Indian Institute of Management Amritsar (http://iimamritsar.ac.in) invites online applications from eligible candidates for engaging on a regular or contractual basis.

About IIM Amritsar
Indian Institute of Management (IIM) Amritsar is the 15th IIM set up by the Ministry of Education with the support of the Government of Punjab. The permanent campus is under construction on a 61-acre land and should be ready to house the incoming batch of 2025. The Institute's temporary campus is well-equipped with learning and technological resources conducive to teaching, learning, and research. With a diversity of students and faculty from all over India, the Institute reflects a truly national character commensurate with its status as an institute of national importance. The Institute is looking for a candidate with a strong passion for institution building.

Job Title	*Senior Manager – Estate & Maintenance*
Number of Positions	One (1) - UR
Position Type	Regular or Contractual
Age Limit	Not exceeding 45 years of age as on the closing date for receipt of the application. The Institute provides age relaxation as per GOI rules.
Essential Job Functions	➢ Strategic overview of the management of vast Institute premises and future development plans. ➢ Develop and implement preventive maintenance programs for buildings, equipment, and infrastructure to minimize downtime and ensure optimal performance. ➢ Conduct regular inspections to identify maintenance needs, safety hazards, and compliance issues and take corrective actions as necessary. Preparing tenders and maintaining contracts as and when required. ➢ O&M Contract management (including repair & maintenance works) of all Technical infrastructure & systems during DLP/ Project tender contract period and beyond at IIM Amritsar campus – Electrical HVT/LVT systems, UPS system, Chiller plant, HVAC system, DGs, WTP, STP, Civil maintenance works, Electrical maintenance works, MEP systems, FF system, RO systems, Solar Water heating system, BMS system, CCTV system, Lifts & Horticulture. ➢ Coordinate with maintenance staff, contractors, and suppliers to schedule and prioritize maintenance activities and repairs. ➢ Maintain accurate records of maintenance work, inspections, and expenditures to support budgeting and planning processes. ➢ Lesioning and coordination with all statutory bodies like Municipal corporation & PWD etc. along with coordination with external vendors, contractors & consultants. ➢ Overall management of utility shops & services (Laundry, café, grocery store, unisex salon) right from empanelment of the vendor and subsequent requirements. ➢ Provide leadership and direction to the Estate & Maintenance team responsible for managing mechanical, electrical, plumbing, and other building systems along with any new construction. ➢ Develop and implement energy management strategies to optimize utility usage, reduce costs, and minimize environmental impact. ➢ Strategize, plan and execute capital projects of all nature for the futuristic development of the Institute. ➢ These capital projects will include but not limited to projects such as solar power plant, additional infrastructure buildings, phase 2 development of IIM Amritsar and other expansion plans from time to time as per the futuristic needs of the Institute. ➢ Develop and implement comprehensive facilities management strategies and policies to support the Institution's objectives.

	- Oversee the day-to-day operation of facilities, including office buildings, class rooms, hostels, canteen, mess, residential buildings, seminar halls, utility shops, recreational areas, and other facilities as required. - Coordinate with internal departments and external vendors to address maintenance, repair, and cleaning needs promptly and efficiently. - Plan and undertake mosquito control, pest control, rodent control, and stray animal control - Manage facility-related services such as security, parking, waste management services to ensure compliance with standards and regulations. Any other work/task may be assigned by the competent authority or the designated functionary to whom the Director may delegate such authority.
Minimum Educational Qualifications and Experience	1. **Educational Qualifications**: B.E/B.Tech in Civil/Mechanical/Electrical Engineering with minimum 60% from a recognized university. M.Tech./ME or a Master's degree/diploma in Business Administration/Management will be preferred. 2. **Work Experience**: Post qualification 10 years of relevant experience as per job responsibilities. Out of 10 years, 05 years of experience should be in a supervisory role in centrally funded educational Institutions or Universities of Central Government and/or large private or public sector enterprises or higher educational institutes, preferably in institutes of national repute such as IIMs/IITs/IISERs/NITs. 3. **Knowledge and Skills**: Candidates with knowledge of labor compliances & contract management be an added advantage. Should have remarkable interpersonal skills and multi-tasking abilities with excellent communication skills (both written & verbal In-depth knowledge of MS Office (Excel, Access, Word, PowerPoint) and other computer-related tasks is essential.
Remuneration	**Regular** post Pay Level 10 (56100 - 177500) as per 7th CPC (Basic, HRA, DA, TA, and DA on TA) and other eligible benefits as per the institute's policy including Group Mediclaim/Group Personal Accident etc. **Contractual-**Consolidated monthly remuneration and other benefits as per the institute's policy.
Method of Selection	Interview

General Instructions

Please read all the instructions carefully before filling out the application form.

a) A candidate applying for the above position must be a citizen of India.

b) Candidates should carefully read the requisite minimum essential qualifications, age and eligibility, experience criteria, etc., laid down in the advertisement before applying for the relevant post. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy their suitability for the position to which they are applying.

c) If at any stage during the screening, recruitment, and selection process and even after appointment, it is found that candidates have furnished false, incomplete, or incorrect information, their candidature will be rejected/canceled/terminated immediately. The Institute takes no responsibility for incomplete/incorrect information. No correspondence in this regard shall be entertained at a later date.

d) Applicants should take due care while filing online information for different positions. Application, once submitted online, cannot be altered/resubmitted under any circumstances. Further, no request with respect to making changes in any data/ particular will be entertained once the application is submitted successfully. Therefore, please keep all data/details ready before you start filling out the application online.

e) Merely fulfilling minimum eligibility criteria does not entail a call for written test/ interview for the selection. Only candidates shortlisted on the basis of better qualification and quality of relevant experience shall be called for written test/ skill test/ interview etc. The authorities reserve all rights, not to call any applicant for selection test or to leave the position unfilled through this round of selection process without assigning any reason. The Institute reserves the right to restrict the number of candidates for Interviews to a maximum of five or fewer.

f) The Institute may decide to fix the higher criteria (which may include higher qualifications, higher percentage of marks in educational qualifications, experience, and other such parameters) for screening and shortlisting the applications of applicants to be called for Written Test(s)/interview (wherever applicable). The minimum qualifying marks for the Written Test /Interview will be as per the standard fixed by the Institute at its discretion.

g) Age relaxation/reservation for candidates belonging to SC/ST/OBC/PwD category shall be applicable as per norms of Govt. of India. The age limit is relaxed as per existing rules for which applicants must attach the requisite certificate, as per norms.

h) For availing the benefits of Other Backward Classes/ Economically Weaker Section, the candidates are required to produce the latest OBC non-creamy layer certificate/ Income and Asset certificate on the prescribed proforma as prescribed by the Government of India.

i) The Institute reserves the right to relax the specifications with respect to qualification/ experience/age limit in exceptional cases.

j) The Institute reserves the right to recruit/appoint waiting list candidates from the same selection list to fill similar positions or not to fill up any or all the posts.

k) The period of experience rendered by a candidate on a part-time basis, daily wages, etc., will not be counted while calculating the requisite/ relevant experience for shortlisting the candidates for the written test/ interview.

l) Regular employees of IIM Amritsar applying against any of the advertised position must submit their application through the proper channel. If selected, their previous service benefits, including leave, gratuity, service records, and other entitlements, will be transferred to the new position.

m) The appointment of the selected candidates will be subject to their being found medically fit as per the requirements of the Institute.

n) Appointment orders issued by the Institute to the finally selected candidate shall be provisional. The Institute shall verify the antecedents or documents (subject to character/ antecedent/ Police verification, verification of all original documents, experience certificate, and other relevant documents) submitted by a candidate at the time of the written test/ interview and the appointment. At a later date, if it is found that any of the facts/ documents submitted by a candidate are fabricated or altered, or the candidate has doubtful antecedents/ background and has suppressed the said information. Under such conditions, the candidature shall stand canceled, and their services may be terminated.

o) Canvassing in any form and / or bringing any influence, political or otherwise, will definitely be treated as a disqualification for the post applied for.

	Instruction for Application Submission
a)	**The candidates are required to apply ONLINE only from 21st September 2024 to 11th October 2024 up to 11.59 PM.**
b)	For submission of application through ONLINE MODE, please visit: **https://iimamritsar.ac.in/p/career-1**
c)	The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of the application.
d)	**All candidates are required to pay a non-refundable application processing fee of Rs. 1000/- (One Thousand Only) for UR/EWS/OBC and Rs. 500 (Rupees Five Hundred Only) for SC/ST/PwD/Women.**
e)	Candidates are advised in their interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the IIM Amritsar website on account of heavy load on the website during the closing days. Late applications will not be entertained, and the Institute will not refund the application fee.
f)	Candidates who desire to apply for more than one post should apply online separately and submit the fee for each post.
g)	While filling the application form, candidates have to upload their education certificate, experience certificate with latest salary slip (if any) and other certificates with clear visibility. If such certificates are found missing or illegible, their candidature will be summarily rejected and no communication will be made/entertained in this regard.
h)	Incomplete applications will be summarily rejected, applications received after the last date shall not be entertained, and the Institute will not be responsible for any delay.
i)	After successfully submitting an online application, candidates must take a printout of the application form for submitting the same along with the requisite documents, duly self-attested, as and when called by the institute committee or at the time of the written test/ Interview.
j)	In case of any corrigendum / addendum pertaining to this advertisement, the same shall be published on the Institute's website only.

Correspondence, if any, from the Institute, including written test/ interview call letter of the shortlisted candidates, shall be sent to the E-mail ID provided by the candidate. It is the sole responsibility of the candidate to provide the correct E-mail ID. The Institute shall entertain no interim correspondence or personal inquiries.

For updates, please visit the Institute's website, i.e., **www.iimamritsar.ac.in**

For any query related to above, kindly contact on recruitment@iimamritsar.ac.in .

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Sd/-
Nodal Officer