



No. IITBhilai/Staff Rec./2025/01

22.01.2025

Advertisement for the post of "FIRE INSPECTOR & SAFETY OFFICER"
on a contract basis

1. Indian Institute of Technology Bhilai was established in Chhattisgarh by the Ministry of Education in 2016. It is an Institute of National Importance and one of the third-generation IITs established by the Ministry of Education, Govt. of India. The Institute invites applications from eligible Indian Nationals for the position of "Fire Inspector & Safety Officer" for the Estate Department for engagement on a contract basis in IIT Bhilai. The appointment shall be on a purely temporary basis for One (01) year, and further extension of tenure, if any, may be granted subject to the satisfactory performance of the selected candidate and the requirement of the Institute. The details of the post are as follows: -

Sl No.	Name of the Post	Consolidated remuneration per month	Upper age* limit	Total Vacancies
01.	Fire Inspector & Safety Officer	Rs. 50,000/-	50 years	01

(* Relaxation in the upper age limit is as per GoI rules)

2. Timeline for submission of application: -

The last date for submission of the CV/Resume	13.02.2025 (05:00 PM, IST) (Through Email only)
Mode of the selection	Interview
Tentative Date of Written test/interview	The date will be communicated to the shortlisted candidates through email.

3. Job duties & responsibilities of Fire Inspector and Safety Officer:

Responsibilities	<ul style="list-style-type: none">i) He would be required to stay on campus or should be able to reach campus within 10-15 minutes in case of any incident.ii) Maintain all types of campus firefighting systems, including major ones, e.g., fire hydrants, sprinkler systems, and portable fire appliances.iii) Conduct Fire & Safety drills at various locations involving relevant users of that area. E.g., Labs,
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Email: recruitment_nta@iitbhilai.ac.in Website: www.iitbhilai.ac.in

	<p>Hostels, Academic blocks, Dining halls, Workshops, Residential areas, etc.</p> <p>iv) Maintain documents related to drills, periodic maintenance of fire extinguishers, major firefighting systems, safety hazards, etc.</p> <p>v) Testing and recording of operational readiness of sprinkler systems.</p> <p>vi) Prepare and maintain fire safety contingency location-specific plans.</p> <p>vii) Prepare and maintain incident reports. Do analysis and apply corrections.</p> <p>viii) Weekly checking of Minor firefighting systems and Monthly checking of Major Firefighting systems. Maintaining records of the same.</p> <p>ix) Liaise and organize fire safety-related educational lectures as required and conduct awareness drills at various locations on campus.</p> <p>x) Ensure fire safety in labs, oversee the disposal of chemicals, and possess adequate knowledge of OHSAS.</p> <p>xi) Create Fire Safety-related documents and emergency evacuation plans and periodically conduct evacuation drills.</p> <p>xii) Provide Emergency and cautionary stickers/boards to the entire campus as required. Render operational readiness cum serviceability report of the complete campus fire & safety systems to the Registrar's Office monthly by the 5th of every month.</p> <p>xiii) Identify evacuation zones at all buildings for evacuating people in case of fire/other disaster.</p> <p>xiv) Plan, implement, and supervise fire safety and other disaster management plans.</p>
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Jayant



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4. Essential and desirable qualifications for the post: -

Name of the Post & No. of vacancies	Essential and Desirable qualifications for the post
Fire Inspector & Safety Officer & Vacancies- 01	<u>Essential Qualifications: -</u> Higher Secondary from any recognized College/Institution and should have a fire safety certificate with 8 years of experience in fire safety. <u>Desirable qualifications: -</u> <ol style="list-style-type: none">1. Ex-servicemen preferred.2. Relevant Experience in Central/State Govt. organizations/Industries/Similar Educational Institutions of Repute will be an added advantage.3. A certification in a computer course, information technology, or related paper as one of the subjects at graduation level or afterward is a must for all candidates. Working knowledge of computers is mandatory.

5. **General Instructions: -**

1. All qualifications should have been acquired from universities/institutes/boards/councils, etc., and recognized by appropriate statutory authorities. The minimum qualification, experience, and upper-age requirements may be relaxed for candidates with outstanding credentials and experience.
2. Candidates with work experience in the private sector who produce the experience certificate should submit the experience certificate on the company's letterhead. The company's letterhead should have the company registration number and contact details of the signatory for confirmation.
3. The applicant's candidature shall be subject to verification of original testimonials during the interview. If the candidate fails to submit the required supporting documents mentioned in the CV, his /her candidature may not be considered for the interview.
4. The appointment will be for **One (01) year** (on a short-term contract basis). The same may be extended, depending on vacancy. Remuneration will be increased based on performance appraisal.
5. The selected candidate will be entitled to only OPD medical facilities at the Institute Health Centre for self only.
6. He/ she will also be entitled to Leave as per Institute rules for contractual staff.





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7. The appointment is not regular employment and does not entitle any claim, privileges, or benefits of regular employment.
8. Only shortlisted candidates will be called for the selection process.
9. Information about the shortlisted candidates and dates of the interview will be provided through the email mentioned in the application form.
10. The Institute reserves the right not to fill in the advertised post.
11. IIT Bhilai's decision in selection matters will be final and binding.
12. If the information furnished by the candidate in any part is found to be false or incomplete or does not conform with the eligibility criteria mentioned in the advertisement, the candidature/engagement will be considered revoked/terminated.
13. Any sort of canvassing or influencing the official related to the recruitment/selection process would result in immediate disqualification of the candidate.
14. No TA/DA will be provided for the candidates to attend the interview.
15. Candidates who fulfill the above eligibility criteria and are willing to apply for the post are requested to send a CV/resume to the email id recruitment_nta@iitbhilai.ac.in on or before **5.00 PM (IST) on 13.02.2025**. The CV/resume should mention the age, qualifications, and experience details, along with a self-attested set of scanned certificates.



Registrar

Wing Cdr. Dr. Jayesh Chandra S. Pai (Retd.)
कुलसचिव/Registrar
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Indian Institute of Technology Bhilai