

Security cum Vigilance Officer:

Minimum Class X Pass from the recognized board.

Ex – Army / Navy / Air force / Industrial Security Force / Border Security Force will be preferred.

Job Profile and Tasks for: "Security cum Vigilance Officer"

- To supervise Inward and outward material check at IRMRA Gate
- To ensure that all key registers properly maintained and all the keys are kept properly in the cabinet
- To ensure the maintenance of registers for Employees, Visitors and other personnel's entry / exit time at IRMRA Gate
- Ensure Safety & Security of Employees, Visitors, Customers & IRMRA property
- Ensure close watch on electrical items such as air conditions, fans, tube light, electric devices, etc. for reduction on wastage of electrical units in the premises
- Guiding & supervising the work of security personnel on duty
- Surprise visits to Old / New Sites to oversee security arrangements
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons
- Should keep and maintain Critical / Emergency Contact Lists (Fire Brigade, Police, Hospitals, etc.) and First Aid Box at the main entrance and should be reviewed on monthly basis
- Should be aware and keep in hand all the internal and external emergency contacts
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, unusual occurrences and appraise the same to the HR Dept / Director
- Any other work assigned by the superiors

Candidates belonging to Ex – Army / Industrial Security Force / Border Security Force will be given due preference provided they meet with the necessary criteria laid down as above.

Candidates who fulfill the above criteria are advised to send their applications via email or sealed envelopes at the following address, latest by **15 / 06 / 2012**.

The Director

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