



भारतीय प्रबंध संस्थान बेंगलूर
INDIAN INSTITUTE OF MANAGEMENT
BANGALORE

Ref: IIMB/HR/RECT/2022/50

Date: 30 September 2022

About IIMB	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.
Industry/Service	Higher Education
Post/Job Title	Assistant Manager / Associate Manager – Estate Department
Job Purpose	Civil and maintenance works.
Job Type	Contractual–Non-Teaching
Reporting to	Sr. Manager - Campus Development
Will also closely work with	Internal: Departments of IIMB External: Government bodies, External Vendors, Contractors and Consultants
No. of positions & Job Location	One Positions in IIMB, Bannerghatta Road
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• Managing repairs, maintenance, and replacement of infrastructure and establishment of procedures for maintenance activities• Design co-ordination for modular workstations, Partitions, false ceiling etc., at various locations in the campus.• Assessing the work requirements, scheduling, execution, and monitoring of works on quality, safety, schedule and cost parameters• Estimation of material requirement & cost estimation based on CPWD, KPWD SR and Market rates• Coordination with other departments of IIMB, contractors and consultants• Preparation & interpretation of drawings, and Preparation of site/soil data• Preparation of Tender Documents including specifying evaluation criteria for different kinds of tenders; negotiations with the successful bidders.• Preparation of approval notes and other internal documents.• Preparation of Budget statements & other MIS statements as required• Verifying & processing bills for various works; handling statutory bill payments like Property Tax, BWSSB etc., on a timely basis• Data capture and maintenance of databases for water & power consumption by different user groups• Focus on campus safety issues like regular testing of drinking water quality etc.• Remain updated on the central and state government procedures with regards to Works Manual, tendering and other procedures.
Key Skill and Ability Requirements	The applicant should be knowledgeable in – (a) AutoCAD. (b) Office automation and Project Management software (c) State and Central Government procedures including GFR and CVC Guidelines.



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Qualification and Personal Profile	<ul style="list-style-type: none">• Candidate should have a bachelor's degree in Civil Engineering with at least 60%, and• have work experience of:<ul style="list-style-type: none">○ A minimum of 10 to 12 years (to be considered for Associate Manager position)○ A minimum of 6 to 8 years (to be considered for Assistant Manager position)
Compensation	Based on the experience and qualifications, compensation for selected candidates is likely to be in the range of level 5 to Level 8 as mapped to 7 th CPC pay scales plus other standard entitlements as per IIMB Contract Appointment Rules

Interested candidates may fill the application using the link:

<http://iimberpsrv.iimb.ernet.in/prod/pfonlapp.home>

Closing date for applications is October 20, 2022. Only shortlisted candidates will be intimated