



RECRUITMENT NOTIFICATION

No. CMD/KIIFB/08/2022

August 17, 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 of various posts in the **Technical Inspection Wing 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: 24th August (10:00 am) to 07th September (5:00 pm) (both dates inclusive)

Sl. No.	Post	Qualification	Experience	Pay Range
1.	Principal Consultant- Technical Service Co-ordination <i>Vacancy: 01</i> Upper Age Limit ¹ - 55 years	B.Tech in Civil Engineering with Post Graduate Level qualification in engineering and related discipline from a reputed institution.	Post qualification work experience of not less than 20 years.	Rs. 1,75,000 to Rs. 2,00,000
2.	Senior Project Examiner - General Civil Works <i>Vacancy: 01</i> Upper Age Limit ¹ - 50 years	B.Tech in Civil Engineering from a reputed institution. M.Tech desirable.	Post qualification experience of not less than 15 years in Central Government Public Works organisation/ PSU's following CPWD works procedure/ any other reputed engineering organizations with adequate exposure to quality management functions like third party technical audit, etc.	Rs.1,00,000 to Rs.1,25,000/-
3.	Project Examiner - General Civil Works <i>Vacancy: 02</i> Upper Age Limit ¹ - 40 years	B.Tech in Civil Engineering (M.Tech from reputed institutions is preferable).	8 years minimum post qualification experience in the following areas: (a) Project planning and Execution of civil & allied works including supervision through strict adherence to contractual terms & quality assurance.	Rs.60,000 to Rs.80,000/-

Sl. No.	Post	Qualification	Experience	Pay Range
			<p>(b) Inspection and testing procedures of civil works as per approved QA/QC standards</p> <p>(c) Coordination skills, good knowledge in standard codes and CPWD specifications / manuals</p>	
4.	Project Examiner - Transportation Engineering <i>Vacancy: 02</i> Upper Age Limit ¹ - 40 years	B.Tech in Civil Engineering (M.Tech in Transportation Engineering/Structural Engineering from reputed institutions is preferable)	8 years minimum post qualification experience in the following areas: (a) Project planning and Execution of transportation projects such as roads/ bridges and allied works including supervision through strict adherence to contractual terms & quality assurance. (b) Inspection and testing procedures of roads, bridges etc as per approved QA/QC standards (c) Coordination skills, good knowledge in standard codes and CPWD/MORTH specifications / manuals.	Rs.60,000 to Rs.80,000/-
5.	Project Coordinator <i>Vacancy: 01</i> Upper Age Limit ¹ - 40 years	B.Tech in Civil Engineering MBA desirable	10 years experience with exposure to institutional capability building related activities and associated with consultancy organisations.	Rs.60,000- Rs.80,000/-

Sl. No.	Post	Qualification	Experience	Pay Range
6.	Inspection Engineer <i>Vacancy : Electrical – 1, Mechanical – 1</i> Upper Age Limit ¹ - 35 years	B.Tech (Electrical, Mechanical) from reputed institutions.	5 years of experience in Project Execution/ Construction Management associated with Public Infrastructure works or other leading infrastructure organizations.	Rs.40,000
7.	Project Assistant <i>Vacancy: 01</i> Upper Age Limit ¹ - 35 years	B. Tech or MBA from reputed institution.	Not less than 5 years of post-qualification experience in organisations carrying out Project Management Activities.	Rs.40,000
8.	Internal Audit Assistant <i>Vacancy: 01</i> Upper Age Limit ¹ - 30 years	Should have completed Level II (IPCC) of Chartered Accountancy examination OR B. Com with MBA in Finance from a reputed institution with knowledge of accounting, finance, management, public administration and computer information system and Tally ERP.	Minimum three years' experience in a reputed audit firm and knowledge in Tally ERP* OR Minimum three years' experience in handling Financial Accounting in a reputed firm/ Corporate Companies*	Rs.30,000

¹ Cut-off date for Age criteria and post qualification criteria is 01.08.2022.

* Candidates possess required qualification, giving experience in Risk Based Internal Audit/Internal Audit in BFSI segment is preferable.

Note:

For job description please see Annexure

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]
- Candidates 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 form at only]

- The candidate has to scan his full signature, since the signature is proof of identity, it must be genuine and in full: initial is 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. **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 effect.

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**

Annexure

Post	Job description
Principal Consultant-Technical Service Co-ordination	The main job involves various activity relating to coordination of technical services to be provided to SPVs. Inspection Authority and other divisions in KIIFB. The professional shall be responsible for ensuring the timely delivery of technical services through Technical Resource Center. Consultants appointed by KIIFB and internal resources by ensuring quality and conformance to KIIFB standards. The specific job responsibility involves coordination of DPR support services, Project Execution Document support services, Technical review, support to Design Examination process and new technology implementation coordinated by Inspection Authority.
Senior Project Examiner (General Civil Works)	Performing all inspection & Quality Management activities of buildings and general civil works. Assist CPE in Quality management and related activities.
Project Examiner - General Civil Works	Performing all inspection & quality management activities of General Civil Works. Assisting Senior consultant (General Civil Works) in technical examination and inspection.
Project Examiner - Transportation Engineering	Performing all inspection & quality management activities of roads and highway sectors. Assisting Senior consultant in technical examination and inspection.
Project Coordinator	Assisting Senior coordinator (Institutional Capacity Building).

Post	Job description
Inspection Engineer (Electrical & Mechanical)	Assisting the inspection functions by conducting site inspections and carrying out technical documentation process.
Project Assistant	Assisting various Co-ordination, Administrative and Institutional capacity building initiatives.
Internal Audit Assistant	<ul style="list-style-type: none"> • Analysis of accounts – Profit and Loss accounts and Balance Sheet of the organization and interpretation of each disclosure as per standards. • Analysis of MIS reports, monthly financial reports and budget reports. • Evaluation all accounting records as per commercial accounting norms and accounting standards of ICAI and accounting policies adopted by the organization. • Study and Review of internal control systems and risk points. • Interpretation of AR of Statutory Audits, Tax Audits- commercial taxes and other laws- VAT, CST, TDS, GST Tax, Income Tax Return, filing of tax returns. • Analysis & Suggesting an effective cash flow control system, pricing policies and guidelines. • Analysis and interpretation of forecasts of company revenue, working capital, expenditure and return on investments. • Independent scrutiny and evaluation of monthly and quarterly review of all financial statements • Planning & Execution of Risk Based Internal Audit /Internal Audit as in BFSI segment. <p><u>Other skills</u></p> <ul style="list-style-type: none"> • Leading – Internal Audit team, process study and conclusion of audit. • Analytical approach to work & Problem- solving skills and initiatives. • Assigning duties to respective staff, supervising, encouraging and continuously reviewing of their work. • Ability to make quick but rational decision.