



NATIONAL INSTITUTE OF BANK MANAGEMENT

Invites Applications for Junior Engineer (Electrical)

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 application for the position of Junior Engineer (Electrical).

- Job Title** : Junior Engineer (Electrical)
- 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 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 Qualifications and Experience:

The candidate should be having Bachelor's Degree in Electrical Engineering to work as Junior Electrical 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 will be preferred. Good written and communication skills are expected.

Key Responsibilities (indicative and not exhaustive)

Assisting the Estate and Security Officer in :

- Maintenance and supervision of all electrical and mechanical installations and also ensure effective maintenance operations of all installations, checks and control on utilization to avoid any wastage. He is also responsible for planning and supervision of all new Electrical and Mechanical Projects.
- Supervision and control of the annual electrical contract and the contract electricians.
- Maintain record for all plants installed at the campus giving dates of purchase, cost, major repairs with cost, etc.
- Maintain close liaison with external agencies like PMC, MSEDCL, BSNL, Cable Operator, etc with whom we are having agreements for services. He will be responsible for supervision, administration and timely payment for all bills such as MSEDCL, BSNL, Cable TV, monthly bills of water supply etc.
- He will also monitor pattern of consumption to see that there is economy in expenditure. In case of excess billing to implement appropriate corrective measures to control the excess usage.
- Supervise and monitor maintenance and operation of two DG Sets, all online/offline UPS systems installed on campus efficiently. Supervise preventive and breakdown maintenance through AMC with reputed agency.
- He will prepare every year Annual Budget for all Electrical/Mechanical maintenance, new works and tariff related expenditure for the ensuing financial year. He should personally ensure expenditure is within the sanctioned budget.
- Supervision of maintenance of all electrical infrastructure fixed as well as movable, all kitchen equipments, all pumps sets/fittings, Sewage Treatment Plant and associated equipments, water purification plant, solar system in Hostels, diesel generator sets, UPS

systems on line/offline, plain paper copying machine and fax machine, EPABX System/Telephone systems, coordinating with Electricity Board, PMC water supply etc.

- Preparation of tenders for new jobs, monitoring of maintenance contract, supervising all jobs, welding/fabrication work, preparation of indents for procuring required inventory electrical material required for day to day maintenance, supervision of all allied works, modifications, alteration etc., certification of all the bills associated with above jobs.
- 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.jee@nibmindia.org

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

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