



ಮಾನವಸಂಪನ್ಮೂಲವಿಭಾಗ/मानवसंसाधनअनुभाग/HUMAN RESOURCES SECTION
ಭಾರತೀಯವಿಜ್ಞಾನಸಂಸ್ಥೆ/भारतीयविज्ञानसंस्थान/INDIAN INSTITUTE OF SCIENCE
ಬೆಂಗಳೂರು/बैंगलूर/BANGALORE – 560012
ದೂರವಾಣಿ/दूरभाष/TELEPHONE : 2293 2232
ಇ-ಮೇಲ್/E-mail/ईमेल : office.estb@iisc.ac.in

Job Description – Junior Engineer

The selected candidates are required to do the following:

1. To collect engineering data for estimation.
2. To supervise and see that all original and maintenance works under his/her charge are done according to the specifications, drawings, standards laid down and approved samples.
3. To arrange for the materials T&P from store/ by purchase from the market, issue materials, T&P to contractors/ works at the proper time so that there won't be any obstruction in the execution of work.
4. To keep materials, T&P in is custody and care, maintain proper accounts of receipts, issues and balances, arrange adequate watch and ward.
5. To record measurements of work done by contractor.
6. To prepare abstract of measurements at the time of preparation of bills.
7. To prepare the recovery statements for the materials/ T&P supplied to contractors or other services rendered by the department and send them to the Engineer in Charge for effecting recovery.
8. To submit progress report of works as may be required by his superiors and to bring to the notice of his immediate superiors about hindrances to the execution of work.
9. To maintain the prescribed registers/ accounts like M.A.S. account, Site Order book, Account of Temporary advances, Stock account, T&P account, MBs, etc.
10. To mark the attendance of maintenance staff in the register.
11. To give first aid and arrange for medical aid in case of accident.
12. To submit required returns to superior officers.
13. To initiate action for disposal of surplus/unserviceable materials/T&P.
14. To ensure prompt action on complaints received in enquiry offices.
15. At least 50 percent check of complaints attended to by the subordinates.
16. Physical verification of stores/T&P every six months.
17. Preparation of annual maintenance estimates, estimates for additions, alterations of existing installations, estimates for pretty new installations.
18. Preparation of estimates for various works, collection of plans and details of items available in the market.
19. Verification of energy consumption bills received from local Electricity Supply Co., general supervision of Energy meter to see whether they are working satisfactory.
20. To assist the Engineer in Charge in all the duties and responsibilities.
21. To carry out any other work assigned as per the requirements of IISc.
22. Discharge all other duties that may be assigned from time to time.