

## ADVT NO: 47/2021

### [Position purely on Temporary and Contractual Basis]

Indian Institute of Science Education and Research Pune is a premier autonomous Institution established by the Ministry of Education, Government of India, for promotion of high quality science education and research in the country.

Institute invites online applications from Indian nationals having excellent academic record and relevant work experience for the following position:

Name of the Post	Fire and Safety Officer
Number of posts	01 (One)
Consolidated emoluments	Rs. 71,800/- per month
Minimum Educational Qualification	B.E. (Fire) from National Fire Service College (NFSC), Nagpur or equivalent qualification. <b>OR</b> Divisional Fire Officer Course [Advanced Diploma in Fire Engineering] from National Fire Service College (NFSC), Nagpur or equivalent qualification. <b>OR</b> Membership of the Institution of Fire Engineers - India / UK (M.I.-Fire) / Membership of Institution of Fire Engineers (UK) obtained after graduation.
Experience	Minimum 3 years' relevant work experience in the field of Fire and Safety.  Retired officers from Government Organizations / large Private Organizations from relevant field may also apply.  Candidates having experience in Safety Protocols in addition to Fire may be given preference.
Job Responsibilities	<ul style="list-style-type: none"><li>• Drafting Standard Operating Procedure (SOP) regarding Fire and Safety for safe working practices and facilitate implementation across Institute.</li><li>• Act as an advisor to the Institute authorities in all aspect of fire and safety on campus for all working class, Scientific Laboratories and its Installations, Building Premises, etc.</li><li>• Study Institute campus i.e. Buildings / Academic Infrastructure including scientific laboratories, Accesses and identify improvements required.</li><li>• Advising authorities from the point of view of fire and safety at building design stage, building structure modifications or in</li></ul>

	<p>any other campus development activity having relevance to fire and safety.</p> <ul style="list-style-type: none"> <li>• Planning and delivering education and training on fire and safety at regular intervals. Plan, organize and conduct evacuation / Fire drills exercises in accordance with standard practice.</li> <li>• Review of fire, emergency and medical response plans at regular intervals.</li> <li>• Test and maintain fire/safety equipment's and installation; Conduct safety audits, risks assessment, specific analysis, workplace inspections and submission of evaluation reports to the authorities with specific recommendation.</li> <li>• Periodic training of institutional safety squad.</li> <li>• Ensure availability of Material Safety Data Sheet (MSDS).</li> <li>• Ensure availability of Firefighting equipments in campus buildings, in all laboratories and inspecting their proper functioning.</li> <li>• Liaise with Institutional safety committee for implementing the guidelines.</li> <li>• Liaise with local authorities to comply with the Fire and Safety requirements on campus.</li> </ul> <p>Incumbent should have knowledge of computerized work environment, Good drafting and communication skill.</p>
Tenure of appointment	Initially for a period of one year, extendable for further period subject to satisfactory performance of the incumbent.
Age	<p>Not more than 55 years as on the last date of submission of applications.</p> <p>In case of retired officers from Government Organizations / large Private Organizations from relevant filed, age as on the last date of submission of applications should not be more than 62 years.</p>

### **GENERAL INFORMATION / DETAILS ABOUT THE POST**

- 1) The post is contractual and purely on temporary basis.
- 2) The qualification prescribed should have been obtained from recognized Universities/ Institutions.
- 3) The prescribed educational qualification/s and experience/s are the bare minimum and mere possession of same does not entitle candidates to be considered for selection process. Where number of applications received in response to the advertisement is large, it may not be convenient or possible for the Institute to call all eligible candidates for selection process. Based on the recommendations of the Screening Committee, the competent authority may restrict the number of candidates to be considered for the interview to a reasonable limit after taking into consideration qualifications and experience over and above the minimum prescribed in the advertisement. Therefore, it will be in the interest of the candidates, to mention all the qualifications and experience in the application.

- 4) Relaxation in age and / or experience may be considered in case of exceptionally meritorious applicants, with prior approval of the Competent Authority.
- 5) No TA/DA will be admissible for appearing for the interview.
- 6) Selected applicant will have to join duty immediately on receipt of the offer.
- 7) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 8) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
- 9) Waitlist shall be kept valid for a period of six months. In case a candidate does not join or resigns after joining the post within 6 months, waitlisted candidate may be offered the position.

### **HOW TO APPLY:**

Please read following instructions carefully before submitting an online application.

Candidates not having required qualification &/ or experience need not apply.

Last date for submitting online applications is **August 24, 2021**. Applicants need NOT send a hard copy of the application at this stage.

Candidates fulfilling the eligibility criteria may apply online in the prescribed application form by clicking on the "[Apply Online](#)" link available below this advertisement. Please keep personal details, qualification details, details of references, experience details, other relevant details, soft copy of the passport size photograph (Less than 1 MB) with you and printer attached to your desktop before starting the online application.

Qualification details should be entered as given below:

For 'Divisional Fire Officer Course [Advanced Diploma in Fire Engineering]', please select it from drop down option available at Sr. 7.a (b)

For 'Membership of the Institution of Fire Engineers - India / UK (M.I.-Fire) / Membership of Institution of Fire Engineers (UK)' obtained after graduation, please select it from drop down option available at Sr. 7.b

In case applicant has completed any other degree/s, course/s through Distance learning / Correspondence / Part – Time method from the recognized Board / University / Institution:

- Please mention in the Specialization field if the particular degree / course has been done through Distance / Correspondence / Part-time as the case may be and then enter specialization in the same field.

In case, the name of the degree that you possess is not listed in the drop down option, please select "other" and then enter the Name of the Degree in the appropriate field.

Final result declared with CGPA / GPA to be converted in % as per the formula given by the respective University / Institute / Board and to be entered in the respective field.

While entering the details of employment, **“Pay Scale”** should be entered as under:

- 1) In case applicant is/was drawing a salary as per the 6<sup>th</sup> pay scale – Just Enter Pay Band and Grade Pay of the post (Example – PB 3 + GP Rs. 5400/-).
- 2) In case applicant is/was drawing a salary as per the 7<sup>th</sup> pay scale – Just Enter Level (Example – Level 10 or Level 12 as the case may be).
- 3) In case applicant is/was working in PSU – Enter “PSU – (Write Scale)”. Example: PSU-18000-2400-26060
- 4) In case applicant is/was drawing consolidated pay – enter “Consolidated Pay” i.e. “Cons. Rs. 55000” OR “Cons. Rs. 78000”

In case of re-appointment / promotion / Up-gradation in different scale while working in the same organization / Institute, please mention on the subsequent row with all required details. Further, write full name of the Organization and complete designation. Do not use abbreviations.

Information not covered in the application may be entered in brief in the field at Sr. 12 “Any other relevant Information”.

After you complete the application, click on the **“Preview”** button. Please see the print preview from browser option and adjust page margins if printable area is not covered.

Go to the end of the preview page, click in the box provided for declaration. **Before submitting the application, click on the “Print” button to take printout of the filled application. Please keep one copy for your record.**

Once you submit the application, you will not be able to retrieve the application for printing / editing / reference. After successful submission of online application, candidates shall receive an auto-generated acknowledgement on the email mentioned by the candidate in an online application. Candidates who have submitted “Online application” only shall be considered for the selection process.

**Shortlisted candidates only will be informed by Email. Therefore, please mention active email ID and mobile number in the online application form.**

For updates, institute website may please be seen regularly.

Certificate in support of age, mark sheets and certificates of **educational qualification/s, experience certificate/s** having required details as mentioned in the application form and other documents **in support of the information submitted** in the online application will be collected and verified at an appropriate stage.

**Advt. No.: 47/2021/IISER-P/Rect./03.08.2021**

**Registrar**