NIBM invites online applications for the position of Estate-cum-Security Officer.

Job Title : Estate-cum-Security Officer

Age : Preferably not more than 45 years, can be relaxed in case of exceptional, deserving candidates with commensurate exposure.

Tenure : Appointment will be offered on a three-year contract with probation 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 Rs. 75,000/- (with residential accommodation at the Campus as per eligibility). It will be mandatory for the selected candidate to reside on the campus.

Educational Qualification and Experience:

The candidate must be a Graduate in Engineering (Civil / Electrical) with minimum 7 years’ relevant experience in Government / Reputed organizations. Should have hands-on experience in facilities and project management of educational / management institutions, residential complexes and should be able to foresee and administer these activities and responsibilities effectively. Good written and communication skills are expected. Should have good interpersonal skills and comfortable in working with computers.
Key Responsibilities: (indicative and not exhaustive)

- The key responsibilities of the post would be supervising institutional security, estate and facility management, effectively plan and manage new construction, renovation and modernization works of the Institute.
- 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 approvalof the competent authority to all eligible personnel as per institutional rules.
- Timely preparation and submission of budget for all the services and annual expenseson 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, legal matters and other local government departments, etc.
- Effectively supervise and manage 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 wellas local laws.
- 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 applicants in service in Govt/PSUs/PSBs should either apply through proper channel or should produce a ‘No Objection Certificate’ from the present employer at the time of interview, if called for the same.
- Merely fulfilling the criteria given in the advertisement does not entitle any candidate to be called for interview.
- The online applications received in response to the advertisement will be scrutinized and only shortlisted candidates will be called for personal interview.
- Interviews of shortlisted candidates shall be conducted in offline mode only.
- The shortlisted candidates will have to attend the personal interview at the Institute’s campus at own expenses and there shall be no reimbursement of travelling allowance.
- The appointment will be made on the recommendation of a duly constituted Selection Committee. 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/  
Click Here To Apply…

The last date for submission of online applications is **October 16, 2023.** Applications submitted after the cut-off date will not be considered.

......