



भारतीय प्रबंध संस्थान कौशिकोड़

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode 673570

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Notification No. C-39/2025-IIMK.HR

RECRUITMENT OF SUPPORT ENGINEER (CIVIL) ON CONTRACT

Indian Institute of Management Kozhikode invites applications from eligible candidates for the contract position of Support Engineer (Civil).

Position	SUPPORT ENGINEER (CIVIL)
Number of Vacancy	02 (Two)
Maximum Age Limit	35 years (as on the date of notification)
Consolidated Monthly Remuneration	Rs.24, 300/- (including Rs.300/- towards telephone allowance)
Qualification & Experience	<p>Three Year full Time Diploma in Civil Engineering with minimum four (04) years relevant experience.</p> <p>OR</p> <p>B.Tech/BE in Civil Engineering with minimum two years relevant experience.</p> <p><i>In addition, the candidates should have good English communication, Proficiency in MS-Office and Internet usage.</i></p>
Job Profile	<ul style="list-style-type: none">• Site Supervision & Safety: Regularly inspect construction sites to ensure that work is carried out in accordance with safety regulations and institutional standards and specifications for safe working conditions.• Coordination & Scheduling: Assist in planning and coordinating civil work activities, ensuring alignment with work schedules. Coordinate with other departments and stakeholders to avoid delays and ensure project continuity.• Labour & Workforce Management: Supervise, coordinate, and schedule the activities of skilled workers, helpers, and laborers involved in construction and maintenance tasks.• Quality Assurance: Ensure that all construction materials used and civil work performed comply with the approved specifications, drawings, and institutional guidelines.• Estimation & Costing: Prepare preliminary and detailed estimates for construction, maintenance, and renovation projects. Assist in budgeting and financial planning for civil engineering projects.• Measurement & Billing: Conduct site surveys (including the uses of instruments) and quantity measurements. Recording joint measurements, assist in the verification and certification of contractor invoices, bills, and measurement books/sheets in accordance with relevant IS codes.• Record Keeping & Documentation: Maintain proper records of site activities, materials, labour, and project progress. Ensure



	<p>timely documentation of inspection reports, work logs, and correspondence.</p> <ul style="list-style-type: none"> • Drawing and Plan Interpretation: Interpret civil engineering drawings, structural designs, and architectural layouts to guide field implementation. • Technical Support: Provide technical support to the reporting Engineer(s) in tender preparation, comparative statement analysis, and contractor/vendor liaison. • Team Collaboration: Work efficiently as part of a multidisciplinary team, contributing to problem-solving, planning, and decision-making processes. • Compliance & Reporting: Ensure compliance with relevant building codes, environmental regulations, and institutional policies. Assist in preparing progress and compliance reports. • Miscellaneous Duties: Perform other duties and responsibilities as assigned by the Engineer-in-charge or other higher authorities, in line with the needs of the department or institution.
Date & time of Interview	Will be notified later

General information and conditions:

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by **5:00 pm of 13.08.2025**.
2. Candidates are requested to upload their photograph, certificates and signature, as per the format prescribed in the online portal.
3. Candidates, who have submitted their applications, are advised to visit our website/ check their emails regularly, for getting update regarding change of interview schedule, if any.
4. The engagement to the above position will purely be on contract basis for an initial period of six months. Further extensions will be subject to job requirements and performance.
5. Eligible applications would be screened and only shortlisted candidates will be interviewed. Time slots will be communicated by e-mail.
6. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
7. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
8. Decision of the Director, IIMK regarding the selection shall be final.

Last date for online application is 5:00 p.m. 13.08.2025

Dated: 23.07.2025

13/07/2025
AO (HR-Staff Matters)

