



## NATIONAL INSTITUTE OF BANK MANAGEMENT

### Invites Applications for Maintenance 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 office areas, at hostels for executives attending the residential training programmes, the PGDM students and also the residential quarters for faculty and staff staying in the campus.

NIBM invites online applications for the position of Maintenance Supervisor.

- Age** : Preferably not more than 35 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 candidates with relevant experience.

#### **Educational Qualifications and Experience:**

The candidate should be a Diploma holder in Civil engineering or NCVT approved ITI holder in relevant trade from a reputed institute with minimum 5 years' of relevant professional experience.

**Skills required:**

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

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

- As a Maintenance Supervisor, he/she will be responsible for supervision of entire civil and electrical facility of the Institute in coordination with the estate and other internal departments along with the agencies involved. The Maintenance Supervisor will be responsible to provide a clean and safe stay and working environment across all functional areas of the Institute with the following functions forming the core of responsibilities:
- Supervise and monitor the civil and electrical systems at Institute's hostels, offices & residential quarters on regular basis and give technical advice and assistance to the technicians / concerned personnel.
- Respond to the problems reported by students, trainees, staff and residents of the Institute by thorough inspection to identify the cause of the reported problems and coordinate with respective technicians to resolve the reported problems promptly.
- Keep records and make detailed reports of material use.

**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 online applications received by the Institute in response to the advertisement will be scrutinized and only 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. 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 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 through any other mode and after the cut-off date will not be considered.

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