Indian Institute of Information Technology Sri City, Chittoor

Reference No: IIITS/Recruitment/Staff/Hostels/2022/07/01

Opening Date: July 20, 2022   **Closing Date:** ~~July 27, 2022~~
                                                               August 6, 2022

Indian Institute of Information Technology Sri City, Chittoor known as IIIT Sri City (IIITS) was established in 2013 by Ministry of Education, Government of India as an Institute of National importance by an Act of Parliament. IIITS is one among the 20 Institutes across India, focusing on Information Technology education, research and development. IIITS offers BTech in two programs (1) Computer Science & Engineering (CSE), and (2) Electronics & Communication Engineering (ECE); and also offers MTech (AI & ML) and PhD programs. The institute is located in Sri City about 60 KMs from Chennai on the Nellore Highway. Visit www.iiits.ac.in for more details.

IIIT Sri City is planning to conduct a recruitment drive for the following position.

Position: Assistant Manager (Hostels)

IIIT Sri City is looking for highly motivated professionals to take care of its hostel administration and manage its day-to-day activities.

Qualification & Experience:

Essential:

- Any Bachelor's Degree or equivalent from reputed Institute/University
- Minimum 2 to 3 years of relevant work experience in Universities / Educational Institutes.
- Strong communication ability (oral and written) with good English, Telugu and Hindi speaking skills
- Excellent organizational skills
- Proficient in Microsoft applications
- Attention to detail, ability to multi-task and good team playing skills

Responsibilities:
Key Responsibilities include, but are not limited to:
- Responsible for Hostel and Mess Administration
- Responsible for Hostel Allotment & Discipline
- Hostel and Mess Maintenance and upkeep
- Oversee day-to-day activities of hostels and mess to ensure students stay is comfortable.
- Ensure smooth functioning of hostels and mess.
- Proactively address students' queries

- 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.
- Assistance in procurement of various things related to hostel and mess needs.
- 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.
- Issue of no-dues after billing the students as per the norms of the Institute for any damages to the furniture/assets
- 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 work assigned from time to time.

Nature of appointment : Purely temporary and no guarantee for regular appointment

Type of role : Contract for a period of 11 months (extendable based on performance and the requirement of the Institute)

Location : Sri City, AP

Compensation : Commensurate with qualification and experience

Start Date : Immediate

How To Apply:

Filled in Application Form (prescribed format only) along with supporting documents with signature on each page and passport size photograph in scanned version should be sent to careers.staff@iiits.in (only) on or before ~~27/07/2022~~ 06/08.2022~~.~~ However, hard copy of application along with documents should reach the undersigned before ~~01/08/2022~~ 11/08/2022 (Please note that hard copy of the application along with all documents is compulsorily required). Address for sending the hard copy of duly filled in application with supporting documents with signature on each page in a cover superscribed with "Application for the Post of Assistant Manager – Hostels" by Speed Post is:

The Registrar
Indian Institute of Information Technology Sri City, Chittoor
630 Gnan Marg, Sri City
Tirupati District - 517 646, Andhra Pradesh, India

Candidates called for the selection process will be required to attend at their own expense

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 a 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 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 an interview.

6. In case of any advertisement mistake in the process of screening/selection; which may be detected at any stage even after the issue of appointment letter, the institute reserves the right to modify/cancel/withdraw any communication made to the candidates.

7. Candidates shall have to produce original documents for verification at the time of appearing in the selection process.

8. In case of any dispute /ambiguity /confusion that may occur in the process of selection, the decision of the institute shall be final.

9. Any corrigendum or amendment regarding this advertisement will be published on our website www.iiits.ac.in

Registrar I/c.