



NATIONAL INSTITUTE OF BANK MANAGEMENT

WALK –IN- INTERVIEW ON AUGUST 30, 2019 AT 10.00 A.M.

For the Position of Estate cum Security Officer

NIBM is the apex Institution for research, training and consultancy in banking and finance located at Kondhwe Khurd, Pune. The Institute provides advanced training in Banking and Finance to Officers/Executives of Banks and conducts Research in Banking and Finance. NIBM also conducts a Two Year Post-Graduate Diploma in Management (Banking and Financial Services) which is recognized by the AICTE.

NIBM Campus: The institute is having a total built up area of 26000 sq. meters. NIBM has five executive hostels with 134 rooms and 95 residential quarters. All buildings are constructed on permanent specifications. NIBM has its own electric substation, water supply system, sewage treatment plant, bio-gas plant, DG sets and membrane water filtration plant. All lecture halls and computer service center are air conditioned and provided with latest audio-visual teaching aids. All hostels for bank executives are also air conditioned with split ACs. Civil works like plumbing, carpentry, painting, etc. and electrical works like normal maintenance, AC repairing etc. are outsourced to external agencies/contractors.

NIBM invites applicants for the position of Estate-cum-Security Officer. A walk-in interview will be held at the Institute for the above position for selection of suitable candidates for the positions as mentioned. Details/eligibility conditions for selection are given hereunder:

- Job Title** : Estate-cum-Security Officer
- Age** : Preferably not more 50 years – can be relaxed in case of exceptional, deserving candidates with commensurate exposure
- Tenure** : Appointments will be offered on contract basis for two years, extendable subject to satisfactory review.
- Remuneration** : An all-inclusive consolidated monthly pay in the range of Rs. 70,000/- to Rs.80,000/- (with residential accommodation at the Campus as per eligibility)
- It will be mandatory for the selected candidate to reside on the campus.
- Higher pay may be considered for exceptionally qualified and experienced candidate.

Educational Qualification and Experience

The candidate should be a Graduate in Engineering (preferably Civil/Electrical) with more than 7 years' relevant experience, having good interpersonal skills and comfortable in working with computers. The key responsibilities of the post would be estate and facility management, new construction, renovation and modernization management and institutional security. Must have hands-on experience in facilities management of educational/management institutions and

residential complexes and should be able to foresee and administer these activities and responsibilities effectively. Good written and communication skills are expected.

Key Responsibilities: (indicative and not exhaustive)

Overall responsibility for general maintenance, upkeep, renovation and modernization works, new construction, security of the Institute, etc. The candidate shall ensure safety of employees, campus residents, programme participants, students, visitors and the property. As security officer will be responsible to provide for a safe working environment in the Campus/Institute.

- The key responsibilities of the post would be institutional security, estate and facility management, new construction, renovation and modernization management.
- Ensuring provision of efficient services including maintenance of buildings / installations, equipments etc., security, housekeeping, gardening, conservancy, civil and electrical engineering, telephones, water purification plant and water supply, plumbing, sewage treatment, disinfestation etc. on the campus.
- Supervision of the tendering process for execution of all the Annual Maintenance Contracts like Security Services, Institutional and Hostel Housekeeping Services, Gardening, Painting works etc. related to the Estate and your entrusted responsibilities.
- Allotment/re-allotment of residential accommodation and car parking with the approval of the competent authority to all eligible personnel as per institutional rules.
- Timely preparation and submission of budget for all the services and annual expenses on properties.
- Overall responsibility of security at all sites in the Institute as well as Institutional property outside the campus.
- Liaise will all local bodies like the Pune Municipal Corporation, MSEDCL, BSNL, District Authorities, Forest and Garden departments, Police Department and other local government departments, etc.
- Ensuring compliance with the terms and conditions of the contracts relating to the operational area.
- Effectively supervise new construction, development, modernization, modifications and renovations to be carried out on and off the campus and ensure compliance with qualitative and quantitative terms of the work contracts/tender as well as local laws.
- The list of duties is illustrative and not exclusive. It is subject to changes from time to time depending upon exigencies of the services.
- Any other responsibility incidental to the post, as may be assigned by the CAO/Director of the Institute.

Other Terms & Conditions:

- The eligibility qualifications, experience and age will be reckoned as on the last date prescribed for receipt of applications. Relaxations and concessions in eligibility, if any, will be at the sole discretion of NIBM.
- The appointment will be made on the recommendation of a duly constituted Selection Committee. The applications received in response to the advertisement will be scrutinized and the shortlisted candidates only will be called for interview
- Merely fulfilling the requirements given in the advertisement will not automatically entitle any candidate to be called for interview.

Walk-in-Interview will be held at the Institute on **August 30, 2019 at 10.00 a.m.** Interested candidates fulfilling the eligibility conditions as mentioned above, may attend the interview along with their detailed Resume, Certificates/Testimonials. Candidates working in Government/Public Sector Undertakings/Autonomous Institutes should produce a 'No Objection Certificate' from the present employer. No TA will be paid for attending the interview.

The filled in prescribed application form along with a recent passport size photograph, bio-data and copies of educational and other qualifications should be carried on the day of the walk-in-interview for verification.

Other Terms & Conditions:

- The eligibility qualifications, experience and age will be reckoned as on the date of interview. Relaxations and concessions in eligibility, if any, will be at the sole discretion of NIBM.
- The applicants reporting to the Institute in response to the advertisement will be scrutinized and only the shortlisted candidates will be considered for interview. The appointment will be made on the recommendation of a duly constituted Selection Committee.
- Merely fulfilling the requirements given in the advertisement will not automatically entitle any candidate to be called for interview.