



# KERALA INFRASTRUCTURE INVESTMENT FUND BOARD (KIIFB)

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

## RECRUITMENT NOTIFICATION

No. CMD/KIIFB/06/2021

June 09, 2021

The Kerala Infrastructure Investment Fund Board (KIIFB), a statutory body under Finance Department, Government of Kerala, invites application from qualified and competent candidates for appointment to the posts of **Assistant Project Manager, Project Manager, Project Engineer and Technical Appraisal Trainee on contract basis**. Interested candidates may apply via **ONLINE** mode only by filling the prescribed application form given in the website of Centre for Management Development (CMD), Thiruvananthapuram ([www.cmdkerala.net](http://www.cmdkerala.net)). The online application submission link will open on **09.06.2021 (10.00 am)**. The last date for submitting the online application will be **23.06.2021 (5.00 pm)**.

The details regarding the qualification and other requirements are given below:

Sl. No	Position to be filled	Qualification	Experience	Job Description	Pay	Upper Age Limit
1.	Assistant Project Manager (Vacancy: 01)  <i>On contract for a period of 1 year</i>	Graduate in Civil Engineering  Desirable: M. Tech in Civil Engineering from a reputed institution specialised in Infrastructure Engineering and Management or Structural/Transportation Engineering.	<ul style="list-style-type: none"><li>• Should have a minimum of 8 years post qualification work experience in civil engineering projects</li><li>• Should have hands on experience in Roads/Building constructions, River / Marine bridge constructions, preparation of Bill of Quantities and Detailed Project Reports, and analysis of DPRs</li><li>• Should be familiar with Public Work Systems following CPWD/PWD works procedures</li></ul>	<ul style="list-style-type: none"><li>• Shall be responsible for technical support to Implementing Agencies (SPVs) for appraisal of projects including preparation and verification of DPR, verification of TAR / DAR, conducting site visits, appraisal meetings etc.</li><li>• Monitoring of compliance to KIIFB stipulated Guidelines of KIIFB by SPVs at all levels of project appraisal and implementation including TS Issue, tendering, tender</li></ul>	Consolidated pay of Rs, 80,000/- per month, with provision for increase of 10% annually.	45 years

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				<p>acceptance, contracting, execution etc.</p> <ul style="list-style-type: none"> <li>• Conforming Project and Time Schedules submitted by SPV and confirming Work Break Down Structures (WBS0 and WBS1)</li> <li>• Monitoring of Physical and Financial Progress</li> <li>• 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</li> <li>• Examine and Scrutinise Running Account Bills and payment request submitted by SPVs</li> <li>• Examine and Scrutinise Final Bills</li> <li>• Examine and scrutinise Revised Estimates submitted by SPVs and deviation and variation scrutiny</li> </ul>		
2.	<p>Project Manager (Vacancy: 01)</p> <p><i>On Contract for a period of 2 years</i></p>	<p>Graduate in Civil Engineering</p> <p>Additional Weightage for those having M. Tech in Civil Engineering from a reputed institution specialised in Infrastructure Engineering and Management or Structural/Transportation Engineering and Additional qualification in Project</p>	<ul style="list-style-type: none"> <li>• Minimum 15 (Fifteen) years Post Qualification experience in a reputed organization in Civil Engineering especially in Public Works</li> <li>• Should have hands on experience in Roads/Building constructions, River / Marine bridge constructions, preparation of Bill of Quantities and Detailed Project Reports, and analysis of DPRs</li> <li>• Should be familiar with Public Work</li> </ul>	<ul style="list-style-type: none"> <li>• Shall be responsible for all the appraisal and monitoring of all projects under the sectors assigned</li> <li>• Shall be responsible for verification of DPRS submitted by the SPVs, TAR and DAR and recommending projects to the KIIFBoard</li> <li>• Responsible for progress review of all projects approved by KIIFB</li> </ul>	<p>Consolidated pay of Rs.1.25 lakh per month with a provision of 10% increase annually.</p>	50 years

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		Management.	Systems following CPWD/PWD works procedures	<ul style="list-style-type: none"> <li>Ensuring compliance to KIIFB guidelines by SPVs in TS Issue, tendering, tender acceptance and contracting</li> <li>Responsible for recommending Technical Sanction, tender acceptance / excess, RA bills, final bills</li> <li>Recommend and Scrutinise Running Account Bills and payment request submitted by SPVs for issuing payment</li> <li>Recommend and Scrutinise Final Bills and Revised Estimates submitted by SPVs</li> <li>Coordinating with the ALM team by projecting and budgeting cash outflows required for each project based on the project progress and WBS submitted</li> <li>Undertaking site visit during pre-approval and post approval stages to evaluate the DPR during approval and to monitor the progress during the post approval stage</li> <li>Accountable for monitoring and supervising the work of APMs assigned</li> </ul>		
3.	Project Engineer <i>(Anticipated Vacancies)</i>	Graduate in Civil Engineering  Additional Weightage for candidates having Masters in Civil Engineering or Management or additional	<ul style="list-style-type: none"> <li>Shall have a minimum of 3 years post qualification work experience in civil engineering projects</li> <li>Additional weightage for candidates having execution and billing experience in high value</li> </ul>	<ul style="list-style-type: none"> <li>Review and scrutinise scope, cost and technical specification of projects proposed by Implementing Agencies (SPVs)</li> <li>Assist in Preparation of Draft and Final Appraisal Reports</li> </ul>	Consolidated pay of Rs. 40,000/- per month with provision for increase of 10% annually.	35 years

Sl. No	Position to be filled	Qualification	Experience	Job Description	Pay	Upper Age Limit
	<i>On contract for a period of 2 years</i>	qualification in Project Management software.	<p>Government/public sector projects</p> <ul style="list-style-type: none"> <li>• Additional weightage for experience in preparation of project reports and appraisal reports of high value infrastructure projects</li> <li>• Additional weightage for experience in monitoring and application of Project Management software in high value infrastructure projects</li> </ul>	<ul style="list-style-type: none"> <li>• Coordination with Consultants and Resource Persons engaged for Appraisal Process</li> <li>• Conduct of Site visits</li> <li>• Examine and Scrutinise Running Account Bills and payment request submitted by SPVs</li> <li>• Examine and Scrutinise Final Bills</li> <li>• Examine and scrutinise Revised Estimates submitted by SPVs</li> <li>• Monitor Physical and Financial Progress of Projects funded by KIIFB</li> <li>• Report Variance</li> <li>• Projecting and budgeting cash outflows required for each project based on the project progress and WBS submitted</li> </ul>		
4.	<p>Technical Appraisal Trainee (Vacancy: 01)</p> <p><i>On contract for a period of 1 year</i></p>	Graduate in Civil Engineering.	<ul style="list-style-type: none"> <li>• Shall have a minimum of 1-year post qualification work experience in civil engineering projects.</li> <li>• Additional weightage for experience in preparation of project reports and appraisal reports of high value infrastructure projects.</li> <li>• Additional weightage for experience in monitoring and application of Project Management software in high value infrastructure projects.</li> <li>• Special weightage to candidates who have prior experience in KIIFB related woks</li> </ul>	<ul style="list-style-type: none"> <li>• Review and scrutinise scope, cost and technical specification of projects proposed by Implementing Agencies (SPVs).</li> <li>• Assist in Preparation of Draft and Final Appraisal Reports.</li> <li>• Coordination with Consultants and Resource Persons engaged for Appraisal Process</li> <li>• Projecting and budgeting cash outflows required for each project based on the project progress and WBS submitted</li> </ul>	Consolidated pay of Rs. 30,000/- per month, with provision for increase of 10% annually.	25 years

## **NOTE:**

The cut-off date for the purpose of eligibility on age criteria shall be **01.06.2021**

The cut-off date for Post Qualification experience will be **01.06.2021**

## **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.

## **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 be 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 reserves the right to fill or not fill the post advertised.

- 7) **Only Post- Qualification experience of candidates/applicants 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**