximum of one year for candidates who has undergone KIIFB internship for 3 months**
- **Relaxation in the total experience requirement can be considered upto a maximum of one year for candidates having M. Tech or PG Diploma.**

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 whitepaper, 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. **Candidates should apply through On-Line mode only. No other means/mode of application will be accepted.**
2. **Please note that no change of application data will be permitted at any stage after completion of registration process of the online application. Merely applying for the post and being shortlisted in the subsequent processes does not imply that a candidate will necessarily be offered employment. No request for considering the candidature under any category / post other than the one in which applied will be entertained.**
3. Educational qualifications should be from a University/ Institution/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies.
4. **The candidate must possess valid Degree/PG Certificate/Provisional Certificate of the necessary qualification at the time of submission of application.**

5. **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process.** All official communication will be sent to the registered e-mail id of the candidate.
6. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after the submission.
7. The Name of the candidate should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
8. Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, qualification, experience etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. CMD will not be responsible for any consequences arising out of furnishing of incorrect and/or incomplete details in the application or omission to provide the required details in the application form.
9. If the applicant possesses an equivalent qualification, he/she should also upload the equivalency certificate along with the qualification certificate or else the application will not be considered.
10. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.
11. Applicants need to upload a valid certificate for every experience he/she mentioned. In the case of the latest/current experience an affidavit bearing all details **(name of organization, designation, period, task and duties) shall** be uploaded. The copy of appointment letters, salary certificates, pays slips etc. will not be accepted in lieu of work experience certificate.
12. Decision of the concerned authority in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained in this regard.
13. Instances of providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process in the future. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with retrospective affect.
14. **While applying on-line for the post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above as on the specified dates and that the particulars furnished by him/her are correct in all respects.** In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
15. **KIIFB/CMD reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/experiences/other notified eligibility requirements.**
16. **Only Post qualification experience of the applicants will be considered**
17. **Intimations will be sent by email and/ or sms only to the email ID and mobile number registered in the online application form.** CMD shall not be responsible if the information/ intimations does not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of CMD and candidates are advised to check their registered e-mail account from time to time during the recruitment process.
18. **Canvassing in any form will be a disqualification.**

**Sd/
Authorised Signatory**

Post	Job description
Junior Consultant - PSC (Transportation)	<ul style="list-style-type: none"> • Responsible for preparation of alignment plan and profile drawings, junction design drawings. • Experience in design Softwares like Civil 3D desirable. • Checking & Verification of drawings submitted by SPVs for compliance with codal specifications. • Providing pavement design options for DPR preparation.
Junior Consultant - PSC (Buildings & General Civil works)	<ul style="list-style-type: none"> • Responsible for preparation of Building Design at in-house for supporting SPVS. • Experience in design Softwares like Staad pro or ETABS. • Assisting consultant and responsible for DPR preparation of different sector like Hospitals, Education institutions, Water supply sector, Office building, IT park etc. • Site visit and study for DPR preparation. • Assisting consultant for the Coordination with SPVs. • Excellent knowledge in structural design is preferred. • Checking & Verification of GFC drawings submitted by SPVS for compliance with codal specifications.
Junior Consultant – PSC (Electro - Mechanical)	<ul style="list-style-type: none"> • Responsible for preparation of Electrical/Mechanical Design with all calculations at in-house for supporting SPVS. • Experience in design softwares like ETAP, Dialux, HAP, McQuay preferred. • Excellent knowledge in Electrical/Mechanical design is preferred. • Checking & Verification of GFC drawings submitted by SPVS for compliance with codal specifications. • Assisting Consultant and responsible for Electromechanical DPR preparation of different sector like hospitals, Education institutions, Water supply sector, Office building, IT park etc. • Site visit and study for DPR preparation. • Assisting consultant for the Coordination with SPVs.
Junior Consultant – PSC (Electro – Mechanical Testing)	<ul style="list-style-type: none"> • In charge for Electrical works & Testing.
Draftsman – PSC	<ul style="list-style-type: none"> • Drafting activities in Transportation sector.
Project Associates	<ul style="list-style-type: none"> • Carrying out administrative supports for various units under TRC.