



**ADVERTISEMENT FOR RECRUITMENT OF PROJECT LEAD ON OUTSOURCING BASIS**

**Reference No: IIITS/Recruitment/Staff-OS/Project Lead/2026/01**

Indian Institute of Information Technology Sri City, Chittoor (IIIT Sri City) invites applications from suitable and qualified candidates for engagement through outsourcing agency for the position of Project Lead to strengthen the Institute's Engineering Unit Office and ensure effective and timely planning, coordination, supervision and execution of the Institute's construction and infrastructure projects.

**Position: Project Lead**

**Office: EU Office (Engineering Unit Office)**

**Mode of Engagement: Through Outsourcing Only**

Applications are invited from eligible qualified individuals for the position of Project Lead required at its campus located at Sri City.

**1. SCOPE OF WORK / KEY RESPONSIBILITIES**

The Project Lead shall be responsible for:

- Overseeing the day-to-day construction management of Institute projects.
- Project management and monitoring of the Institute's infrastructure projects.
- Coordination and liaison with Architects, Structural Consultants, MEP Consultants, PMC and other technical consultants.
- Review of architectural, structural, MEP and other project drawings submitted by consultants.
- Project planning, scheduling and monitoring of construction activities.
- Coordination of the vendor/contractor selection process, including preparation of tender documents, BOQ, specifications and other bid documents.
- Coordination with selected vendors and contractors for execution of works.
- Regular site visits and monitoring of quality, progress, workmanship and compliance with approved drawings and specifications.
- Coordination with contractors, consultants, vendors and other stakeholders.
- Construction monitoring and periodic progress review against approved cost and schedule.
- Scrutiny of contractor bills, measurements and supporting documents and certification/recommendation of work completed.
- Monitoring project cost, quality, time and safety requirements.
- Preparation of daily, weekly and monthly progress reports.
- Preparation of project status reports and presentations for review by the Institute authorities.
- Coordination and preparation of necessary inputs/documents for Building Works Committee (BWC) meetings and other committee meetings.
- Coordination of project handover, completion documentation, as-built drawings, testing/commissioning and defect rectification.
- Monitoring of contractor performance, pending works, EOT-related matters and contractual obligations.



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Any other work related to project/construction management as assigned by the Director/competent authority.

### 2. SPECIFIC REQUIREMENTS OF IIIT SRI CITY

The candidate should preferably have experience in managing large institutional infrastructure projects, including:

- Academic buildings and institutional facilities.
- Student hostels and residential facilities.
- Dining/mess and utility buildings.
- Campus infrastructure and associated development works.
- RCC, PEB and/or precast building construction.
- Large-value civil and infrastructure projects.
- Tendering, BOQ preparation, estimation and technical specifications.
- Bid evaluation and vendor/contractor selection.
- Contract administration and contractor management.
- RA bill scrutiny, measurement verification and payment certification.
- Project planning, scheduling and progress monitoring.
- Coordination with Architects, Structural Consultants, MEP Consultants and PMC agencies.
- Quality control and construction supervision.
- Cost monitoring and project completion.
- Building Works Committee/technical committee coordination.
- CPWD norms, SOR and Government/institutional procurement procedures.

### 3. EDUCATIONAL QUALIFICATION

Bachelor's Degree / Master's Degree in **Civil Engineering** from a reputed Institute/University.

### 4. EXPERIENCE

- Minimum 15+ years of relevant professional experience in developing/construction of Grade-A facilities for international companies, Institutions of National Importance or equivalent organizations.
- Experience in managing construction projects having a value of not less than ₹10 Crore in a single project.
- Candidates having experience in precast building construction will be preferred.
- Exposure to **CPWD norms and procedures of execution** will be an added advantage.

#### How to Apply:

Interested candidates are requested to submit their updated resumes via email ([hr.campus@iiits.in](mailto:hr.campus@iiits.in)) on or before 08/10/2026.



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**Candidates shortlisted and called for the interview shall attend the interview at their own expense.**

**Note:**

1. Mere fulfillment of the prescribed minimum qualification and experience shall not confer any right on a candidate for selection or deployment against the outsourced position.
2. The Institute/Outsourcing Agency reserves the right to conduct written tests, skill tests, interviews, document verification, or any other selection process, as deemed appropriate, for assessing the suitability of candidates for deployment.
3. The Institute reserves the right to accept or reject any or all applications/candidates, or to require the Outsourcing Agency to provide/recommend alternative candidates, without assigning any reason. The Institute may also decide not to fill any or all of the positions, as per its requirements.
4. The Institute may, in exceptional cases and based on its requirements, permit relaxation in the prescribed qualifications and/or experience, subject to approval of the Competent Authority and applicable rules/terms of the outsourcing arrangement. Such relaxation shall not confer any right on a candidate for selection or deployment.
5. The Institute reserves the right to prescribe a reasonable limit on the number of candidates to be shortlisted/called for any test, skill test, interview, or document verification, based on the number of vacancies and other requirements.
6. In case of any inadvertent mistake or discrepancy in the recruitment/selection process, which is detected at any stage, the Institute reserves the right to modify, withdraw, or cancel any communication or selection made in respect of a candidate, subject to the terms of the outsourcing arrangement.
7. No correspondence shall be entertained from candidates regarding the conduct or result of the selection process, shortlisting, non-selection, or non-deployment. The decision of the Institute in this regard shall be final, subject to applicable rules and contractual terms.
8. Canvassing in any form or bringing any influence, political or otherwise, for securing selection or deployment shall be treated as a disqualification.
9. Candidates shall not have any claim for regular appointment, absorption, or continuation in the service of the Institute merely on account of being selected or deployed through the Outsourcing Agency.
10. The selected candidates shall be deployed by the Outsourcing Agency only after completion of the prescribed verification and other formalities. The Institute reserves the right to assess the suitability of the candidates before permitting their deployment.

Sd/-  
Registrar I/c.