



**Job Title:** Resident Engineer (Estate)

**Location:** Institute of Rural Management Anand (IRMA), Anand - Gujarat

**About IRMA:**

The Institute of Rural Management Anand (IRMA) is a premier, national level Institute for Postgraduate, Doctoral and Mid-career/in-service education, research, and consulting in rural management. Founded in 1979, IRMA's mission is to promote all-around sustainable Rural Development through professional management.

IRMA has a sprawling sixty-acre campus. As any premier national-level institute, the campus houses the participants of its educational programmes, besides the employees and their families. The campus also has residential facilities created for executive training and development programme participants, in addition to the educational infrastructure including classrooms, conference rooms, an auditorium, a multipurpose hall etc.

**Role Description:**

The incumbent will have the overall responsibility of managing the campus infrastructure given below:

- Discuss and identify specific campus management requirements in accordance with the quality standards and the infrastructure development plans of the institute
- Prepare, present and manage the Estate Budget
- Manage the overall day-to-day up-keep of all aspects of the entire campus, including civil, and electrical maintenance to the highest quality standards
- Manage the team by supervising, providing training and feedback
- Ensure the safety of the estate.
- Manage all administrative tasks like getting all estate and equipment-related approvals, AMC, ARC, CMC as applicable
- manage and maintain all requisite supplies to ensure timely management of complaints by residents/employees
- Liaise with external suppliers/contractors/concerned Govt/agencies/departments/local authorities
- Adhere to allocated budgets and statutory obligations
- Develop and implement a preventive maintenance system and ensure implementation of scheduled maintenance of campus infrastructure including its substation, a pump house, water supply and drainage systems, electrical underground cable network, electrical wiring, appliances, streetlights, epbx and internal telephone network including underground telephone cables, lifts, air conditioners, refrigeration and water-cooling units, central air cooling plants, RO mineral plants etc.



- Maintain all necessary records and report all the development to the higher authorities from time-to-time

**Selection Criteria:**

The incumbent should be a B.E / B.Tech (Civil) / (Electrical) with five years of relevant work experience. Experience of managing academic campuses will be an added advantage.

**Age:**

The Incumbent should be in the age group of 30-35 years.

**Remuneration:**

The appointment will be made purely on a three-year contract. The remuneration will be commensurate with the candidate's qualifications, experience and fit with the position. The remuneration will include all the monthly emoluments and Institutional benefits as per the rules and regulations.

**To Apply:**

Interested candidates may please apply online by February 26, 2023, i.e., 23:59 at <https://www.irma.ac.in/careers/careers.php>. Please ensure that the application contains a detailed Curriculum Vitae. Please mentioned in your CV for which position you have applied.

**Please Note:**

The Director, IRMA reserves the right to make relaxations in the prescribed qualifications/ experience if found suitable.

Mere fulfilling the minimum qualifications and experience prescribed will not make a candidate eligible to be called for an interview.

Only short-listed candidates will be called for the interview.

No correspondence/interim enquiries/telephonic enquiries in the matter will be entertained.