

**Selection of guards: The Security guards should be**

1. Minimum 10<sup>th</sup> Std. passed.
2. Able to speak, read and write Hindi and Marathi.
3. Physically fit and alert.
4. Preferably in the age group of 20-40 years.
5. Well turned out and should be in possession of torch & baton.
6. Trained in first aid and firefighting.
7. Polite and humble while interacting with staff and visitors.

**Duties of the Security guards:**

1. Maintain employees register i.e. other Contractor's employees - canteen, housekeeping, construction etc.
2. Maintain register for BAIF's own vehicles for in & out time along with Meter Reading.
3. Patrolling around the area after every one hour.
4. Attend telephone calls in night, note down the message and provide necessary guidance to the outsiders and note down their necessary details.
5. Switch on water filter buttons during morning time.
6. Switch on & off the street lights, Staff Quarters lights as per the time stipulated by the Admin Dept. of BAIF.
7. No personal work of the employees of BAIF to be undertaken while on duty.
8. Close the main gate at 9.00 p.m.
9. All visitors to be escorted up to Hostel after office hours.
10. Prevent trespassing and animals such as pigs, dogs, monkeys etc. from entering the campus area.
11. Look After Water Supply in the Campus.

**At Hostel:**

1. Before taking over the keys from hostel supervisor security guard will ensure that all room keys are properly placed on the keyboard and the name of occupant is written there. The guest coming to the campus at odd hours, the security guard after ascertaining the authenticity; should handover the key to the person after getting the required form filled in.
2. In case the security guard on duty notices any guest, visitor, staff member not behaving properly; he should inform the management at the earliest.
3. Security guard shall accompany the person / participants who report at the Campus/Centre for the purpose of occupying the room/s at odd hours i.e. other than normal Office working hour's right up to his/ her / their room/s and ensure that he / she / they stay in the room/s allotted to him / her / them.

**Seal & Sign:**