



## NATIONAL INSTITUTE OF BANK MANAGEMENT

### Invites Applications for

### Junior Engineer (Civil)

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 applications for the position of Jr Engineer (Civil).

- Job Title** : Junior Engineer (Civil)
- Age** : Preferably between 28-35 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 of Rs. 39,000/- (with residential accommodation on 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 Qualifications and Experience:**

The candidate should be having Bachelor's Degree in Civil Engineering to work as Junior Civil Engineer in the Estate and Maintenance Department of the Institute. The candidate should have relevant experience of at least 5 or more years in academic or similar institution having residential campus. Candidates with knowledge and experience of MS Office, Auto CAD will be preferred. Good written and communication skills are expected.

### **Key Responsibilities (indicative and not exhaustive)**

Assisting the Estate and Security Officer in:

- Management of the campus facilities like office blocks, residential blocks, hostels, classroom/lecture halls, library premises, computer labs, dining halls, kitchens, STP, water purification plant, water supply, waste management, roads, etc.
- Maintenance and supervision of all civil works, sanitary plumbing works, painting, upholstery, sewage treatment plant, all pumping solutions, movable and immovable furniture, etc. in the Campus.
- Liaison with local government bodies like Pune Municipal Corporation, District Authorities, Talathi, Forest and Garden Departments and to take care of the property tax, NA tax and lease rent of the Campus.
- Supervision of new projects being executed in NIBM.
- Tendering for execution of all the Annual Maintenance Contracts like Painting works, Furniture and Carpentry works, Sewage Treatment Plant and Pumps, Pest Control, Fire Extinguisher Maintenance, Insurance of Premises and Campus etc.
- Keeping track of all Annual Maintenance Contracts, execution of Agreements and Indemnity Bonds of all the major AMCs.
- Monitoring of water treatment plant, supervision of water supply and distribution management.
- Scrutiny and payment of water supply bills, Corporation Tax, Leave payment, rental recoveries etc.
- Campus Asset Management, execution allotment of campus quarters and related issues, car parking allotment related issues.

- To prepare every year annual budget for all civil maintenance, new works and tariff related expenditure for the ensuing financial year. He should personally ensure expenditure is within the sanctioned budget.
- The selected candidate may have to work in different shifts and weekends on rotation basis.
- 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 responsibilities incidental to the post, as may be assigned by ESO/ 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.

Interested candidates may send their applications, with full particulars to :

The Director  
National Institute of Bank Management  
Kondhwe Khurd  
Pune 411 048

**Soft copy of the Applications are to be sent on the e-mail-id [app.jec@nibmindia.org](mailto:app.jec@nibmindia.org)**

The last date for receipt of applications is **February 7, 2018.**

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