The LNM Institute of Information Technology, Jaipur

Job Description: Security Officer

JOB TITLE	Security Officer	**DEPARTMENT**	Registrar Office
REPORTS TO	Registrar	**SUBORDINATES**	-
LOCATION	Jaipur	**DIVISION**	Non-Teaching (NT)
EMPLOYMENT TYPE	Regular / Contract	**LEVEL**	7

Job Summary:

The Security Officer is responsible for ensuring the overall safety and security of the campus, students, staff, and property of the institution. This role involves supervising and coordinating security operations, managing traffic and crowd control during events, conducting vigilance activities, and liaising with local authorities. The ideal candidate should be proactive, disciplined, and capable of creating and maintaining a secure and orderly campus environment.

RESPONSIBILITIES

Responsibilities

1. **Campus Security Management:**
   - Ensure 24x7 security of the campus including men, material, buildings, and internal premises.
   - Regular patrolling and monitoring of all key locations within the campus.
2. **Traffic & Event Management:**
   - Oversee traffic regulation and parking management within the campus.
   - Coordinate security and crowd control during student festivals, functions, and other major events.
3. **Visitor Management:**
   - Ensure proper visitor entry procedures including gate pass issuance, temporary visitors pass, and verification of whom the visitor intends to meet.
   - Monitor visitor movement and maintain a digital/manual logbook.
4. **Vigilance & Surprise Checks:**
   - Conduct surprise inspections of hostels, mess, shops, project offices, etc.
   - Organize regular security and fire drills to ensure preparedness among students and staff.
   - Identify and report security breaches, unsafe practices, or suspicious activities.
5. **Security Infrastructure Oversight:**
   - Monitor boundary walls regularly to prevent unauthorized entry or damage.
   - Ensure the proper functioning of security equipment like CCTV, alarms, and access control systems.
6. **Liaison with Authorities:**
   - Maintain active liaison with the local police station and emergency services.
   - Coordinate for police support when needed for campus events or emergencies.
7. **Documentation & Compliance:**
   - Keep all security-related documents, visitor logs, incident reports, and duty rosters updated.
   - Ensure compliance with security protocols and institutional policies.
8. **Vendor & Contract Management:**
   - Review and verify security staff attendance and billing.
   - Assist in floating tenders, evaluating security agencies, and contract renewal processes.

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