



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(Statutory Body Under an Act of Parliament)
CMA BHAWAN, 12, SUDDER STREET, KOLKATA – 700 016



Ref: HR/ER./INFRA/DEL/2023

July 18, 2023

Advertisement for engagement of Consultant – Civil/Architecture

- No. of Positions** : 1 (One)
- Qualification** : B.E(Civil / Architecture)
- Nature of Engagement** : Contractual
- Period of Contract** : 12 months to be renewed based on performance following the proper rules and procedures of the Institute.
- Experience** : Not less than 10 years of relevant working experience in civil and architectural works.
- Job Description** :
- To prepare project feasibility report.
 - To check the infrastructural proposals received from NIRC & Chapters under NIRC, from time to time.
 - To prepare and check estimates of all infrastructure projects.
 - To prepare tender documents and BOQ.
 - Technical evaluation of tender documents.
 - Coordinate with all tender committee members regarding civil works, interior, electrical, plumbing and allied works.
 - Coordinate with all technical consultants related infrastructure works as required from time to time.
 - Verify the quality of the work as per the prescribed specification.
 - Checking & certifying contractor's bills, measurement books and other documents before processing of payment.
 - Analysis of variance for cost escalation, time overrun and Budgetary sanction compared to original approved estimation.
 - Any other work related to construction, renovation, major repair assigned to him from time to time.
 - Maintaining all relevant records pertaining to all immovable assets of the Delhi Office, Noida Building and Chapters under the jurisdiction of NIRC of the Institute.
- Salary** : Rs. 1.20 Lakh/- (Consolidated)
- Place of Posting** : Delhi Office

This engagement is not a regular employment in the Institute and it will not confer any right or privilege whatsoever in any manner for regularization or continuous engagement in the Institute.

The personnel are required to attend the Institute regularly on all working days and be guided by the Institute's working hours. They will not be entitled to any paid leave as such but may be allowed one day's leave only per month along with weekly off and approved Holiday list of the Institute.

- Please send your resume at hr2@icmai.in
- Last date of application – 9th August, 2023.