



INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR

Advt. No.: IIMKPV/Outsource-1/2024

Date: 19.01.2024

Recruitment Notice

IIM Kashipur intends to engage the following professionals through outsourcing agency:

Sl. No.	Positions	Vacancies	Date of Interview: 29.01.2024
1.	Gym Instructor (Female)	1	From 9.30 A.M – 10.30 A.M.
2.	HVAC Operator	4	From 10.30 A.M – 11.30 A.M.
3.	HVAC Helper	4	
4.	Lift Operator	13	From 11.45 A.M – 1.00 P.M.
5.	Office Attendant	2	From 2.30 P.M – 3.30 P.M.
6.	Classroom Attendant	1	From 3.30 P.M – 4.30 P.M.
7.	IT Attendant	1	From 4.45 P.M – 5.30 P.M.

1. **Gym Instructor (Female)**

**Qualification and Experience:**

- Bachelor's degree in physical education and Sports or Physical Education or Sports Science.
- A Certificate/ Diploma Course in fitness.
- Experience is not mandatory. Preferably 2 years of experience in physical training, cardio, weight training, and muscle building.
- May be part of a reputed gym.
- May also be instructor for Civil Defence Training.

**Job Roles and Responsibilities:**

- Demonstrate how to carry out various exercises and provide workout routines.
- Supervise gym usage.
- Give alternative exercises during workouts or classes for different levels of fitness and skill.
- Explain and enforce safety rules and regulations on sports, recreational activities, and the use of exercise equipment.
- Give information or resources about nutrition, weight control and lifestyle issues.
- responsible for the safety, upkeep, maintenance and repair of gym equipment.

**Required Skills:**

- Knowledge of the fundamentals of exercise science and fitness techniques.
- Understanding of nutrition and diet.
- Strong customer and service orientation.

	<ul style="list-style-type: none"> <li>- Proven credentials as a gym fitness trainer and instructor and demonstrated abilities (for example, awards).</li> </ul>
<b>2.</b>	<p><b>HVAC Operator</b></p> <p><b>Qualification and Experience</b></p> <ul style="list-style-type: none"> <li>- I.T.I. in Refrigeration Trade or I.T.I. in Electrician Trade.</li> <li>- Minimum 3 years of experience in operation and maintenance of HVAC plant minimum 100 TR water cooled system, AHU, TFA, Manifold, cleaning of AHU filter, Y strainer, manifold etc.</li> </ul> <p><b>Job Roles and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>- HVAC System operation and maintenance works.</li> </ul>
<b>3.</b>	<p><b>HVAC Helper</b></p> <p><b>Qualification and Experience</b></p> <ul style="list-style-type: none"> <li>- I.T.I. in Refrigeration Trade or I.T.I. in Electrician Trade.</li> <li>- Minimum 0-1 years of experience in erection or operation and maintenance of HVAC system, cleaning of AHU filter, Y stermer, manifold, etc.</li> </ul> <p><b>Job Roles and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>- HVAC System operation and maintenance works.</li> </ul>
<b>4.</b>	<p><b>Lift Operator</b></p> <p><b>Qualification and Experience</b></p> <ul style="list-style-type: none"> <li>- 3 years of relevant experience or ITI (preferably in Electrician/ Fitter/ Wireman etc.) trade.</li> </ul> <p><b>Job Roles and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Lift operation and maintenance including rescue operations</li> </ul>
<b>5.</b>	<p><b>Office Attendant</b></p> <p><b>Qualification and Experience</b></p> <ul style="list-style-type: none"> <li>- Graduate with basic knowledge of computer and typing. (English and Hindi).</li> <li>- Freshers may also be considered.</li> </ul> <p><b>Job Roles and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Data entry to material management online system software, file/ receipt/ records maintenance, file movement, distribution of store materials etc.</li> </ul>
<b>6.</b>	<p><b>Classroom Attendant</b></p> <p><b>Qualification and Experience</b></p> <ul style="list-style-type: none"> <li>- 10<sup>th</sup> grade education with 1 year experience in classroom maintenance service.</li> </ul> <p><b>Job Roles and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Water Service: The attendant will ensure that water is filled before the start of each class and will be available throughout the session to replenish water supplies for faculty.</li> <li>- Tea and Beverage Service: The attendant will serve tea and other beverages upon request during scheduled break.</li> <li>- Maintenance: The attendant will ensure that the cleanliness and functionality of the beverage service area and promptly report any issues or supply needs.</li> </ul>
<b>7.</b>	<p><b>IT Attendant</b></p> <p><b>Qualification and Experience</b></p> <ul style="list-style-type: none"> <li>- 12<sup>th</sup> grade education with a 1-year Computer Diploma with a minimum 6 months of experience in the IT area is required.</li> </ul> <p><b>Job Roles and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Assist teachers and students with technical issues during classroom sessions.</li> <li>- Set up audio-visual equipment, computers and other technology devices as needed.</li> <li>- Maintain Classroom technology inventory and ensure proper functionality.</li> </ul>

- -	- Troubleshoot basic technical problems and escalate complex issues to the IT team.
	<b>Required Skills:</b> <ul style="list-style-type: none"><li>- Proficiency in operating systems (Windows, Chrome OS) and common educational Software.</li></ul>

**Selection Process:**

Selection will be based on the performance in Walk-in- Interview.

**Salary:**

Monthly remuneration of Rs.15000/- to Rs. 30000/ depending on qualification, experience, demonstrated potentials and performance in the interview.

**How to apply:**

Candidates are requested to appear for a walk-in Interview with updated CV, one set of photocopies of all educational qualifications, experience certificates, proven credentials and four passport size photographs along with original photo identity issued (preferably AADHAAR) by the Govt of India.