(A Government of India undertaking)

Corporate Office, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600014.

ENGAGEMENT OF FIRE SAFETY OFFICERS ON CONTRACTUAL BASIS - 2025

INDIAN BANK, a leading Public Sector Bank, with headquarters in Chennai having geographical presence all over India and abroad invites applications from Indian Citizens for engagement as **Fire Safety Officer on Contractual Basis**.

Details of Vacancy:

Post Name	Designation	SC	ST	OBC	EWS	UR	Total	VI	HI	OC	ID
Fire Safety Officer	Associate Manager – Senior Officer	0	0	01	0	05	06	0	0	0	0

Abbreviations stand for: -

SC - Scheduled Castes, ST - Scheduled Tribes, OBC - Other Backward Classes, EWS – Economically Weaker Section, UR - Unreserved, PwBD- Persons with Benchmark Disabilities, OC – Orthopedically Challenged, VI – Visually Impaired, HI – Hearing Impaired, ID-Intellectual Disability.

Note: The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.

The eligibility and terms of service is furnished here under:

Age	Minimum Age – 23 years and Maximum Age 40 years (inclusive of all relaxations)	
Cutoff date for eligibility criteria's (Age, Experience & Qualification, etc)	01.11.2025	
Educational Qualification and Work Experience	B.E. (Fire) from National Fire Services College (NFSC) Nagpur **OR** Four year Graduation Degree (B Tech / BE or equivalent) in Fire Technology / Fire Engineering/ Safety and Fire Engineering from college/ University approved by AICTE/UGC **OR** Bachelor's degree from any University recognized by AICTE/UGC and Divisional Offices course from National Fire Service College, Nagpur	Post qualification composite experience of minimum 03 years as Fire Officer or equivalent post in PSUs /PSBs /Central Gov./State Govt. / City Fire Brigade / State Fire Services / Fire safety in-charge in Corporate / Big Industrial Complex.

Educational Qualification and Work Experience	Bachelor's degree from any University recognized by AICTE/UGC and Graduate from Institute of Fire Engineers India / Institute of Fire Engineering – UK **OR** Bachelor's degree from any University recognized by AICTE / UGC and Station officer course from National Fire Service College, Nagpur with minimum of 60% marks in aggregate.	Post qualification composite experience of minimum 03 years as Fire Officer or equivalent post in PSUs /PSBs /Central Gov./State Govt. / City Fire Brigade / State Fire Services / Fire safety in-charge in Corporate / Big Industrial Complex.
	Bachelor's degree from any University recognized by AICTE / UGC and Sub-officer course from National Fire Service College, Nagpur with minimum of 60% marks in aggregate.	Post qualification composite experience of minimum 05 years as Fire Officer or equivalent post in PSUs / PSBs / Central Govt / State Govt / City Fire Brigade / State Fire Services / Fire Safety In charge in Corporate / Big Industrial Complex.
Job Specific Skills required	• Candidate should be well versed with fire safety norms & regulations, intimate knowledge of fire prevention and protection systems in high rise building. • Basic computer knowledge.	
Period of Engagement	On contractual basis for an initial period of 3 years, extendable upto 5 years . To be renewed yearly subject to performance review, needs and requirements of the Bank.	
Leave	30 Days per calendar year on pro-rata basis. The existing leave balance will not be carried forward to subsequent years and no encashment of leave shall be permitted.	
Remuneration & Perquisites	Negotiable and not a limiting factor for deserving candidate.	
Place of work	Mumbai, Delhi, Kolkata, Coimbatore, Lucknow and Bengaluru or at any other location as per the requirement of the Bank.	
Selection procedure	Selection will be by way of (1) Scrutiny of applications by Screening Committee and (2) Interview of shortlisted candidates by Selection Committee. In case no of applicants is substantially large, Written Test / Group Discussion / Preliminary interview process or a combination of aforementioned suitable processes may be adopted.	

Job Profile / Role & Responsibilities:	• Responsible for fire safety of Bank's high rise buildings, formulate and implement Bank's fire policy in offices / branches / residences etc. • To prepare fire orders and fire operational plans and get them promulgated. • Impart regular training to the occupants of the building in the case of fire fighting equipment provided on the premises and keep them informed about the fire emergency evacuation plan. • Maintain all the fire fighting equipments in good working condition at all times. • Provide adequate training to fire men / security Guards posted in the Bank's buildings. • Keep proper liaison with local fire brigade. • Ensure that all fire precautionary measures are observed at all times. • Assisting the Bank in designing building plans with adequate fire safety measures. • Work under the general supervision of Chief Security Officer of the Bank. • Carry out routine visits to all high rise building of our Bank / other important offices / branches and submit the recommendation for strengthening the fire safety aspects already in place thereat. <u>Remarks:</u> Job Description mentioned above is only illustrative and not exhaustive. Jobs, in addition to the above mentioned, may be assigned by the Bank from time to time for the above post.
Termination of Contract	Three month's notice or three month's fixed component of the compensation in lieu thereof from either of the parties, at the sole discretion of the Bank.
Application Fees / Intimation Charges (Non-refundable)	Rs 175/- (inclusive of GST) for SC/ST/PwBD candidates. Rs 1000/- (inclusive of GST) for all other candidates.

<u>Procedure for applying: -</u>

1. Application complete in all respects as per the prescribed format (**Annexure A**) along with copies of all the credentials as enumerated in Clause 2 below should be sent in a closed envelope super scribed "**Application for the post of Fire Safety Officer on Contractual Basis - 2025**" to the following address:

Chief General Manager (CDO & CLO)
Indian Bank, Corporate Office, HRM Department, Recruitment Section
254-260, Avvai Shanmugam Salai, Royapettah, Chennai, Pin - 600 014, Tamil Nadu.

All eligible and interested candidates should apply in the prescribed application format to reach the address cited above on or before **21.11.2025**. Any application received after the due date will be summarily rejected. An advance signed and scanned copy of application may be sent to our email ID: IBRECRUITMENT@indianbank.co.in.

Application fees:

Rs. 175 /- (inclusive of GST) for SC/ST/PwBD candidates
Rs. 1000 /- (inclusive of GST) for all other candidates

Candidates shall pay the fees/charges in the below mentioned account through Internet Banking / NEFT/RTGS. The Reference number/UTR Number shall be specified in the Application form.

Account Name : **Indian Bank Recruitment Fee Collection Account**
Account Number : 7422772966
Bank & Branch : Indian Bank, Royapettah
Account Type : Current Account
IFSC Code : IDIB000R021

2. The following credentials (self-attested photocopies only) are to be enclosed along with the application Form

a. Proof of Date of Birth.
b. Mark sheet and Passing certificate of all Educational, Technical / Professional qualifications.
c. Experience certificate(s) specifying designation / job profile, period of service (with specific dates), emoluments, activity profile of previous and present employers, etc.
d. Photo Identity proof and Address proof.

3. Candidates are required to have a valid personal email ID and Mobile number for contact. It should be kept active during the currency of this project. Bank may send call letters for interview through the registered email ID.

4. Candidates are advised to apply well in advance and Bank will not be responsible if candidates are not able to submit before the due date for any reason beyond the control of the Bank.

GENERAL INSTRUCTIONS

a. Before applying for the post, candidate should satisfy himself/herself that he/she fulfils the eligibility and other norms mentioned in this notice. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible. The decision of the Bank shall be final in deciding about qualification, experience and other eligibility norms and it will be binding on the candidates.

b. The terms & conditions of engagement is whole and simple governed by the provisions of the contract and the engagement shall not be construed as an employment in the Bank and the provisions of PF / Gratuity / Pension, etc. shall not apply in this case.

c. His / Her engagement on contract is for a specific period as stated above, and as such should not be construed as an offer of employment or a regular employment in the Bank.

d. On completion of the contractual period, his / her engagement shall automatically come to an end. There will not be a need for issuance of communication by the Bank for termination of the contract after the above said period.

e. The Bank takes no responsibility for any delay in receipt or loss in postal transit of any Application or Communication.

f. The Bank reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this notice, including criteria for qualifying/method and procedure for selection.

g. Only those candidates who fulfil the eligibility criteria will be called for interview and intimated by email.

h. Candidates will have to produce original certificates for educational qualifications, experience, age, category etc. at the time of interview, in support of his/her eligibility, as per the details furnished in the application, failing which the candidate will not be allowed for interview and their candidature will be cancelled.

i. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of interview, selection and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by the Bank in this regard.

j. No Travelling Allowance is payable to candidates who are called for interview.

k. Any dispute arising out of and/or pertaining to the process of recruitment under this Advertisement shall be subject to the sole jurisdiction of the Courts situated at Chennai.

l. Request for change of contact no./address/ email ID/interview centre/interview date & time / mode of interview will not be entertained.

m. In case any dispute arises on account of interpretation of version other than English, English version will prevail.

n. Engagement of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such engagement will also be subject to the Rules & Policies of the Bank.

o. Canvassing in any form will be a disqualification.

p. **Signature in CAPITAL LETTERS on the Application and any other supporting documents to be submitted to the Bank will NOT be accepted.**

q. Clarifications / decisions given / to be given by the General Manager (HRM / HRD / HR Strategy), Indian Bank, regarding this process for engagement of Fire Safety Officers on Contractual Basis shall be final and binding on the candidates.

Bank Reserves the right to cancel the engagement process entirely at any stage.

Date: 01.11.2025 Place : Chennai Chief General Manager (CDO & CLO)