

GURU NANAK DEV UNIVERSITY, AMRITSAR*(Established by the State Legislature Act No.21 of 1969)**Accredited as "A" grade level by NAAC and awarded "University with Potential for Excellence" status by the UGC***Advertisement No. 6/2019**

Online applications are invited from eligible candidates for the post of Consultant (Project Management) for facilitating the administration of projects under component 4 of RUSA 2.0 purely on temporary basis for one year on fixed pay Rs. 50000/- p.m. Candidates are required to deposit the prescribed fees (**non-refundable**) through online mode only using Credit Card/ Debit card/ Net banking. Application fees will be Rs. 1180/- (Rs. 590/- for SC/ST & PWD candidates). The application submitted through online mode **ONLY** shall be accepted and submission of its Hard Copy is also must.

Important Dates:

Opening date for on-line Registration of applications	:	03.09.2019
Last date for on-line Registration/submission of application.	:	09.09.2019
Last date for submitting the hard copy/print out of online application and supporting documents to the Registrar, Guru Nanak Dev University, Amritsar-143005 (Pb.)	:	13.09.2019

Consultant (Project Management)

Number of positions: 01

Nature of Appointment: Purely on temporary basis for one year.

Salary:- Rs.50,000/- pm (fixed)

Job Profile:

The main job of the consultant (Project) is to coordinate and see that the projects are completed on time. He is responsible for developing project plans, ensuring resource availability and allocation and delivering project on time within budget and scope. Consultant (Project Management) should have a background in construction projects, management, budgeting, analysis, quality control assurance, supervision, bill checking, preparation of preconstruction stages (estimation, quantity surveys, tender, financial management) etc. He should be an excellent communicator and comfortable managing multiple tasks. He must be a team player and have a problem solving aptitude.

Responsibilities and Duties:

- Coordinate internal resources and contractors for the flawless execution of projects.
- Ensure that all projects are delivered on time, within scope and within budget.
- Obtaining permits and licenses from appropriate authorities.
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Ensure resource availability and allocation.
- Develop a detailed project plan to track progress.
- Use appropriate verification techniques to manage changes in project scope, schedule and costs.
- Measure project performance using appropriate systems, tools and techniques.
- Report and escalate to management as needed.

- Perform risk management to minimize project risks.
- Ensure compliance of all the relevant provisions of Labour Laws & other statutory laws applicable to manpower management.
- Create and maintain comprehensive project documentation.
- Coordinate with Govt. funding agencies for timely receipt of Grants, its usage and arranging utilization certificates.
- Perform any other duty assigned by the superiors and management.

Qualifications, knowledge and skills required:-

- Degree in Civil Engineering from recognized university or equivalent
- Experience as Executive Engineer or equivalent for a period of at least five years.
- Proven work experience as project administrator and construction manager
- Excellent written and verbal communication & negotiation skills.
- Solid organizational skills including attention to detail and multi-tasking skills.
- Working knowledge of MS Office
- Excellent organizational and time- management skills.
- Should be capable of independently functioning in a multidisciplinary environment.
- Should have excellent interpersonal and management skills with ability to work in a deadline driven environment.
- A team player with leadership abilities.

Note: -

1. Candidates are required to apply in the online mode only through Guru Nanak Dev University, Amritsar website www.gndu.ac.in. No other means / mode of application (through post, email, fax, deposit of CV etc.) will be accepted. Applicants are required to take TWO printouts of the Online Application Form. Affix the same passport size photograph (which was uploaded with the online form) on it and **SEND a COPY to ‘THE REGISTRAR, GURU NANAK DEV UNIVERSITY, AMRITSAR-143005’, PUNJAB along with self attested copies of all the certificates of Educational/ Professional QUALIFICATIONS (DEGREES AND DMC’S WITH CONVERSION FORMULA OF CGPA/OGPA), EXPERIENCE CERTIFICATE, RESERVE CATEGORY CERTIFICATE** (Reservation certificate issued by the competent authority as a proof of claiming the reserve category as made in the online application form) etc., keep the 2nd copy with him/her.
2. Copy of circular containing detailed instructions, qualifications, etc. for the posts, is available only at <http://www.gndu.ac.in>.
3. A Candidate needs to Register only once by filling Registration Form, even if he/she wishes to apply for more than one post/ department/campuses.
4. Candidates must have a valid Email-ID of his own, which should be active throughout the recruitment process. Candidates should keep checking the Inbox or even the Spam box of his/her Email ID regularly during the recruitment process as the University may send any important intimations on the University Website and/or through Email. Candidates should also check the University website regarding any updates during the recruitment process. Candidates should check their Email account for updates. GNDU will not be responsible for any loss of Email sent, due to invalid/wrong Email Id provided by the candidates or for delay/ non receipt of information if a candidate fails to access his/her email/website in time. Candidates are requested in their own interest to remain in touch with the University website www.gndu.ac.in. Issuance of notifications in the newspaper is not obligatory on the part of the university
5. Candidates should take utmost care to furnish the correct details while filling in the online application. Any mistake committed by the candidates shall be his/her sole responsibility.
6. The candidates should ensure the completion of all the steps of the registration process and depositing of application fee by the stipulated date and time given in the advertisement.
7. **Based on the category in which candidates intend to apply, the following Fees will have to be paid :**

a.	SC/ST/PWD	:	Rs.590
b.	All other categories (including General)	:	Rs.1180

8. Please scan your Photograph and Signatures individually and save them in the JPEG format. The size of any of these individual images should not exceed 100 kb (photograph) and 100 kb (signature) for online uploading.
9. Please keep the following details ready with you before clicking on the registration button for starting your online application:-
 - a. Personal details including Date of Birth and Nationality
 - b. Mobile Number
 - c. Valid Email ID
 - d. Reservation Category Details
 - e. Percentage of your Educational Qualification starting from Matriculation examinations to onwards.
(Please calculate percentage from CGPA/OGPA in advance).
 - f. Soft Copies of scanned Photograph and Signatures.
10. Application fee once paid shall neither be refunded under any circumstances nor it shall be held reserve for any other recruitment or selection process in future.
11. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
12. **Persons already in service must apply online and send the hard copy of application through their employer. All those candidates working in organizations/institutions including affiliated colleges of the university may be allowed to appear in interview without "No Objection Certificate" with the condition that in case the candidate is selected, no extension in joining time will be allowed. Such candidates are required to give an undertaking on the format available on university website: www.gndu.ac.in. All such candidates will be given standard joining time i.e. one month from the issuance of appointment letter.**
13. **Incomplete applications in any respect or hard copy of application received after the due date will not be entertained.**
14. University reserves the right to fill or not to fill up the posts and to call only suitable number of candidates for interview/counseling.
15. Bio-Data of any candidate can be placed before the Selection Committee.
16. Mere applying and satisfying the essential/ minimum qualification required for a post does not entitle the candidate any right of appointment.
17. The University shall verify the antecedents/documents submitted by the candidates at the time of appointment or any time during the tenure of the service. In case, it is detected that the documents submitted are fake or the candidate has a clandestine background and has suppressed the said information, his/her services shall be terminated forthwith.
18. Canvassing in any form will lead to cancellation of candidature.
19. Any dispute with regard to the selection/recruitment process will be subject to the courts/tribunals having Jurisdiction of Amritsar.
20. For any enquiry regarding online application form, please contact Phone No.0183-2258802-09 (3182) (For Technical Enquiry regarding filling online application form) and 3099 (For General Enquiry regarding advertisement) Timing: 9.00 A.M. to 5.00 P.M. in working days.
21. Information regarding interview schedule of the shortlisted eligible candidates will only be available on the University website. Candidates should attend the interview as per the schedule available on the website. No Separate call letters will be issued. No TA/DA will be paid for attending interview.
22. Candidates within India may not be considered in absentia.