



**INSTITUTE FOR DEVELOPMENT AND RESEARCH IN
BANKING TECHNOLOGY**
(Established by Reserve Bank of India)

Advertisement No: 21/2021 – 22

Dated: March 23, 2022

Recruitment of Estate-cum-Security Officer

The Institute for Development and Research in Banking Technology (IDRBT), established by the Reserve Bank of India, is the premier Institute of Banking and Financial Technology in the country. The Institute spearheads efforts in providing state-of-the-art technologies for the Indian Banking and Financial Sector by interfacing Applied Research and Development, Academics, Executive Education, Practice and Consultancy so as to continuously enable the technology transformation of the Banking and Financial Sector in India and make it future-ready.

The Institute invites applications for the following Administrative position:

POSITION: ESTATE-CUM-SECURITY OFFICER

i. No. of Positions: One

ii. Eligibility:

(a) Educational Qualifications

- ❖ Bachelor's Degree in Civil Engineering.

(b) Experience

- ❖ Candidates should have worked at an Officer level not above the rank of a Chief Manager (Scale IV or equivalent) in the Estate Department of a Public Sector Bank for a minimum period of five years and have hands-on experience in:
 - Execution, supervision and coordination of large civil construction work
 - Maintenance / Interior Works of modern office buildings / residential complexes
 - Planning, Estimating, Tendering, Contract Management of multi- storied buildings for Civil / Electrical works

- Structural Design, Structural Drawings, Detailing and Computer Aided Design
 - Supervising various areas of Facilities Management including Security, Housekeeping, Catering, Gardening, Civil Works, Electrical Works, Sanitation, Plumbing, Carpentry, Campus Cleanliness and Upkeep, Air-Conditioning, Power Supply, Fire Safety, Telephone Connectivity, etc.
 - Coordinating with various facilities-related service providers, design consultants, contractors, and liaising with various government bodies
 - Project Management and carrying out day-to-day administrative works.
- ❖ The candidate needs to be tech-savvy, well-versed with modern Campus/ Building Management and Security practices, and have very good administrative acumen.
 - ❖ The candidate needs to have excellent communication and writing skills and the ability to work cordially in a team.
 - ❖ The candidate should be able to adapt to the changing requirements of the Institute and be a quick learner to take up various roles and responsibilities as per the evolving institutional requirements.

(c) Age Limit: Not Above 62 years as on March 31, 2022.

iii. Type of Position

- ❖ This is a contractual position for a period of three years, subject to an annual performance review and continuing requirement of the Institute.

iv. Compensation

- ❖ The position, based at Hyderabad, offers an all-inclusive consolidated compensation of Rs. 50,000/- (Rupees Fifty Thousand Only) per month.

v. How to Apply

Interested candidates may forward their application highlighting their key contributions and how they fit this position along with their detailed CV to “The Human Resources Department, IDRBT, Castle Hills, Road No.1, Masab Tank, Hyderabad – 57” or by e-mail to ESO@idrbt.ac.in so as to reach the Institute latest by **APRIL 12, 2022**. Queries, if any, may also be addressed to the above email ID.

- vi.** Only shortlisted applicants will be contacted. In all matters regarding Eligibility, Experience, Compensation, Term, Selection Process, Assessment, Minimum Qualifying Standards in Selection Process, and Communication of Result, etc., the Institute’s decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
