Indian Institute of Information Technology Sri City, Chittoor

Reference No: IIITS/Recruitment/Staff/Hostels/CT(GH)/2022/09/01

Opening Date: September 28, 2022   **Closing Date: October 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: Care Taker (Girls Hostels)

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

Qualification & Experience:

Essential:
- Any Diploma or Bachelor's Degree or Master's Degree or equivalent from reputed Institute/University
- Candidates with experience in Universities / Educational Institutes will be given preference.
- 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:
- 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
- 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) with "Application for the Post of Care Takers (Girls Hostel)" on or before 06/10/2022.

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.