



ADVERTISEMENT FOR RECRUITMENT OF CAMPUS FIRE OFFICER

IIT Hyderabad invites online applications from eligible candidates for the post of “**Campus Fire Officer**” for engagement on *ad hoc* contract basis in IIT Hyderabad. The appointment shall be purely contractual initially for a period of 11 months, and the contract is renewable subject to satisfactory performance of the individual and requirement of the Institute, for any further term on mutually agreed terms.

Name of the post	Consolidated remuneration	Upper Age limit	No of vacancies
Campus Fire Officer	Rs.30,000 to Rs.40,000 p.m. to be fixed depending on the qualifications and experience.	Not more than 40 years. (candidate should be physically fit)	01

2. Post, qualifications, experience, knowledge, etc. for the posts.

Sl. No.	Name of the post	Essential Qualifications, experience, knowledge, etc.
01	Campus Fire Officer	<p>BE (Fire Engineering) from National Fire Service College, Nagpur or Divisional Officer Course from National Fire Service College, Nagpur three years of experience in fire safety in high rise buildings.</p> <p>OR</p> <p>BE (Fire Engineering)/ BTech (Safety & Fire Engineering/ BTech (Fire Technology & Safety Engineering) from a University/Institution recognized by Govt. of India with five years of experience in fire safety in high rise buildings.</p> <p>OR</p> <p>BSc from a University recognized by Govt. of India and should have Passed Station Officers Course from National Fire Service College, Nagpur with seven years of experience in fire safety in high rise buildings</p> <p>Desirable:</p> <p>1. Relevant Experience in Central/State Govt. organizations / Industries of Repute will be an added advantage; and/or</p> <p>2. Qualification and experience in Occupational Health and Safety (OHAS) will be an added advantage and weightage; and/or</p> <p>3. A certification in computer course for a minimum of three months OR Information Technology or related paper as one of the subjects at graduation level or subsequently, should possess working knowledge on computer and should be reasonably well versed to work on MS Word, PPT, Excel etc.</p>

3. General instructions to candidates and other terms and conditions of the employment.

01	Candidates are required to submit ONLINE applications only. OFFLINE applications, if submitted, will not be entertained.
02	Online mode of applications can be accessed through the following link: project2.recruitment.iith.ac.in/

03	The appointment shall be purely temporary initially for eleven (11) months. Based on performance of the candidate and requirement of the Institute, the contract may be renewed for any further period on mutual agreement.
04	The role and responsibilities of Campus Fire Officer: a) Maintain all types of firefighting systems of the campus, including major firefighting systems. E.g., fire hydrants, sprinkler systems, Fire alarms etc. b) Plan and Conduct Fire & Safety drills at various locations involving relevant users of that area. E.g., Labs, Hostels, Academic blocks, Dining hall, Workshop, and Residential towers etc. c) Maintain documents related to drills, periodical maintenance of Fire Extinguishers, Major firefighting systems etc. d) Testing and recording of operational readiness of sprinkler systems. e) Prepare and maintain Fire safety contingency location-specific plans. f) Prepare and maintain incident reports. Do analysis and apply corrections. g) Weekly checking of Minor firefighting systems and Monthly checking of Major Firefighting systems. Maintaining records of the same. h) Render operational readiness cum serviceability report of complete campus fire & safety systems every month. i) Create Fire Safety related documents, Emergency evacuation plans and periodically conduct evacuation drills. j) Liaise and organize fire safety-related guest educational lectures, Fire exercises with state Fire Agencies as required. k) Ensure fire safety in labs, oversee the disposal of chemicals and possessing adequate knowledge about OHAS.
05	Campus residential accommodation will not be provided to the selected candidate. However, He/she will have to be residing in the vicinity of the Institute campus so as to be able to reach the campus within 10-15 minutes in case of any incident.
06	Candidates will be short-listed for Written Test / Skill Test on the basis of the information provided by them in their online applications. They must ensure that such information is true. If at any subsequent stage or at the time of Written Test any information given by them in their online applications is found to be false, their candidature will be liable to be nullified.
07	The Institute reserves the right to restrict the number of candidates for written test/skill test to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefor.
08	Applications will be summarily rejected if all the relevant certificates are not uploaded as per the instructions.
09	The eligibility of the candidate in terms of qualifications / experience, etc. shall be considered as on the last date of application i.e., 30/11/2021.
10	The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection.
11	No TA/DA will be paid for attending the Written Test / Skill Test/ Interview.
12	Interim correspondence will not be entertained and replied to.
13	Selection of candidate will be based on their consistent good academic record, and performance in the Written Test / Skill Test / Interview.
14	Educational qualifications prescribed in this advertisement must have been obtained from a recognized Board/Council/University/Institute.
15	Years of Experience, wherever prescribed, is the minimum years of experience required and candidates with longer years of experience may also apply.
16	Candidates are advised to bring Photo ID Card (Driving License, Voters Card, PAN Card and Aadhaar Card). Candidates are further advised to bring all the original Educational & Experience documents for Verification with one set of self-attested copies at the time of Written test/Skill test/Interview.
17	Candidates should satisfy themselves, before applying, that they possess at least the minimum essential qualifications, knowledge, and experience laid down in the advertisement.
18	Last date of closing of online application is : 5:00 P.M. on 30/11/2021.

Sd/-
Registrar