IIIT Hyderabad Invites Applications for the Position of

Assistant Executive Engineer - Civil

International Institute of Information Technology Hyderabad is a world-class institution offering BTech, MS by Research, Dual Degree (BTech + MS), MTech, and PhD programs. The institute has large research centers with over 100 PhD & 250 MS Research students working on wide-ranging topics. The institute provides a flexible environment that facilitates active industry collaborations for conducting research.

IIIT Hyderabad invites applications for a full-time Assistant Executive Engineer - Civil having the following education and competencies.

Overall Responsibility:

Has the overall responsibility for the development, maintenance, and safety of the existing infrastructure of IIIT Hyderabad. You will play a crucial role in supporting senior civil engineers on various projects specific to the academic and research needs of the campus.

Responsibilities:

- Assist senior civil engineers in planning, designing, and overseeing the construction, renovation, and maintenance of civil infrastructure on the Institute’s campus. This may include buildings, residential quarters, hostels, roads, drainage systems, water supply systems, and other civil structures. Focus on maintenance and operations may be higher.
- Participate in various civil engineering projects undertaken by the institute, such as academic buildings, research facilities, student housing, and sports complexes. Your tasks may involve:
  - Preparing technical specifications and cost estimates for civil engineering projects.
  - Conducting site surveys and investigations.
  - Assisting with structural analysis and design calculations.
  - Preparing construction drawings and documents using relevant software (e.g., AutoCAD, Revit).
- Oversee the construction process, ensuring adherence to plans, specifications, and quality standards.
- Perform inspections of existing civil structures to identify potential problems and recommend maintenance or repair solutions.
- Prepare reports and documentation related to project execution and maintenance activities.
- Manage and maintain project budgets and schedules.
- Liaise with contractors, vendors, and consultants involved in civil engineering projects.
- May be involved in research projects undertaken by faculty members, assisting with data collection and analysis related to civil engineering materials or structures.
- Ensure adherence to all relevant safety regulations and building codes.
Required Competencies:

- Bachelor’s degree in Civil Engineering from a recognized university.
- Minimum 3-5 years of experience in a similar role, preferably in an institutional setting.
- Strong understanding of civil engineering principles, structural analysis, and construction methods.
- Personal integrity, honesty, and due diligence.
- Working knowledge of relevant Indian Standards (IS) codes for civil construction.
- Proficiency in civil engineering design software (e.g., AutoCAD, Revit).
- Conversant with IT skills – MS Office and Opensource for documentation and effective presentation.
- Excellent communication and interpersonal skills to collaborate effectively with faculty, staff, students, and contractors.
- Ability to work independently, manage projects, and prioritize tasks.
- Strong analytical and problem-solving skills.
- Time management skills and ability to meet deadlines.

Type of Role: Regular position with an initial contract of 3 years. Renewal will be based on performance and the Institute’s needs. The performance will be evaluated every academic year.

Pay: The compensation is designed to reward the best talent and will not be a limiting factor for the right person as per the Institute’s norms.

Apply with your detailed resume & Position Name in the Subject Line to recruitment@iiit.ac.in

IIIT-H existing staff can apply for this position