



भारतीय प्रबंध संस्थान बेंगलूर  
INDIAN INSTITUTE OF MANAGEMENT  
BANGALORE

Ref: IIMB/HR/RECT/2024/51

Date: 12 June 2024

<b>About IIMB</b>	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.
<b>Industry/Service</b>	Higher Education
<b>Post/Job Title</b>	Junior Engineer – Civil
<b>Job Purpose</b>	Construction and maintenance of civil infrastructure ( buildings, water supply-plumbing service infrastructure , waterproofing works and pest control works)
<b>Reporting to</b>	Chief Manager Infrastructure
<b>Job Type</b>	Contractual – non-teaching
<b>Will closely work with</b>	Internal- Staff, Students, faculty External- All stake holders of the institute including government bodies like BWSSB, BBMP etc
<b>No. of positions &amp; Job Location</b>	One Position, Candidate is expected to work in IIMB both Bannerghatta Road campus and Jigani campus
<b>Principal Accountabilities &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Assisting senior engineers: Support senior engineers with tasks like surveying, planning, and execution</li><li>• Supervision of civil, interior, and service infrastructure related works on day-to-day basis</li><li>• Site supervision: Monitor Day to day maintenance activities under water supply, plumbing, drainage, minor civil works.</li><li>• Collecting engineering data: Preparation of estimates and rate analysis.</li><li>• Prepare sketches, schematic drawings for the required activities pertaining to maintenance, infrastructure, interiors, additional and expansion works.</li><li>• Ensuring compliance: - Preparation of monthly reports, maintain registers, attendance.</li><li>• Remaining on site: Ensure work is executed properly in accordance with requirements.</li><li>• Upkeep water supply and sanitary systems to ensure they are consistent with health and safety standards.</li><li>• Maintain plumbing and water supply and drainage systems to ensure functionality.</li><li>• Allocation of work to the technicians and issue of materials</li><li>• Undertake activities of pest control, termite control activities.</li><li>• Allocate resources for attending to complaints and breakdowns. Handling critical situations in case of breakdowns.</li><li>• Material planning, procurement through procurement department and planning scheduling in advance for maintenance.</li><li>• Coordinate with Vendors / Service providers for completion of maintenance activities.</li><li>• Preparation of estimates for works.</li><li>• Site measurements after completion of the work.</li></ul>



	<ul style="list-style-type: none"><li>• Daily up dation of maintenance data and preparation of weekly / monthly maintenance reports.</li><li>• To arrange and issue materials, T&amp;P to contractors /works at the proper time so that there is no obstruction in the execution of work.</li><li>• To record measurements of work done by the contractor. (ii) To take the level of areas where earth work is done and prepare earth work calculation sheets, lead charts, etc.</li><li>• To prepare abstract of measurements at the time of preparation of bills.</li><li>• To submit progress report/monthly report of works as may be required by his superiors and to bring to the notice of his immediate seniors about the hindrances to the execution of work.</li><li>• To maintain Register of Inspection of Buildings in his section in the prescribed form and to bring to the notice of the superior officers any defects noticed at the time of his inspection. If any building/structure is particularly unsafe, this should be specifically brought to the notice of higher authorities.</li><li>• To prepare completion drawings; extra and substituted items statements; deviation statements; reduction rate statements.</li><li>• To prepare estimates for additions and alterations in buildings.</li><li>• To prepare estimates for annual repair and special repair works and petty works after collecting data from site.</li><li>• To furnish full details for preparing supplementary estimates, revised estimates.</li><li>• To arrange for immediate first aid and further medical aid in case of incidents.</li><li>• To ensure prompt action on complaints received.</li><li>• To plan and execute preventive maintenance activities.</li><li>• To carry out periodical and regular inspection on service infrastructure like water supply network, pump rooms, plumbing infrastructure, drainage network, inspection chambers, valve chambers and manholes</li><li>• Maintenance of borewells &amp; Maintenance of rainwater harvesting infrastructure</li></ul>
<b>Key Skills and Ability Required</b>	<ul style="list-style-type: none"><li>• Knowledge in construction and maintenance works of buildings.</li><li>• Operation and Maintenance of 11 lakh liter capacity UG sump, 8lakh liter overhead tank, high-capacity pumps, filtration infrastructure, rainwater harvesting infrastructure.</li><li>• Maintenance of, Pumps, storage tanks, water supply and plumbing infrastructure</li><li>• Estimation &amp; costing of civil works</li><li>• Site supervision and work execution.</li><li>• Good communication skills (verbal, written)</li><li>• Knowledge of MS Word and Excel</li><li>• Knowledge in waterproofing and pest control works</li></ul>



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<b>Qualification and Personal Profile</b>	<ul style="list-style-type: none"><li>• Should be a BE / BTech in Civil Engineering.</li><li>• Should have a minimum of 4 Years of Post qualification experience in maintenance (plumbing and water supply), and Maintenance of Buildings, material management, supervision of maintenance works, work allotment to the technicians and execution of maintenance works on day to basis.</li></ul>
<b>Compensation</b>	The indicative annual CTC will be in the range of Rs. 6.9 Lakhs to 7.5 Lakhs. The compensation will be fixed based on candidates experience and qualification and will be as per IIMB Contract Appointment Rules

Interested candidates may fill the application using the link: [here](#)

The closing date for applications is 25<sup>th</sup> June 2024. Only shortlisted candidates will be intimated. It is mandatory to fill in all the fields in the application and relevant supporting documents are to be uploaded. Incomplete applications will not be considered.