

APPOINTMENT OF PROFESIONALS FOR VARIOUS POSTS AT KITCO LTD.

Ref: KITCO-CSP/W/07/2021 (27.10.2021)

KITCO invites applications from experienced and competent persons for various posts in the equivalent grades of Principal Consultant/ Senior Consultant/ Consultant, for appointment which will initially be on Contract basis upto a period of 2 years, extendable for further period or eligible to be made permanent even during the initial contract period of 2 years, based on their performance.

A. FINANCE:

1. Chief Financial Officer (Equivalent Grade: Principal Consultant)

Member of the Institute of Chartered Accountant of India, with minimum 18 years of post-qualification experience including end to end experience with complex financials and extensive Balance Sheet of companies, financial strategy, risk management, cashflow management, investment & banking operations and having proficiency in standard office software like MS Office and working knowledge of ERP applications.

2. Senior Officer (Finance) (Equivalent Grade: Senior Consultant)

Member of the Institute of Chartered Accountant of India, with minimum 12 years of post-qualification experience including preparation of financial statements & audit related documents, invoicing, GST/Income tax related matters, bank reconciliation, financial planning, risk management, etc and having proficiency in standard office software like MS Office and working knowledge of ERP applications.

3. Officer (Finance) (Equivalent Grade: Consultant)

First Class Degree in Commerce, preferably with CA (Inter) or Masters in Commerce or equivalent, with minimum 4 years of post-qualification experience including preparation of asset, liability, and capital account entries by compiling and analyzing account information, documentation of financial transactions by entering account information, preparation of payment vouchers by verifying documentation and requesting disbursements, GST/Income tax related matters, bank reconciliation, etc and having proficiency in standard office software like MS Office and working knowledge of ERP applications.

B. INTERNAL HR:

1. Senior Officer (Internal HR) (Equivalent Grade: Principal Consultant/ Senior Consultant)

First Class Post Graduate Degree/Diploma in Management/Business Administration/Social Sciences with HR Specialization having minimum 18 years/12 years of post-qualification experience respectively including organization strategy & execution, and managing the entire portfolio of HR services covering talent acquisition, people strategy and talent management, leadership development, change management, people processes/initiatives, performance management, compensation & benefits,

learning & development, personal administration, labour code applications and implementation of HR systems.

C. BUSINESS DEVELOPMENT:

1. Head – Business Development (Equivalent Grade: Principal Consultant)

Degree, preferably in Engineering, with First Class Post Graduate Degree/Diploma in Management/Business Administration from reputed institutes having minimum 18 years of post-qualification experience including formulation and implementation of strategic road map and business acquisition plan, generation of new revenue streams across engineering sectors and consultancy, build adequate database on markets, government policies, competitors, etc., inclusive prospecting across markets /clients, aggressive tender mining from all media, networking across business associates/stakeholders, liasioning with ministries/departments at Centre/State level, etc and out of which atleast 5 years of proven experience in technical consulting firms.

D. MANAGEMENT CONSULTANTS:

1. Senior Officer (Management & Financial Consultancy)/ Officer (Management & Financial Consultancy) (Equivalent Grade: Senior Consultant/ Consultant)

Graduate, preferably in Engineering, with First Class Post Graduate Degree/Diploma in Business Administration and minimum 12 years/4 years of post-qualification experience respectively including, transaction advisory, preparation of Feasibility reports, DPRs, PPP structuring, for infrastructure and industrial projects, Revival Studies, Business Plans, Market Research, Business Strategy, Infrastructure Financing, Fund syndication, etc. Experience in Business Development in the sector and leading a team is desirable.

2. Senior Officer (HR Consultancy)/ Officer (HR Consultancy) (Equivalent Grade: Senior Consultant/ Consultant)

Graduate with First Class Post Graduate Degree/Diploma in Business Administration and minimum 12 years/4 years of post-qualification experience respectively including preparation of HR strategy/HR Plan, Organization Development, Change Management, Recruitment services for clients, Preparation & arranging training/skill development programmes, Education consultancy, conducting job fairs, etc. Experience in Business Development in the sector and leading a team is desirable.

E. TECHNICAL:

1. Senior Project Manager (Planning) (Equivalent Grade: Principal Consultant)

First Class Graduate in Engineering/Architecture/Planning, preferably with Post Graduate Degree/Diploma in Urban Planning/Regional Planning/Urban Engineering having minimum 18 years of post-qualification experience including requirement planning for Infrastructure/industrial projects, preparation of proposals and site plans in conformance with codes and local and national regulations, project scheduling,

resource planning, preparation of WBS for projects, etc. Exposure to BIM system is desirable.

2. Senior Project Manager (Architecture) (Equivalent Grade: Principal Consultant)

First Class Graduate in Architecture, preferably with Post Graduate Degree/Diploma in Architecture/ Urban Planning/Regional Planning/Urban Engineering having 18 years of post-qualification experience including production of project design deliverables like Master Plan, Pre Design, Schematic Design, Design Development, checking of rendered plans/3D perspectives, etc and leading a team of architects.

3. Senior Project Manager (Structural Design) (Equivalent Grade: Principal Consultant)

Graduate in Civil Engineering with First Class Post Graduate Degree in Structural Engineering/ Highway Engineering/ Pavement Engineering with minimum 18 years of post-qualification experience including structural design of Airport Terminal/ Bridges/ Flyovers/ Highways/ Pavements/ 5 Star Hotel/ Malls/ Commercial Complexes/ Corporate Offices/ Hospitals/ Institutional buildings/ High rise Residential buildings/ Industrial buildings and leading a team of structural engineers.

4. Senior Project Manager (Project Execution) (Equivalent Grade: Principal Consultant)

First Class Graduate in Engineering with minimum 18 years of post-qualification experience in project management of Airport Terminal/ 5 Star Hotel/ Malls/ Commercial Complexes/ Corporate Offices/ Hospitals/ Institutional buildings/ High rise Residential buildings/ Industrial buildings. PMP certification is desirable.

5. Senior Project Manager (Electrical)/ Project Manager (Electrical) (Equivalent Grade: Principal Consultant/ Senior Consultant)

First Class Graduate in Electrical Engineering preferably with Post Graduation in Electrical Engineering having minimum 18/12 years of post-qualification experience respectively, preferably from a consultancy background, including Electrical Design activities like Power System studies, Electrical Equipment sizing selection, Electrical Equipment Purchase, Knowledge of applicable national, international and industry standards & codes, Vendor & Client co-ordination with proficiency in relevant Electrical design tools like Amtech, Dialux, Relux, Specsizer, etc and also standard office software like MS Office.

6. Senior Project Manager (Process Engineering)/ Project Manager (Process Engineering) (Equivalent Grade: Principal Consultant/ Senior Consultant)

First Class Graduate in Chemical Engineering preferably with Post Graduation in Chemical Engineering/Process Engineering having minimum 18 years/12 years of post-qualification experience respectively, preferably from a consultancy background, including Design, detailed engineering and execution of Process Plants including preparation of PFD / E&M Balance, P&IDs, Process datasheets, Hydraulics, Operating Manual and Technical procurement of Process equipment/Packages. Knowledge of

applicable national, international and industry standards & codes and Vendor & Client co-ordination with proficiency in relevant software Process Design Tools and also standard office software like MS Office.

7. Senior Project Manager (MEP)/ Project Manager (MEP) (Equivalent Grade: Principal Consultant/ Senior Consultant)

First Class Graduate in Electrical Engineering/Mechanical Engineering preferably with Post Graduation in Electrical/Mechanical Engineering having minimum 18 years/12 years of post- qualification experience respectively, preferably from a consultancy background, including design, detailed and execution of Infrastructure and industrial projects covering master layout design, electrical, plumbing, HVAC, Fire-fighting, Vertical Horizontal Transportation System and BMS integration, Knowledge of applicable national, international and industry standards & codes, Vendor & Client co-ordination with proficiency in relevant MEP design tools and also standard office software like MS Office.

8. Senior Project Manager (Water & Waste Water Engineering)/ Project Manager (Water & Waste Water Engineering) (Equivalent Grade: Principal Consultant/ Senior Consultant)

First Class Graduate in Civil Engineering/Chemical Engineering preferably with Post Graduation in Civil Engineering/Environment Engineering having minimum 18 years/12 years of post- qualification experience respectively, preferably from a consultancy background, including Design, detailed engineering and execution of infrastructure services like water supply system, Storm water drainage system, Sewerage system, water/ effluent plant, solid waste management, etc of city level infrastructure development projects, Knowledge of applicable national, international and industry standards & codes and Vendor & Client co-ordination with proficiency in relevant software like Epanet, WaterCAD, SewerCAD, StormCAD, Loop , AutoCAD and also standard office software like MS Office.

9. Senior Project Manager (Aviation) (Equivalent Grade: Principal Consultant)

First Class Graduate in Engineering, preferably with Post Graduate Degree/Diploma in Management/Business Administration having minimum 18 years of post-qualification experience including aviation planning, project management and planning of airport and related projects.

10. Senior Project Manager (Ports & Logistics) (Equivalent Grade: Principal Consultant)

First Class Graduate in Engineering, preferably with Post Graduate Degree/Diploma in Management/Business Administration having minimum 18 years of post-qualification experience including preparation of traffic and feasibility studies, implementation of projects, undertaking commercial due diligence and strategic analysis in the maritime sector covering shipping, ports and allied infrastructure and logistic sector covering Warehouses/ Container Freight Station/ Distribution Centres/Other Logistics facilities.

11. Senior Project Manager (Infrastructure) (Equivalent Grade: Principal Consultant)

First Class Graduate in Engineering, preferably with Post Graduate Degree/Diploma in Management/Business Administration having 18 years of post-qualification experience including project management and planning of large projects like 5 Star Hotel/ Malls/ Commercial Complexes/ Corporate Offices/ Hospitals/ Institutional buildings, etc.

12. Senior Highway Design Engineer/ Highway Design Engineer (Equivalent Grade: Senior Consultant/ Consultant)

First Class Graduate in Civil Engineering, preferably with Post Graduation in Transportation Engineering/Highway Engineering having minimum 12 years /4 years of post-qualification experience respectively, preferably from a consultancy background, including highway designing, feasibility reports, Detailed Project Reports (DPR) and Project Management with proficiency on the relevant design software such as Civil 3D, Open Roads, MX-Roads, In-Roads, PDS/Key Line and Sign, AutoCAD, ProjectWise and also standard office software like MS Office.

13. Senior Officer (Contracts Management) (Equivalent Grade: Principal Consultant/ Senior Consultant)

First Class Graduate in Engineering, preferably having a Graduate/Post-graduate Degree in law, having minimum 18 years/12 years of post-qualification experience respectively, preferably from a consultancy background, including Tendering, Contracting, RFPs and Bid Management activities for Infrastructure and industrial projects. Knowledge of applicable national, international and industry standards & codes like FIDIC, DSR, etc. with proficiency in standard office software like MS Office.

14. Senior Officer (Estimation & Billing) (Equivalent Grade: Principal Consultant/ Senior Consultant)

First Class Graduate in Engineering having minimum 18 years/12 years of post-qualification experience respectively including Quantity Surveying & Estimation/ Check Measurement/ Billing of civil works for the construction of Infrastructure projects including Airports / 5 Star Hotel/ Malls/ Commercial Complexes/ Corporate Offices/ Hospitals/ Institutional buildings/ High rise Residential buildings/ Industrial buildings. Knowledge of applicable national, international and industry standards & codes like FIDIC, DSR, etc. with proficiency in standard office software like MS Office.

A. Remuneration and Perquisites

Remuneration and Perquisites for various grades are as follows:

Post & Grade	Principal Consultant	Senior Consultant		Consultant	
		Grade-I	Grade-II	Grade-I	Grade-II
Scale of Pay (Basic Pay) (Rs.)	87000-4100-111600-4800-150000	75300-3250-94800-4100-131700	63600-2600-79200-3250-108450	51900-2300-68000-2600-101800	43600-1900-56900-2300-86800
Approximate total emoluments per month at minimum of scale (Rs.)	1,43,815.00	1,25,229.00	1,07,043.00	88,023.00	72,522.00

- Dearness Allowance: 12% of Basic Pay
- House Rent Allowance: 30% of Basic Pay
- City Compensatory Allowance: Rs.300 per month
- Company Contribution to Provident Fund / Pension Fund (as per EPF Act)
- Conveyance Allowance
- Medical Allowance
- Newspaper/Magazine Allowance

Note:

- Grade as well as Remuneration & Perquisites would be decided based on the number of years of relevant work experience
- Exceptionally eligible candidates may be considered for additional increments at the time of initial joining.

Other Benefits*:

- Gratuity as per Gratuity Act
- Site Allowance as per Company Rules if postings other than Head Office
- Subsidized Lunch Facility
- Mobile facility arranged by the company
- Leave Encashment as per Company Rules
- Casual Leave/Sick Leave/ Privilege Leave as per Company Rules
- Leave Fare Concession as per Company Rules
- Reimbursement of Hospitalization Expenses covered under Group Mediclaim Policy with Insurance Company
- Reimbursement of Children Education and Hostel Allowance as per Rule 2BB of the Income Tax Act

**"Other Benefits" applicability shall vary based on Contract/Permanent posts.*

B. INSTRUCTIONS TO APPLICANTS

1. Candidates are requested to click on the “**APPLY NOW**” link, to apply online.

Applicants are requested to ensure that they fulfill the eligibility criteria as per notification (qualification, experience etc. mentioned against each Post) and that the particulars furnished by them are correct. If detected at any stage of the recruitment process that the candidate does not fulfill the eligibility criteria and/ or does not comply with other requirements and/or he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature is liable to be rejected.

2. After submitting the online application form, copy of the detailed Resume/Curriculum Vitae of the candidate along with the certificates/credentials in proof of information furnished in online application form shall be emailed to careers@kitco.in with subject line of email “KITCO***** (Online reg. no.) - Post applied for-”.

Hand delivery or submission of application through any other means will NOT be allowed.

3. Applications received after the cut-off date would be summarily rejected. KITCO Ltd. will not be responsible for any delay in submission of application within the specified time.
4. Screening of applications will be done at KITCO with reference to the qualification, relevance of work experience, etc.
5. Short listed candidates will have to produce the original of their credentials at the time of interview.
6. The upper age limit of candidates to apply for the above posts is 55 years as on the cut-off date.
7. The Management reserves the right to cancel the above advertisement.
8. The Management reserves the right to call only a limited number of candidates for interview.
9. Posting can be anywhere in India or abroad.