बीआरआईसी BRIC a DBT Organization
NIBMG
राष्ट्रीय जैवचिकित्सा जीनोमिक्स संस्थान
NATIONAL INSTITUTE OF BIOMEDICAL GENOMICS
P.O.: N.S.S., Kalyani – 741251, West Bengal, India

NOTICE FOR ENGAGEMENT ON CONTRACT BASIS

Post of Superintendent Engineer (Civil)

BRIC-NIBMG is in urgent need of talented and dynamic candidates for engagement on contract basis for the post of Superintendent Engineer (Civil), as per the details given below:

Name of the Post	Superintendent Engineer (Civil) -01
Educational Qualification	**Superintendent Engineer (Civil): -** Full-time bachelor's/master's degree in civil engineering from a recognized University/Institute recognized by UGC/AICTE; OR B.E./B.Tech. /MTech in Civil Engineering through lateral entry from a recognized University/ Institute. Upper age limit 45 years
Experience	Minimum 05 (Five) years of post-qualification experience for both the positions
Remuneration	Rs. 70,000/- (Rupees Seventy Thousand only) per month respectively for both the positions with 3% increase every year. Housing may be offered on campus – with deduction as mandated by Central Govt. institutions.
Method of Recruitment / Duration of Contract	Short-term contract basis through "Third-Party Payroll" initially for a period of One (01) year, which may be extended further based on the requirement, satisfactory performance and mutual consent of the concerned employee and the Institute. If found unsatisfactory on the job, severance procedure can be initiated after giving 01-month written notice.
Detailed Job Description	Detailed job description is attached in Annexure-1

How to Apply: Interested candidates may apply in e-mail ID:- apply.engg2026@gmail.com within 10 days from the date of uploading of the advertisement in the Newspaper/Institute's website.

Terms & Conditions: The decision of BRIC-NIBMG in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of interviews will be final and binding on the candidates. The remuneration is fixed. Bargaining about the remuneration or other job requirements post-selection will not be entertained and the candidate will not be considered any further. Any evidence of canvassing for the position will incur prompt disqualification.

DIRECTOR
BRIC-NIBMG, Kalyani

Annexure-1

Overall Functional responsibility: The Civil Engineer will be responsible for planning, design, estimate, procure, execute, supervise, and maintain all civil works and campus infrastructure of the Institute. The role covers new construction, laboratory buildings, academic and administrative blocks, residential quarters, roads, drainage, water supply, sewerage, landscaping, and estate-management functions including execution and contract management according to approved drawings, specifications, quality requirements, and the agreement as and when required.

KEY RESPONSIBILITIES: -

1. Campus infrastructure planning

- Prepare and maintain a **Campus Infrastructure Master Plan** covering built-up areas, roads, drainage, water supply, sewerage, storm-water management, landscaping, boundary walls, gates, and future expansion zones.
- Conduct periodic condition surveys of buildings, roads, drainage systems, water tanks, retaining structures, and residential accommodation.
- Verify proposed building footprints and layouts at site, including setbacks and feasibility of execution in accordance with applicable local byelaws.

2. Design, estimation, and project preparation

- Prepare or scrutinise architectural and structural drawings, specifications, detailed estimates, abstracts of cost, and bills of quantities (BOQ).
- For conventional item-rate works, ensure technical sanction including detailed estimate, architectural drawings, specifications, and structural drawings as applicable.

3. Tendering and procurement

- Prepare the technical specifications of the tender documents for civil related jobs including BOQ, drawings, conduct pre-bid meetings, respond to bidder queries, issue corrigenda/addenda, evaluate, and compare technical bids in accordance with Institute's procurement policy and applicable government guidelines and maintain a complete tender record.
- Regulatory knowledge of CPWD/PWD Works Manual, DSR, GFR/procurement rules, National Building Code, fire-safety norms, environmental and municipal requirements
- Prepare purchase proposals, technical specifications, comparative statements, and justification notes for civil materials, equipment, tools, and services.
- Scrutinise contractor bills, measure books, running-account bills, final bills, material statements, and recovery statements before certification.
- Ensure correct measurement, quality certification, tax compliance, retention money, deduction clauses, and timely payment processing.
- Coordination and checking of Contractor bills, final bills, completion certificates, and as-built documentation.

4. Construction execution and site management

- Conduct regular site inspections; check setting out, layout, levels, reinforcement, formwork, concrete quality, masonry, plastering, waterproofing, flooring, finishing, drainage, and road works.
- Ensure proper sequencing of civil, electrical, HVAC, plumbing and firefighting works.

5. Maintenance of buildings and residential estate

- Plan and supervise day-to-day, annual, and special repairs of academic buildings, administrative blocks, laboratories, hostels, Faculty Housing, guest house, community facilities, and common areas.

- Take care of civil complaints relating to leakage, seepage, dampness, cracking, flooring, painting, plumbing, drainage, masonry, doors/windows, and allied works.
- Prepare preventive-maintenance schedules for roofs, waterproofing, water tanks, drainage, roads, boundary walls, lifts, pumps, and building façades.

6. Estate management and GLIS administration

- Maintain updated records of campus land, buildings, residential units, roads, and utilities assets.
- Administer the Institute's GLIS / GIS-based Land and Infrastructure System, including spatial data, building footprints, land parcels, utility networks, road networks, drainage lines, and asset attributes.
- Ensure that land records, mutation documents, lease deeds, allotment records, building plans, completion certificates, and statutory approvals are properly maintained and digitised.
- Maintain custody and standardisation of lease agreements and vendor contracts and monitor contractor/service-provider performance against agreed SLAs.

8. Safety, compliance, and sustainability

- Ensure compliance with National Building Code, fire-safety norms, accessibility requirements, environmental regulations, local municipal byelaws, labour laws, and applicable safety standards.
- Coordinate fire drills, structural-safety reviews, disaster-preparedness plans, and monsoon preparedness.
- Coordinate with statutory bodies such as municipal corporation, fire services, pollution control board, electricity board, water authority, and land-revenue authorities.