



Ref: IIMB/HR/RECT/2025/14

Date:19 March 2025

About IIMB	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.
Industry/Service	Higher Education
Post/Job Title	Assistant Engineer - Electrical
Job Purpose	To support the Project Manager/Project Engineer/Senior MEP Engineer on team in the, installation, testing, and maintenance of electrical systems and Equipments
Duration	It is a fixed term contract for a period of 2 years
Job Location	Candidate is expected to work in IIMB Jigani campus
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• To report to Project Manager /Immediate Superior on MEP works at site.• Overseeing and being in charge of all mechanical, plumbing, electrical work and other service works.• Preparing status reports and regularly monitoring budgets, contractors and schedules.• Ensuring MEP work is carried out as per approved shop drawing and within the time frame and progress of the approved construction program, in a cost and time effective manner.• Determining the site material requirements in advance, including requirements in requisitions for procurement issued by Consultants, coordinating with the Procurement team/Project Manager/ Immediate Superior for timely placement of orders.• Providing assistance in supplier site coordination for site handling, storage installation and commissioning.• Verifying the accuracy of measurements for billing and approving the final billings.• Liaisoning with local authorities for the approval of MEP service drawings and service connection.• Ensuring that the installation, inspection and testing of all the MEP equipment, fittings and work implemented meets the specification and the consultant requirements.• Maintaining accurate records and an electronic database of all elements of the projects.• Ensuring daily project monitoring and regular progress reporting including identifying potential risks and constraints and developing a mitigation mechanism, supporting the Project Manager and ensuring timely addressing of project contractual deliverables.• Coordinating with other project personnel to ensure that deadlines, procedures and other project requirements are met.
Key Skill and Ability Requirements	Knowledge of electrical systems design, construction techniques, and industry software (AutoCAD, Revit, etc.), Preparation of BOQ, Tendering, Testing of Equipment Process. safety standards.

Qualification and Personal Profile	<ul style="list-style-type: none">• The minimum qualification required is a B.E / BTech /Diploma in Electrical Engineering.• The candidate is expected to have a minimum experience of 6 years' handling assignments listed under principal accountability & responsibilities_• Age: Should be below 45 years.
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Interested candidates may fill the application using the link: [here](#)

The closing date for applications is 3rd April 2025. Only shortlisted candidates will be intimated. It is mandatory to fill in all the fields and the following documents are required to be uploaded while submitting the application.

- 10th & 12th Marksheets.
- Diploma/Graduation – **All semester wise Marksheets & Final Degree/ Graduation Certificate.**
- Post - Graduation (if applicable)– **All semester wise Marksheets & Final Post – Graduation Certificate.**
- **All experience letters.**
- Recent 3 months' **payslips** or 3 months' income proof.
- If you have undergone any training, kindly attach the **training certificates.**

Applications without these documents will be treated as incomplete and will not be considered.