

Department of Facility Management :

Designation Required	Executive Engineering and Maintenance
Qualifications & Experience	<ul style="list-style-type: none"> · Bachelor's Degree / Diploma in Mechanical / Electrical / Engineering. · 5-8 years of experience in engineering maintenance, facilities management (Technical), or building services. · Experience in handling MEP systems in academic campuses, commercial buildings, or large residential facilities. · Knowledge of preventive and breakdown maintenance procedures. · Proficiency in MS Excel and basic computer applications.
Role Responsibilities	<ul style="list-style-type: none"> · Assist in operation and maintenance of MEP systems including electrical, HVAC, plumbing, fire safety, STP/WTP. · Implement preventive and corrective maintenance schedules to ensure minimal downtime. · Coordinate with contractors and vendors for repair and maintenance activities. · Maintain maintenance logs, service records, and compliance documentation. · Monitor utilities consumption and assist in energy optimization initiatives. · Ensure adherence to safety standards and statutory requirements.
Scale of Pay	Competitive salary based on qualifications and experience, in line with current market trends.
Email your CV and other relevant documents.	resumes@msruas.ac.in

Designation Required	Executive - Estate
Qualifications & Experience	<ul style="list-style-type: none"> • 4-5 years of experience in estate management, construction projects, or MEP coordination. • Experience in institutional, campus, commercial, or large infrastructure projects preferred. • Exposure to civil, HVAC, electrical, plumbing, and fire systems execution.
Role Responsibilities	<ul style="list-style-type: none"> • Supervise execution of civil, structural, architectural, interior, and fit-out works ensuring quality and schedule adherence. • Coordinate MEP and electromechanical works to ensure seamless integration with civil and interior activities. • Oversee HVAC installation (VRF/VRV, AHUs, chillers, ducting, ventilation) ensuring efficiency and compliance with design standards. • Manage plumbing, drainage, STP/ETP, fire fighting, and life safety systems in line with NFPA, IS, and NBC codes. • Supervise HT/LT electrical systems, DG sets, transformers, UPS, and distribution networks ensuring safety and load compliance. • Review drawings, load calculations, SLDs, and technical submittals for code and specification compliance. • Monitor project schedules, budgets, BOQs, and vendor performance to ensure timely and cost-effective execution. • Coordinate testing, commissioning, handover documentation, and statutory approvals. • Ensure HSE compliance, energy efficiency, and sustainability objectives across projects. • Liaise with consultants, contractors, user departments, and authorities for smooth project delivery.
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Designation Required	Help Desk Executive
Qualifications & Experience	<ul style="list-style-type: none"> • Graduate in any discipline. • Basic technical knowledge of facilities or maintenance operations will be an advantage. • Fresher or 1-2 years of experience in help desk, customer support, or facilities coordination. • Experience in an educational institution, campus, or large facility environment will be preferred.
Role Responsibilities	<ul style="list-style-type: none"> • Receive, register, and log maintenance complaints and service requests related to hostels, academic buildings, and common areas. • Assign complaints to the engineering or technical teams concerned and track closure status. • Follow up with technicians, supervisors, and vendors to ensure timely resolution of issues. • Update complaint status, actions taken, and closure details accurately in the system or registers. • Communicate with complainants to provide status updates and closure confirmation. • Prepare daily, weekly, and monthly MIS reports using MS Excel. • Maintain records related to complaints, response time, resolution time, and pending issues. • Escalate unresolved or critical issues to the Manager - Engineering Services. • Support audits, inspections, and reporting by providing required data and records. • Maintain professionalism and service orientation while dealing with students, staff, and faculty.
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