



## Indian Institute of Information Technology, Sri City, Chittoor

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Reference No: IIITS/2019/03/Staff

Opening Date: January 21, 2019

Closing Date: February 4, 2019

### Position : Care taker

IIITS is looking for highly motivated graduates with good English, Telugu and Hindi speaking skills and 1 year of similar experience in an educational institute.

### Job Responsibilities

- Responsible for Hostel Allotment & Discipline
- Hostel and Mess Maintenance and upkeep
- Oversee day-to-day activities of hostel to ensure students stay is comfortable.
- Ensure smooth functioning of hostels and mess.
- Be available for inmates of the hostel round the clock for any emergency.
- Proactively address students' queries
- Offering appropriate first aid support when needed
- Report to the authorities any damage to or loss of an item of furniture or fixtures/utensils in the Hostel Mess, Dining hall and Common room.
- Maintain an inventory of furniture and fixtures of hostel, mess, common room, dining hall etc.
- Record the attendance and maintain attendance register in the Hostel and Mess.
- Reconciliation of Bills (Hostel, Mess and Medical Insurance of students)
- Deal with all stakeholders (students, faculty, staff, external) with courtesy and promptness at all times.
- Any other duties required by the Reporting Manager

### Skills and Experience

- The Candidate must be Graduate with a minimum of 1 year of relevant experience in an educational Institute in similar position with sufficient knowledge of MS word & Excel and conversant with e-mails and Internet.
- Good communication and interpersonal skills

**Type of role:** Full Time (Residential)

**Location:** Sri City, AP

**Compensation:** Commensurate with qualification and relevant experience

**Start Date:** Immediate

### How To Apply:

Candidate possessing the requisite qualification and experience should apply with your detailed resume at [careers.staff@iiits.in](mailto:careers.staff@iiits.in) with subject "Resume for Caretaker-"Name of the Candidate" on or before February 4, 2019. Call letters will be sent through e-mail to the candidates shortlisted for interview and will also be displayed on IIIT Sri City Chittoor website. Candidates called for interview will be required to attend at their own expenses.



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### Note:

1. Mere fulfillment of the minimum qualification will not vest any right on a candidate for being called for a written test/skill test/interview, etc.
2. The Institute reserves the right to hold written test / skill test / interview as the case may be to select candidates for these positions.
3. The Institute reserves the right of rejecting any or all the applications without assigning any reasons thereof and also to re-advertise the posts if no suitable candidates are found. Decision of the Institute will be final and binding in this regard.
4. The Institute reserves the right to relax any of the qualifications and/or experience in exceptional cases of meritorious candidates. Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s). The Institute reserves the right not to fill any/some posts herein advertised, , cancel the advertisement in whole or in part without assigning any reason and its decision in this regard shall be final. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "Interim Enquiry will not be entertained."
5. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for interview.

**About IIIT Sri City, Chittoor :** For details please logon to [www.iiits.ac.in](http://www.iiits.ac.in)

Sd/-  
Director