Kerala Highway Research Institute

A CENTRE OF EXCELLENCE FOR ROADS IN KERALA

(An initiative by the Government of Kerala and the World Bank)

RECRUITMENT NOTIFICATION

KHRI/CoE/REC/2020-21   November 4, 2020

The Public Works Department (PWD), Government of Kerala (GoK) is undertaking a project to build internal capacity and to mainstream best in class practices into Kerala towards improving the quality of roads and buildings. Presently, with the World Bank assistance, PWD is undertaking reforms under Kerala State Transport Project (KSTP – II). KSTP - II is aimed at improving the quality of its assets by bringing in best practices into the sector. In this regard, the PWD has decided to upgrade its existing facility, the Kerala Highway Research Institute (KHRI) to the status of a Centre of Excellence (CoE). This project will be initially carried out for a period of 3 years.

Therefore, the CoE requires the services of dynamic and experienced individuals as **FIXED-TERM RESOURCE PERSONS (one year, extendable by one more year based on performance)** from different backgrounds**.** The desirous eligible applicants may apply online as per the terms and conditions of this recruitment, through the websites of Kerala Highway Research Institute (www.khri.org) or Centre for Management Development (www.cmdkerala.net). The Online application submission link will open on **04.11.2020 (10:00 am)**. The last date for submitting online applications is on **18.11.2020 (6:00 pm).**

The Resource Persons will be hired on a **fixed-term contract basis based on their qualification and expertise** in the specific areas/ posts mentioned below.

Sl. No.	Position	Qualification	Experience	Job Description	Remuneration (INR/ Month)
1	IT Manager *Vacancy: 01*	• B.E./ B. Tech (CS/ IT). • At least 5 years of relevant experience. • Should have secured minimum 70% marks or equivalent CGPA in the Engineering	• 5 years of experience working as an IT Manager/Network Administrator. • Should have hands-on, working knowledge of designing websites using CSS, WordPress and similar technologies, Network Management & setup,	• Shall support the Jt. Director (KHRI) in overseeing the design, and development of an interactive web-portal that shall need to be kept dynamic and updated. • Shall implement, through vendors, a new website at KHRI, Lab Information Management System, Online Library etc.	65,000

Sl. No.	Position	Qualification	Experience	Job Description	Remuneration (INR/ Month)
		course. • Candidates with relevant certifications from internationally reputed bodies shall be given preference. • Maximum age limit: 35 years.	protocols and hardware technicalities. • Should have experience of implementing a Lab Information Management System/ ERP in at least one laboratory (or) should have worked with a vendor on the implementation of a LIMS/ ERP system in a laboratory.	• Shall design and implement systems for online reporting of test results, creation of logins for customers of KHRI to access test reports. • Shall be required to develop bid documents for the procurement of the above services. • Overseeing and Conducting system audits/ security audits in line with requirements of GoK.	
2	Electrician *Vacancy: 01*	• ITI/ Diploma (Electrician) course. • Should have secured minimum 70% marks in the ITI/Diploma course. • At least 3 years of relevant experience in a Commercial establishment/ Manufacturing unit/ factories as an Electrician. • Maximum age limit: 35 years.	• Applied knowledge of National Electric Code. • Hands on experience in the Applied knowledge of electrical and mechanical devices. • Working understanding of technical diagrams and blueprints. • Good applied knowledge of heating and air conditioning systems. • Good applied knowledge of various test equipment typically used in a laboratory that is involved in testing of roads, bridges etc.	• Installation, maintenance and repair of electrical control, wiring, and lighting systems and appliances. • Reading of technical diagrams and blueprints. • Carrying out of general electrical maintenance. • Inspection of transformers, circuit breakers and other electrical components. • Troubleshooting of electrical issues, using appropriate testing devices. • Repair and replacement of equipment, electrical wiring, or fixtures. • Ensure adherence to National Electrical Code state and local building regulations. • Interfacing with KSEB or other authorities to address electrical matters for KHRI.	30,000

Sl. No.	Position	Qualification	Experience	Job Description	Remuneration (INR/ Month)
3	Content Writer and Communications Associate *Vacancy:01*	• B.E./ B.Tech (Civil). • 3 years of experience as a copywriter in an engineering organisation or as a writer for a technical journal/ magazine. • Should have secured minimum 70% marks or equivalent CGPA in the Engineering course. • Should have excellent proficiency in written English as evidenced through a written test • Candidates with internationally recognised certification for English language (with over 80% score) shall be given preference. • Maximum age limit: 30 years.	• Should have experience in writing articles and blogs for corporate entities in a professional capacity OR • Should have experience in writing technical articles and technical reports for a technical organisation in a professional capacity. • Excellent written and spoken English skills. • Should understand technical aspects in civil engineering pertaining to roads, bridges and buildings. • Ability to present and explain complex information in a clear and concise manner. • Experience in working with Office software like Microsoft Word, Excel, PowerPoint etc., Cloud based tools like Google Drive, Google Docs, Google Sheet, Google Forms etc.	• Preparation of detailed and professional technical reports for publishing. • Preparation of slides for technical presentations. • Editing and revision of material prepared by other writers or staff • Incorporation of animation, graphs, illustrations, or photographs to increase users' understanding of the material. • Standardisation of content across platforms. • Preparation and coordination of monthly newsletters, magazines and other publications. • Development and management of write-ups, blogs, content for KHRI digital library, social media and promotion of KHRI on social media with the intent to draw visitors into KHRI.	35,000
4	Skilled Workers *Vacancy:04*	• 12th grade. • Applied knowledge & experience in laboratory testing and processes, such as sampling, sample	• Applied knowledge in laboratory testing and processes, such as sampling, sample preparation, and handling of testing materials. • Brick, Tiles, Cement, aggregate, Concrete, Bitumen,	• Assist the laboratory staff in testing building, road and road materials. • Accompany the staff/ individually carry out field visits to obtain materials to be tested. • Bring in the materials to the labs/	20,000

Sl. No.	Position	Qualification	Experience	Job Description	Remuneration (INR/ Month)
		preparation, and handling of testing materials. • Maximum age: 35 • Shall demonstrate laboratory tests during the evaluation stage • **_Graduates will not considered for this post_**	Bituminous Mixes, Soil testing. • Experience in assisting field works – core cutting, sample collection and handling, equipment handling and transportation. • Preference for people with experience with testing of cement, sand, concrete, metals etc. in a building material testing laboratory/ NABL laboratory.	support on-site staff for testing of the materials. • The job will involve handling loads, transport of materials, and preparation of base materials / mixtures for the use of technicians for testing purposes. • Will be involved in the disposal of tested/ used materials. • Assist with operations, maintenance and cleaning of equipment.	
5	Deputy Manager (CoE) *Vacancy:01*	• Graduate degree in Engineering and Post Graduate degree in Management. • At least 5 years' experience in management organisation. • Should have secured minimum 70% marks or equivalent CGPA in the Engineering course. • Should have secured minimum 75% marks or equivalent CGPA in the post graduate degree in Management. • Preference shall be given to Candidates who have passed out of the top 25	• 5 years of experience in a managerial role on consulting assignments with Government Organizations/ PSUs. • Should have led/ completed at least one consulting assignment in the infrastructure sector. • Experience in stakeholder management, communication skills, managing coordination between agencies such as Government, Industry and Academia.	• Working with the Head of CoE to translate directions into actionable steps. • Responsible for all the coordination, paperwork, interfacing between various stakeholders to ensure that CoE end objectives are met. • Work with the CoE Clusters to establish strategic partnerships for research, training and consultancy with other academic institutions, research bodies and industries. • Support in development of standardized training content and manuals in consultation with the CoE Cluster. • Carry out all logistics for conducting workshops, seminars, summits etc. for eminence building of CoE. • Support in writing grants and proposals for the CoEs funding. • Function as a responsive point of	75,000

Sl. No.	Position	Qualification	Experience	Job Description	Remuneration (INR/ Month)
		Management Institutes as per the NIRF Ranking 2020 of the Government of India (https://www.nirfindia.org/2020/ManagementRanking.html) • Maximum age limit: 35 years.		contact for all customers and vendors.	
6	Analyst (CoE) *Vacancy:01*	• BE/ B. Tech/ BA/ BSc/ B.Com Should have first class degree • Should have secured minimum 70% marks or equivalent CGPA in Graduation course. • Candidates with internationally recognised certification for English language (with over 80% score) shall be given preference. • Minimum 3 years' experience in providing administrative support. • Maximum age limit: 30 years.	• Experience of minimum 3 years in administration and coordination as the executive assistant to a CEO of a company. • Experience in preparation of minutes of meetings, agenda notes, and facility management.	• Provide all administrative support to the CoE, the Task Force and to KHRI. • Coordinating for meetings, preparing minutes of meetings, preparing agenda notes, obtaining their approval, processing of employee reimbursement claims, facility management.	30,000

TENTAIVE TIMELINE

The Tentative timeline of the recruitment is as given in the table below:

Sl. No.	Activity	Posts	Critical Dates
1)	Receipt of Applications	All Posts	04.11.2020 (10:00 am) to 18.11.2020 (6:00 pm)
2)	Scrutiny of Applications	All Posts	Within 5 days from the last date for submission of Online application (tentative)

Sl. No	Designation	Method of Selection	Date of Written Exam/Interview
1.	IT Manager	Written Test /Interview	November 30, 2020
2.	Electrician	Written Test/Interview	December 1, 2020
3.	Content Writer and Communications Associate	Written Test/Interview	December 2, 2020
4.	Skilled Workers	Skill Demonstration Test	December 2, 2020
5.	Deputy Manager(CoE)	Written Test/Group Discussion/Interview	December 3, 2020
6.	Analyst (CoE)	Written Test/Interview	December 4, 2020

GENERAL INSTRUCTIONS

1) The applicants are required to go through the detailed notification carefully and ensure their eligibility for this recruitment before applying online.

2) Applicants must compulsorily provide all relevant fields on the form to successfully submit the application online.

3) All degrees should be full time degrees in courses approved by AICTE/UGC.

4) All work experience provided shall need to be full time.

5) If the number of applicants who possess the 'preferred' certifications sought exceed the number of vacancies proposed to be filled, KHRI reserves the right to only shortlist those candidates for the next round who possess these 'preferred' certifications.

6) **All appointments will be for an initial period of one year, which may be extendable for one more year based on performance of the candidate.**

7) KHRI/ CMD shall not be responsible for any discrepancy in submitting the application online.

8) Applicants must also submit their detailed CV (in PDF format) as part of the application form to complete the application process. Applications without relevant CV submissions shall be considered incomplete.

9) **Incomplete/incorrect application form will be summarily rejected. KHRI under any circumstances will not entertain the information, if any, furnished by the applicant subsequently. Applicants should be careful in filling-up the application form at the time of submission. If any lapse is detected during scrutiny, the candidature will be rejected even though he/she comes through the final stage of recruitment process or even at a later stage.**

10) The applicant should not furnish any false, tampered, fabricated information or suppress any material information while filling up the application form. If the particulars furnished in the online application form do no tally with the Original documents produced by the applicants his/her application will be rejected.

11) **KHRI reserves the right to shortlist only a limited number of candidates for written test/skill assessment/technical presentation/interview, as the case may be for the post, based on marks secured in their qualifying examination and/or years of relevant experience. Candidates should clearly mention the marks scored in their qualifying examination in the application. The onus of proving the conversion from grade/CGPA to percentage of marks would rest with the candidate.**

12) Canvassing in any form will lead to disqualification. In the event of any information provided by the candidate being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice.

13) Candidates will have to undergo a periodic performance evaluation in every 6 months. Continuation of service will be subjected to the performance evaluation. Candidates should be willing to work overtime, if needed.

14) No TA/DA shall be paid for attending written test/group discussion/interview.

15) **The CoE/ KHRI reserves the right to fill or not fill the post advertised**.

16) CoE/ KHRI is not obligated to invite all applicants to the subsequent rounds of shortlisting (e.g. interviews) and only shortlisted candidates may be called.

17) **Candidates who fall short of or the respective qualification/ experience requirements shall not be considered for the**

position.

18) Applicants should have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. KHRI may send intimation to download call letters for the interview through the registered e-mail ID. In case an applicant does not have a valid personal e-mail ID, he/ she should create his/her new e-mail ID and mobile no. before applying online and must maintain that email account and mobile number.

19) Only shortlisted candidates will be intimated by email/ SMS regarding further procedures. Hence, candidates must ensure that working email address and telephone/ contact no. are being provided during application. Onus of the same shall be on the candidate.

20) Copies of the Appointment Letters, Salary Certificates, and Pay Slips etc. will not be accepted in lieu of work experience certificate.

21) Supporting documents proving qualification and experience, where ever applicable, for all posts shall be furnished by the candidate.

22) Application of candidates, who fail to submit any relevant document at the time of submission of online application, shall be summarily rejected.

23) It shall be noted that admittance to various stages of the recruitment will be provisional only, and will not confer any claim unless various other conditions of selection processes are satisfied. Detailed scrutiny of the applications/credentials will be conducted before interview/appointment. Any discrepancy found during the detailed scrutiny will result in the rejection of candidature.

24) Norms of selection will be as per those applicable for contract posts in the Government of Kerala.

25) The recruited individuals will be supported to build their capacities in carrying out their functions.

26) Relaxation on age, qualification, or experience is not applicable for any of the posts. No further claim will be entertained in this regard.

27) The medium for all written tests, where applicable, will be English.

28) Equivalency certificate of the respective University shall be produced for considering any other degree with reference to the notified degrees.

29) Selected candidates should be ready to work as required by KHRI/ CoE.

Sd/-
Joint Director