



NATIONAL INSTITUTE OF BANK MANAGEMENT

Invites Online Applications 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.

The Institute campus is spread over an area of 62 acres and has five executive hostels with 134 rooms and 95 residential quarters. NIBM has a self-contained campus having its own electric substation, water supply system, sewage treatment plant, DG sets and water filtration plant. The lecture halls and computer service center are air conditioned and provided with latest audio-visual teaching aids. All hostels for training participants are also air conditioned. Many of the civil and electrical maintenance works like plumbing, carpentry, painting, AC repairing etc. are outsourced to external agencies/contractors.

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 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 with 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 well as 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.