

ROLLING ADVERTISEMENT

Engagement of Project Associates on Contract Basis under the Architectural Consultancy for Construction of Various Buildings and External Development Works at New and Old Campus, IISER Bhopal Project

The Institute invites applications from eligible and suitable candidates for engagement of 02 (Two) Project Associates on a purely contractual basis under the Architectural Consultancy for Construction of Various Buildings and External Development Works at New and Old Campus, IISER Bhopal. Project.

1. Name of the Position: Project Associate (on Contract) Number of Positions: 02 (Two)
2. Nature of Engagement: The engagement will be purely contractual in nature and will not confer any right or claim for regular appointment, continuation or absorption in the Institute.
3. Contract Period: The engagement will initially be for a period of 11 months. The engagement may be extended further, subject to the requirement of the project, satisfactory performance, availability of funds and approval of the Competent Authority.
4. Remuneration: The selected candidate will be paid a consolidated remuneration of ₹35,000/- (Rupees Thirty-Five Thousand only) per month.
5. Essential Qualification: Bachelor's Degree in Architecture (B.Arch.) from a recognized University/Institution.
6. Experience: Minimum one year of relevant professional experience in the field of Architecture.
 - Good working knowledge of AutoCAD and other relevant architectural/engineering software such as SketchUp, Revit, MS Office, and other drafting or project management software.
7. Roles and Responsibilities: The selected candidate shall be responsible for the following:
 - Preparation of architectural working drawings and detailed construction drawings.
 - Preparation, modification and updating of drawings as per project requirements.
 - Site supervision and monitoring of construction activities.
 - Verification of contractor bills, measurements and work executed at site.
 - Coordination with consultants, contractors, project officials and other stakeholders.
 - Assistance in preparation of estimates, specifications, reports and project documentation.
 - Maintenance and updating of project records, drawings and technical documents.
 - Assistance in monitoring the progress and quality of works at project sites.
 - Any other work assigned by the Competent Authority from time to time in connection with the Architectural Consultancy for Construction of Various Buildings and External Development Works at New and Old Campus, IISER Bhopal. Project.
8. Selection Process: The applications received shall be scrutinized and eligible candidates may be shortlisted on the basis of their qualifications, relevant experience, technical skills and suitability for the project. Shortlisted candidates may be called for an Interview/Skill Assessment, as decided by the Institute. Mere possession of the minimum prescribed qualification and experience shall not entitle a candidate to be called for the interview.
9. Application Procedure: Interested and eligible candidates may submit their application along with the following documents:
 1. Updated Curriculum Vitae (CV).
 2. Self-attested copies of educational qualification certificates and mark sheets.
 3. Experience certificates, wherever applicable.
 4. Any other relevant supporting documents.

The application should be sent by email to: Email: richa.raje@spabhopal.ac.in The subject line of the email should be: "Application for the Post of Project Associate under the Architectural Consultancy for Construction of Various Buildings and External Development Works at New and Old Campus, IISER Bhopal Project"

10. Last Date of Application: 31st August 2026

Being a Rolling Advertisement, applications may be considered periodically until the position(s) are filled, subject to the requirement of the project.

11. Selection/Result: The list of shortlisted/selected candidates will be intimated through email. The selected candidates may be required to join at short notice, as per the requirement of the project.

12. Termination of Contract: The Institute reserves the right to terminate the contractual engagement before the expiry of the contract period in accordance with the terms and conditions of engagement and the decision of the Competent Authority.

The engagement may also be discontinued in case of unsatisfactory performance, completion/discontinuation of the project, non-availability of funds or any other administrative reason.

13. General Instructions

1. The engagement is purely temporary and contractual in nature.
2. The engagement shall not confer any right or claim for regular appointment, continuation or absorption in the Institute.
3. Mere fulfillment of the minimum eligibility criteria does not guarantee shortlisting or selection.
4. The Institute reserves the right to shortlist candidates based on qualifications, relevant experience, professional skills and suitability for the project.
5. The Institute reserves the right to increase or decrease the number of positions or not to fill any or all of the advertised positions without assigning any reason.
6. Incomplete applications or applications received after the prescribed last date may be summarily rejected.
7. Candidates must ensure that all information furnished in the application and supporting documents is correct and complete.
8. Furnishing false or misleading information may result in cancellation of candidature/termination of engagement.
9. No TA/DA shall be admissible for attending the interview/skill assessment, if conducted.
10. No canvassing in any form shall be entertained and shall lead to disqualification.
11. The Institute reserves the right to amend, modify, cancel or withdraw the advertisement or change the selection procedure, if required, without assigning any reason.
12. Any matter not specifically mentioned herein shall be decided by the Competent Authority of the Institute, whose decision shall be final and binding.