



# INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

**Advertisement No.: Admin-II/EXT035/2024**

**Job Title**

Assistant Security Officer

**Job Reference Number**

50566303

**Application End Date**

30.04.2024

**Type of Employment**

Temporary-On Scale

**No. of Position(s)**

4

**Application Category(s)**

4(OBC-1, UR-3)

**IITB Recruiting:**

IIT Bombay invites online application from Indian citizens having requisite qualification(s) and experience against four vacancies of Assistant Security Officer post to be deployed to the Security Section, on selection.

**Essential Qualifications & Experience:**

Bachelor's degree with security related supervisory experience of four years, after the qualifying degree, in Government or a reputed organization. Applicants should be conversant with security rules and procedures and should possess valid driving license for light motor vehicle and motor cycle.

Desirable : Certificate of NCC and Fire fighting training and experience of working in residential institutional campus, electronic surveillance, computer system for information processing and retrieval. Ex-servicemen would be preferred.

**Job Profile:**

The Assistant Security Officer works under the Chief Security Officer(CSO) to ensure the safety and security of the organization's personnel, property, and assets. This role involves implementing security protocols, monitoring surveillance systems, conducting patrols, and responding to security incidents as needed. The Assistant Security Officer reports directly to the CSO.

**Key Responsibilities:**

\* Security Monitoring and Surveillance:

Monitor security systems, including CCTV cameras, access control systems, and alarms, to detect and deter unauthorized access or suspicious activities.  
Conduct regular patrols of the premises to identify security breaches, hazards, or safety concerns.  
Respond promptly to security alerts and alarms, investigating incidents and taking appropriate action as per established protocols.

\* Access Control and Visitor Management:

Control access to the premises by verifying the identity of IIT Bombay campus residents, visitors, and contractors.

Issue and deactivate access passes or keys as needed, maintaining accurate records of access permissions.

Escort visitors or contractors to designated areas and ensure compliance with security procedures.

\* Emergency Response, Crisis Management, and Fire Fighting:

Assist in developing and implementing emergency response plans and procedures, including evacuation protocols, lockdown procedures, and first aid response.

Respond to emergencies and security incidents, coordinating with emergency services and internal response teams as necessary.

Provide assistance and support during drills, exercises, or actual emergencies to ensure the safety and well-being of personnel.

\* Incident Reporting and Documentation:

Document security incidents, accidents, or breaches in accordance with established reporting procedures.

Prepare detailed incident reports, including descriptions of events, actions taken, and recommendations for preventive measures or improvements.

Maintain accurate records of security-related activities, including patrol logs, incident reports, and access control records.

Well-versed in the preparation of slides for computer-based presentations/demonstrations/training.

\* Security Training and Awareness:

Assist in conducting security training sessions or briefings for employees on topics such as access control, emergency procedures, and personal safety.

Promote security awareness among staff members, encouraging compliance with security policies and procedures.

Provide guidance and support to employees on security-related matters and best practices.

\* Collaborative Engagement:

Collaborate with other departments to address security concerns and implement security enhancements.

Liaise with external stakeholders, such as law enforcement agencies, security vendors, and community organizations, to exchange information and coordinate security efforts.

***Pay Details:***

Pay Level 6 (35400-112400)/ Pay Level 7 (44900-142400) as per provisions of Recruitment Rules and Promotion Policy of the Institute. Initial appointment on 3-year contract at Pay Level 6 (35400-112400). Subsequent substantive appointment at Pay Level 7 (44900-142400) by placement.

Age limit: 32 years (on the application closing date) with applicable age relaxations.

***General information:***

1) These are contractual positions of the post as per Recruitment Rules and Promotion Policy of the Institute.

2) Applicants possessing the requisite qualification(s) and relevant experience may apply online at <https://www.iitb.ac.in/en/careers/staff-recruitment>

3) The application fee is Rs. 50 (nonrefundable), which has to be paid through online mode. The SC, ST and PwD applicants and all female applicants are exempted from this fee.

4) THOSE APPLICANTS, WHO HAVE TO PAY FEES ONLINE, ARE AUTOMATICALLY REDIRECTED TO THE APPLICATION PORTAL AFTER PAYMENT TO SUBMIT AND COMPLETE APPLICATION PROCESS. AFTER COMPLETING THE WHOLE PROCESS, THEY SHOULD AGAIN LOGIN INTO THE PORTAL TO CONFIRM THAT HIS/HER APPLICATION IS SUBMITTED. IT SHOULD BE NOTED THAT ANY ISSUE, RELATED TO THE ABOVE PROCESS, REPORTED BEYOND 15 DAYS FROM THE CLOSING DATE WILL NOT BE ENTERTAINED, AND CANDIDATURE WILL NOT BE CONSIDERED.

5) Scrutiny/ Screening of applications:

Applications in response to the advertisement will be scrutinized and shortlisted. Merely fulfilling the requirements prescribed in the advertisement does not automatically entitle an applicant to be called for further selection process. It may not be possible and/or convenient to conduct Written Test for all eligible applicants, in which case the Institute can limit the number of applicants to be called for Written Test on the basis of qualifications and/or experience higher than the minimum prescribed in the advertisement. Hence, the applicants should give all relevant details of qualification and experience with supporting documents if any.

6) Selection Process:

The selection process comprises of a written test from which a shortlist [(certain multiple of number of advertised position(s))] shall be drawn from the list of qualified candidates in order of merit. A skill (trade/ proficiency) test may be additionally conducted which shall be qualifying in nature. Final selection shall be as per the shortlist drawn basis the written test only. To be eligible for recruitment, a candidate is required to obtain 60% marks or more in the written test as well as skill test (if applicable).

7) The applicants should ensure at their end that they possess the essential qualification(s) and experience laid down for the post. The qualification degree(s) must be from a recognized University / Institute.

8) Incomplete application shall be summarily rejected.

9) Initially, post would be on contract for 3 years. The performance of the selected/ appointed staff member shall be assessed before expiry of the contract and only those found suitable will be offered a substantive post after completion of 3 years of service on contract. Appointment of staff members on contract not found suitable shall be terminated on completion of the contract period.

10) Details furnished in the online application will be treated as final and no subsequent changes shall be entertained.

11) Eligibility of an applicant for the post shall be considered as on the date of closing of online application interface.

12) The Institute reserves the right not to fill any of the advertised positions of the post(s).

13) The age limit criterion will be relaxed for applicants working in any department / section / unit / project of the Institute provided they have served the Institute for at least three years (220 days or more per year) and who have crossed the age limit criterion during the above period.

14) Age relaxation is applicable as per Institute norms.

15) Applicants should upload copy of certificates in support of their qualification(s) (matriculation onwards), experience, date of birth, caste, etc. Certificate(s) in support of experience should be on the organization's letterhead, bearing the date of issuance, specific period of work, designation, pay drawn against each such position, etc., duly certified by the concerned issuing authority.

16) Original certificates should be produced at the time of Selection Process as well as on Joining if selected.

17) The appointment of selected applicant is subject to the applicant being found medically fit as per norms of the Institute.

18) Age relaxation for SC / ST / OBC (NCL) category applicants is applicable only if the position(s) of the post is reserved for that particular category. Age relaxation to PwD applicants & Ex-servicemen is as per rules.

19) Applicants seeking reservation benefits available to OBC (NCL)/ PwD category must attach relevant certificates in the format as prescribed by the Central Government to support their claim. Applicants seeking reservation benefits available to OBC (NCL) category are required to attach a declaration, in addition to certificate in the prescribed format issued by the Competent Authority enclosed at Annexure I.

20) Decision of the Institute in all matters relating to the eligibility of the applicants, Screening / Skill / Written Test and Selection shall be final and binding on all the applicants.

21) No correspondence or personal inquiries shall be entertained.

22) No correspondence shall be entertained from applicants regarding conduct and result of Written test/ Skill test and reasons thereof, for not being called.

23) Applicants serving in Central / State / Semi-Government Organization / Autonomous Body/ Public Sector Unit / etc., must apply through proper channel and such applicants will be required to produce relieving letter at the time of joining, if selected, failing which they shall not be permitted to join the post.

24) In case of any inadvertent mistake in the process of selection which may get detected at any stage, even after the issuance of appointment letter, the Institute reserves the right to modify / withdraw / cancel any communication made to the candidate.

25) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.

26) The Institute shall verify the antecedents or documents submitted by an applicant at any point of time, either at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the applicant are fake or the applicant has a clandestine antecedent(s)/background which the applicant had suppressed at the time of joining, then the applicant's services are liable to be terminated and legal action may be initiated against such an applicant/employee.

27) No traveling allowance (TA) shall be paid to the outstation applicants for attending the written test. However, SC/ST applicants attending the written test shall be paid to & fro second class railway fare, by shortest route, subject to production of tickets and caste certificate. SC/ST applicants already in Central/State Government organization, Autonomous Body, Public Sector Units, etc., are not admissible for the same. Payment will be made through bank transfer after processing of the claims.

28) Canvassing in any form shall lead to disqualification.

29) No interim correspondence will be entertained.

30) For any queries related to submission of online application, the applicant may send e-mails on [jobs@iitb.ac.in](mailto:jobs@iitb.ac.in) However, inquiries / queries related to eligibility for the post or for interpretation of the rules will not be entertained.

31) Applicants should provide their correct and active e-mail address in the application as all future correspondences like issuance of call letter or any other information will be communicated through e-mail only. Moreover, applicants are advised to remain updated regarding the Selection Process, date and venue etc. by visiting IIT Bombay website <https://www.iitb.ac.in/en/careers/staff-recruitment>

Addendum / corrigendum, if any, in respect of this advertisement, shall be notified through the Institute's website.

32) Soft copy of application sent over e-mail to any Institute Officials will not be considered for selection process. Hard copy of online application is not required to be sent by post.

33) Correspondence subsequent to submission of application should essentially be sent to [jobs@iitb.ac.in](mailto:jobs@iitb.ac.in) with application ID, Job title and Job Ref. No. mentioned in the subject.

34) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only. The date of closing of online application interface is 30.04.2024.

REGISTRAR

Date: 02.04.2024

Copy to:

1. Head/In-charge of all the Deptts./Sections/Centres.
2. All Notice Boards/Staff Notices

ANNEXURE – I

DECLARATION

“I, ..... son / daughter of Shri  
..... resident of village/town/ city  
.....district ..... state hereby declare that I belong to  
the ..... community which is recognized as a backward class by  
the Government of India for purpose of reservation in services as per orders contained in Department  
of Personnel and Training Office Memorandum No.36012/22/93-Estt. (SCT) dated 8.9.1993. It is also  
declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the  
Schedule to the above referred Office Memorandum dated 8.9.1993 and its subsequent revision  
through O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017”.

Signature of the Candidate

Name of the Candidate

Place:

Date: