



ಮಾನವಸಂಪನ್ಮೂಲವಿಭಾಗ/मानव संसाधन अनुभाग/HUMAN RESOURCES SECTION
ಭಾರತೀಯವಿಜ್ಞಾನಸಂಸ್ಥೆ/भारतीय विज्ञान संस्थान/INDIAN INSTITUTE OF SCIENCE
ಬೆಂಗಳೂರು/ಬೆಂಗಳೂರು/Bengaluru – 560012
ದೂರವಾಣಿ/ದೂರಭಾಷ/TELEPHONE : 2293 2232
ಇ-ಮೇಲ್/ईमेल/E-mail : temprecruit.hr@iisc.ac.in

Advertisement No. R(HR)Temp-17(FM)/2024

Engagement of Facility Manager

1. Indian Institute of Science (IISc), Bengaluru invites applications for the following position at TCS Smart X Hub. The details are as follows:

Sl. No.	Post	No. of Vacancies	Qualifications	Remuneration per Month
(a)	Facility Manager	01	Essential: Bachelor's (or higher degree) in Civil, Electrical, Mechanical, or allied disciplines (B.Tech or B.E or equivalent)	Rs. 40,000 – 80,000/- (Consolidated)*
Total Post		01		

*The salary will be based on experience and as per the norms of the Institute

2. Job Profile/Responsibilities

(a)	Property Maintenance: Coordinate and oversee all maintenance activities to ensure buildings are kept in safe and operational condition. This includes HVAC systems, plumbing, electrical systems, and overall building infrastructure.
(b)	Vendor Management: Assist with identifying vendors, contractors and suppliers for the building as required. Supervise their work.
(c)	Budget Management: Monitor expenditures and ensure cost-effectiveness.
(d)	Staff Relations: Act as the primary point of contact for students, staff and faculty who work within the building, regarding building-related issues, inquiries, and complaints. Foster positive tenant relations through effective communication and timely resolution of concerns.
(e)	Safety and Security: Implement and enforce safety and security protocols to maintain a safe environment for tenants, visitors, and staff. This includes regular communication with the security guards, CCTV management, management of gate pass to control inflow-outflow of goods. Conduct regular inspections to identify potential hazards and ensure compliance with local regulations.
(f)	Emergency Response: Develop and maintain emergency procedures and protocols. Coordinate responses to emergencies such as fire alarms, floods, and other incidents in collaboration with OLSEH, IISc.
(g)	Administrative Duties: Maintain accurate records of maintenance and repair activities, contracts, and expenditures. Prepare regular reports for management on building operations and performance. Maintain logbook for cleaning and maintenance staff, security guards etc.

3. Skills

(a)	Proven experience as a Building Manager or similar role
(b)	Solid understanding of building systems, maintenance procedures, and relevant regulations.
(c)	Excellent organizational and leadership skills, with the ability to effectively manage a team and prioritize tasks.

(d)	Strong communication and interpersonal skills, with the ability to interact professionally with tenants, vendors, and contractors.
(e)	Proficiency in computerized systems and Microsoft Office Suite.

4. Duration

Engagement is purely temporary on a contract basis, initially for a period of **One Year** and renewable annually up to a maximum duration of **five years**, based on the satisfactory Performance and requirements of the Institute. Contract tenure will commence from the date of joining. An increment up to a maximum of **10%** annually may be admissible in case of an extension of the contract, based on the performance of the candidate and the recommendation of the Chairperson.

5. Selection Procedure:

The initial screening of the applicant based on the relevant experience, will be considered for shortlisting. Shortlisted candidates will be called for an online/in-person Interview.

INSTRUCTIONS FOR APPLICANTS	
(i)	Submission of Online Application
(a)	Candidates who are desirous to be considered strictly on the aforesaid terms and conditions may fill out the application form on the link given below duly attaching the required certificates in support of age, category, qualification, marks, disability, and experience on or before 16.09.2024.
(b)	Link for Applying Online: https://recruitment.iisc.ac.in/Temporary_Positions/
(c)	No hardcopy submission of the online submitted application is accepted. However, candidates are advised to keep a printout of the online application form for future reference.
(d)	The shortlisted candidates will be informed through e-mail about the date & time of the selection process. Candidates are also advised to provide the correct information in their online application.
(e)	If required, the electronic mode of interview (Zoom Call/ Microsoft Team) will be conducted and the same will be intimated to the candidates in advance. It is advised that the candidates should be prepared to give interviews in all the medium, if so required.
(f)	In case the interview is held in person, no TA/DA shall be paid for attending the interview.
(g)	Candidates may please ensure that they are fulfilling all the requisite criteria prior to registering, failing which, their candidature is liable to be rejected/cancelled.

(ii)	General Instructions
(a)	The Candidate must possess the essential prescribed qualifications on or before the last date of submitting the application.
(b)	Candidate, if selected, must join immediately and no later than four weeks after the offer of appointment is received.
(c)	Qualifications other than one prescribed in this advertisement will not be accepted.
(d)	Engagement on a contract basis would be subject to medical fitness.
(e)	Except the consolidated and fixed emoluments, no other benefits will be extended.
(f)	The contract can be terminated at any time by giving one month's notice, by either side.
(g)	Candidature/contract of candidate(s) submitting false certificates or suppression/submission of incorrect information shall be liable for termination/disqualification/rejection at any stage.
(h)	Prescribed educational qualifications and experience are the minimum eligibilities required and the mere fact that a candidate possesses the same shall not entitle him/her for being called for a written test/interview. The Institute reserves the right to restrict the no. of candidates admitted for the interview to a reasonable number, based on qualifications and/or experience.
(j)	Applications should be sent well in advance, without waiting till the last date.

	(k)	Call letters to attend written test or interview or both will be sent only to the shortlisted candidates by e-mail. Candidates are required to check their registered e-mail ID frequently. No correspondence will be made with applicants who are not short-listed/not called for the interview.
	(l)	The Institute reserves the right to reject any application without assigning any reason. The Institute also reserves the right to cancel the advertisement/ recruitment at any stage without assigning any reasons. No correspondence will be entertained in this regard.
	(m)	The Institute reserves the right to verify the antecedents or documents submitted by the candidate at any time during the service. In case it is found that the documents submitted by the candidate are not genuine, then his/her services shall be terminated, and disciplinary/criminal proceedings will be initiated.
	(n)	No accommodation will be provided on the Institute campus during the course of their stay.
	(o)	The candidates have to appear for the interview during the selection process at their own cost.
	(p)	Only Indian nationals need to apply.

Date: 26.08.2024

Registrar

