



**Indian Institute of Technology Hyderabad**  
Kandi, Sangareddy, Telangana – 502284, INDIA  
Website: [www.iith.ac.in](http://www.iith.ac.in)

**Advt. No. IITH/2024/CS/07**

**Date: 06-09-2024**

**ADVERTISEMENT FOR THE POST OF 'FIRE SAFETY OFFICER' ON CONTRACT BASIS**

1. The Indian Institute of Technology Hyderabad is an Institute of National Importance established by an Act of Parliament under the aegis of the Government of India, Ministry of Education, Department of Higher Education, New Delhi. The Institute invites ONLINE Applications from eligible Indian Nationals for the position of “**FIRE SAFETY OFFICER**” for the Construction and Maintenance Division for engagement on an contract basis in IIT Hyderabad. The appointment shall be on a purely temporary basis for eleven (11) months, 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:

Post No.	Name of the Post	Consolidated remuneration per month	Upper age* limit (Years)	Total Vacancies
01.	Fire Safety Officer	Rs. 40,000/-	45	01
<b>Total</b>				<b>01</b>

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

2. The commencement date and the last date for submission of online applications are as under:

<b>Commencement of Online Application</b>	07-09-2024, 9:00 AM IST
<b>Last date for submission of Online Application</b>	07-10-2024, 5:00 PM IST
<b>Mode of selection</b>	Written test/Skill test/Interview
<b>Tentative Date of Written test/interview</b>	Date will be informed to the shortlisted candidates via mail communication.

3. **Job Duties & Responsibilities :**

*Duties and Responsibilities of Fire Safety Officer are not limited as mentioned below*

<b>Responsibilities</b>	<p>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.</p> <p>ii) Maintain all types of campus firefighting systems, including major ones. E.g., fire hydrant/sprinkler systems/portable fire appliances.</p> <p>iii) Conduct Fire &amp; Safety drills at various types of locations involving relevant users of that area. E.g. Labs, 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>
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	<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 OHAS.</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.</p> <p>xiii) Render operational readiness cum serviceability report of complete campus fire &amp; safety systems to the Director's office and senior management monthly by the 5<sup>th</sup> of every month.</p>
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**4. The following are the essential and desirable qualifications for the posts notified under Para No.1:**

Post No.	Name of the Post & No. of Posts	Essential and Desirable qualifications for the post
01.	Fire Safety Officer 01 Post	<p><b><u>Essential qualifications:</u></b> B. E. (Fire Engineering) from National Fire Service College, Nagpur or Divisional Officer Course from National Fire Service College, Nagpur, with 2 years of experience in fire safety in high-rise buildings and a Specialized certificate in Regular Advanced Diploma in Industrial Safety (ADIS) from a reputed Institute.</p> <p>OR</p> <p>BE (Fire Engineering) / B.Tech.(Safety &amp; Fire Engineering)/ B. Tech (Fire Technology &amp; Safety Engineering) from a University / Institution recognized by Govt of India with 3 years of experience in fire safety in high-rise buildings and a Specialised certificate in Regular Advanced Diploma in Industrial Safety (ADIS) from a reputed Institute.</p> <p>OR</p> <p>B.Sc from a University recognised by Govt of India and should have Passed the Station Officers Course from National Fire Service College, Nagpur, with 4 years of experience in fire safety in high-rise buildings and a Specialised certificate in Regular Advanced Diploma in Industrial Safety (ADIS) from a reputed Institute.</p>

		<p>OR</p> <p>Higher Secondary from any recognized College/ Institution and should have Passed Sub-Fire Officers College from National Fire Service College Nagpur with 8 years of experience in fire safety in high-rise buildings and a Specialised certificate in Regular Advanced Diploma in Industrial Safety (ADIS) from a reputed Institute.</p> <p>OR</p> <p>B.Sc. from any University recognised by Govt of India plus a Graduate ship in Fire Engineering (GIFE) from the Institution of Fire Engineers (India / UK) with 3 years of experience in fire safety in high-rise buildings and a Specialised certificate in Regular Advanced Diploma in Industrial Safety (ADIS) from a reputed Institute.</p> <p><b><u>Desirable qualifications:</u></b></p> <ol style="list-style-type: none"> <li>1. Relevant Experience in Central/ State Govt organisations/Industries/Similar Educational Institutions of Repute will be an added advantage.</li> <li>2. 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 afterwards is a must for all candidates. Working knowledge of Computers is Mandatory</li> </ol>
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**5. How to apply:** The interested and eligible candidates shall apply using the link provided below. No other mode of application shall be accepted:

Link to application: [Click here for Application Link](#)

**There is no application fee for these positions.**

**6. General Instructions:**

<b>GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION</b>	
1.	Applicant must be a citizen of India.
2.	Candidates are required to submit ONLINE applications only. Printout of the ONLINE application form is not required to be submitted to the Institute. <b>OFFLINE applications, if submitted, will be summarily rejected.</b>
3.	Online mode of applications can be accessed through the link under Temporary Positions: <a href="https://iith.ac.in/careers/">https://iith.ac.in/careers/</a>
4.	The eligibility of the candidate in terms of qualifications/ experience, etc. shall be considered as on the date of the written test/interview. Before submitting the online application, the candidate must ensure that he/she fulfills all the eligibility criteria for the post for which she/he is applying as detailed for the respective post. Candidates will be allowed to attend the written test/interview based on the information provided by them in their online applications. If at any subsequent stage, the information provided/claim made by the applicant is found to be false, <b>his / her candidature will be canceled at any stage of the</b>

	<b><u>recruitment process and if appointed, services will be terminated without any notice or compensation.</u></b>
5.	The appointment shall be on a purely temporary basis for 11 months, 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 appointment will be on contract basis and can be terminated at any time during the contract period with one month's notice from either side. Accordingly, no right/claim whatsoever will confer on the selected candidate(s) for employment in IITH by virtue of the above temporary engagement.
6.	<b><u>Working Hours:</u></b> 8 hours per day, 6 days a week during the period of the engagement. However, he/she is required to work during weekends/holidays as and when informed by the Head of the Department/ Faculty-in-Charge/ Chairperson. Campus residential accommodation will not be provided for the selected candidate.
7.	Educational qualifications prescribed in this advertisement must have been obtained from a recognized Board/Council/University/Institute.
8.	The Institute reserves the right to restrict the number of candidates for written / skill test/interviews to a reasonable limit based on qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right to reject any or all the applications without assigning any reasons.
9.	The institute has the right to decide the mode of screening and testing the applicant for shortlisting and selection. In case of any inadvertent mistake in the process of shortlisting/ selection, which may be detected at any stage even after the issue of the Appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
10.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final. Interim correspondence will not be entertained and replied to. Canvassing in any form whether directly or indirectly shall amount to a rejection of candidature.
11.	Engagement of the selected candidate(s) will be subject to necessary pre-engagement formalities viz document/certificate/testimonial checking, submission of required document/certificate/testimonial, and medical fitness certificate etc. Candidate(s) working in any organization, if selected, must submit a release/relieving letter, in original, from the present employer at the time of joining.
12.	Medical facilities to the contract employees are limited to outpatient treatment (OPD) during medical emergencies, with minimal charges of Rs. 100/- for normal OPD and Rs. 200/- for Specialists (rates subject to change as per Institute requirements). No reimbursement of medical expenses will be admissible.
13.	The selected candidate must possess a valid health insurance policy for the engagement period, obtained at their own expense. A copy of the policy must be submitted at the time of joining the Institute.
14.	Any legal dispute arising out of the advertisement may be challenged in the High Court of Telangana.
15.	Consolidated remuneration per month shall be subjected to statutory deductions, as applicable.
16.	All information/corrigendum related to this advertisement/updates on recruitment shall be posted only on the Institute's website. The candidates are advised to check the Institute's website on a regular basis.
17.	In case of highly meritorious candidate, selection committee may relax any of advertised terms.
18.	<b>No Travelling Allowance (TA)/ DA shall be paid to the candidates for attending the trade test/skill test/written test/ proficiency test.</b>
19.	The last date for closing of online application is <b>07-10-2024, 05:00 PM IST</b>

Sd/-  
Registrar  
IIT Hyderabad