



NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING
(An Autonomous body under Ministry of Education (Shiksha Mantralaya), Govt. of India)

NITIE Mumbai intends to engage the services of an Estate Advisor for the Institute. Interested eligible candidates may apply. The engagement will be purely temporary on contract basis for a period of 03 months which can be extended up to a 01 year and renewed thereafter based on visits and performance and as per Institute norms and if needed by the Institute at a consolidated remuneration as per details given below:

Engagement position	Consolidated Remuneration	Qualification, Experience and Job Description
Estate Advisor	Rs. 50,000 to 1,00,000/- per month based on work done, experience and consultation days	<p>Essential:</p> <ol style="list-style-type: none">1. Should have degree in Civil Engineering from a recognized Institute.2. Should have more than 20 plus years of experience in a Central Government Institute.3. Should have worked on major construction projects like large buildings etc.4. Should have been associated with at least 5-10 of such projects.5. Should be familiar with BMC, PWD, CPWD, MMRDA and government procedures. <p>Preferable:</p> <ol style="list-style-type: none">1. Should have worked with a world class Government Institute.2. Person having work experience with Central Government/State Government/Public sector undertaking and familiar with BMC and based in Mumbai.3. Should be experienced in Estate related matters <p>Job Description:</p> <ol style="list-style-type: none">1. To study the drawings, tender documents of ongoing or upcoming projects.2. To supervise the work and quality inspections.3. Technical scrutiny of the bills of the contractors including final bill and ambiguities in the bills to be brought to the notice of NITIE authorities.4. To attend meetings with the architect, contractor, CPWD and NITIE engineers if required.5. To coordinate the work architect, RCC consultant, CPWD, NITIE Engineers and contractors.6. To advice on Land matters7. To check the schemes of repairs of buildings suggested by structural auditors and advice if needed.8. Advisory on all matters pertaining to Estate9. All matters pertaining to Contracts10. All matters pertaining to Liaison11. To coordinate, monitor and facilitate projects in NITIE

Note:

- a. The applicant must be a citizen of India. Candidates should have good verbal/written Hindi and English communication skills.
- b. Details of notable professional achievements/testimonials /certificates /awards be attached.
- c. The Institute reserves the right:
 - i. to empanel candidates for similar works in future.
 - ii. to fill or not to fill the position or to reject any/all applications/candidates at any stage of selection process or to cancel the advertisement for the above-mentioned post(s), without assigning any reason thereof.
 - iii. to increase/decrease the tenure of appointment.
 - iv. to cancel the partial or whole selection process.
 - v. to extend the closing date for receipt of applications.

Interested candidates should submit their applications online in prescribed format and soft copy of the application MUST be sent to email id: nitierecruit@nitie.ac.in

d. All communications from institute side will be made by Email only. No interim correspondence shall be entertained.

e. **Last date of application is Sunday, 08.08.2021, 6.00 pm.**

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REGISTRAR, NITIE