

March 06, 2023

CORRIGENDUM

The last date for submission of online applications for the position of Estate Supervisor has been extended to **March 24, 2023**.

Sd/-

Chief Administrative Officer



NATIONAL INSTITUTE OF BANK MANAGEMENT

Invites Applications for Estate Supervisor

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 and Online Certification Courses for working professionals.

The campus is spread over with a total built up area of about 26000 sq. meters. NIBM has five executive hostels with 134 rooms and 95 residential quarters. All lecture halls and computer service center are air conditioned and provided with latest audio-visual teaching aids. The Institutional housekeeping and conservancy services are spread over all the facilities in campus for Executives attending the residential training programmes and the PGDM students apart from the faculty and staff in office areas and residing in the campus.

NIBM invites applications for the position of Estate Supervisor.

- Age** : Preferably not more than 45 years – can be relaxed in case of exceptional, deserving candidates with commensurate exposure.
- Term** : Appointment will be offered on a two-year renewable contract with Probation for a period of initial six months. Contract may be extended subject to satisfactory review of performance and the requirement of the Institute, to be decided by NIBM.
- Remuneration** : An all-inclusive consolidated monthly pay of up to Rs. 35,000/-.
Higher pay may be considered for exceptionally qualified and experienced candidate.

Educational Qualifications and Experience:

The candidate should be a minimum Graduate in any discipline or should have completed 3 /4 year degree/diploma course in Hospitality Management or relevant course from reputed colleges/institutions with minimum 5 years' of relevant professional experience. Candidates who have retired from the defence services and have relevant background will be preferred.

Skills required:

- Able to supervise, monitor and manage the cleanliness, upkeep and maintenance of facilities like VIP/ executive rooms, hostels, office rooms, common areas, buildings and surroundings.
- Able to give attention to details, remain in control in difficult situations.
- Able to get work done with large number of workers and monitor them on site.
- Willing to work into late hours/split duty hours.
- Strong supervisory ability and Interpersonal skills.
- Working knowledge of MS Office – Word & Excel to manage routine office work and practical hands-on experience of complaint management in ERP.
- Willing to take initiatives, being responsible & having practical outlook to resolve complaints and issues arising in the services.
- Written and oral communication skills in English, Hindi and fluency in local language preferred.

Key Responsibilities (indicative and not exhaustive):

As Estate Supervisor, he/she will be responsible to provide a clean and safe stay and working environment across all functional areas of the Institute. The entire Institutional housekeeping and conservancy services has to be supervised in coordination with the estate and other internal departments along with the agencies involved.

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.
- Interviews of shortlisted candidates will be conducted offline only. Travel expenses will not be reimbursable in case of personal interviews conducted at Institute's campus.
- The selection of the candidate will be at the sole discretion of the Institute.

Interested and eligible applicants may submit their applications online with complete information through the following link:

<https://www.nibmindia.org/careers/>

The last date for submission of online applications is **March 07, 2023**. Applications submitted after the cut-off date will not be considered.

.....