Indian Institute of Information Technology Sri City, Chittoor

An Institute of National Importance under an Act of Parliament)

Advt.Ref.No.IIITS/Staff/2022/11/01(5)

Opening Date: November 30, 2022   Closing Date: December 23, 2022

Advertisement for Recruitment of
Manager/Assistant Manager – Facilities Management
on contract basis

Indian Institute of Information Technology Sri City Chittoor (IIITS) was established by Government of India as an *Institute of National Importance under the Act of Parliament* in PPP model along with Government of Andhra Pradesh and Industry Partners-Sri City Foundation and Sri City Pvt. Limited.

IIITS is located in Sri City (www.sricity.in), a decade old state of the art industrial city located about 60 KMs north of Chennai. Sri City is spread over 8000 acres encompassing a multi-product Special Economic Zone (SEZ), Domestic Tariff Zone (DTZ), Free Trade & Warehousing Zone (FTWZ) and Electronics Manufacturing Cluster. Sri City is hosting over 175 companies from 27 countries. The institute has access to the industries and social infrastructure available in Sri City through the Industry Partner.

Established in 2013, IIIT Sri City Chittoor (IIITS) has emerged to be one of the top institutes among its peers due to academic and research advancements. The institute presently offers UG programmes in two disciplines- Computer Science and Engineering (CSE) and Electronics and Communication Engineering (ECE). It is proposed to offer Minors in the UG programmes in thrust areas such as Cyber Security, Smart Manufacturing, AI & Machine Learning, FinTech, Cyber-Physical Systems, Data Analytics, and so on. IIITS has a significant focus on research demonstrated through sponsored projects and scholarly publications. The institute offers MS and PhD programmes in both disciplines

IIITS envisions to be a globally known institution for IT education, research and development. The institute has special thrust to attract and retain talented faculty members who can make a mark in teaching and research at the international level. The current faculty members at IIITS are from leading universities from India and abroad with excellent teaching and research credentials.

IIIT Sri City is looking for highly motivated professionals to take care of Facilities and Operational maintenance of campus, hostels and guest houses of the Institute.

Qualification & Experience:

- Master's degree or equivalent from reputed Institute/University with Minimum 5 years of relevant work experience (OR) Bachelor's Degree or equivalent from reputed Institute/University with Minimum 10 years of relevant work experience in Central / State Govt. or similar organized services / Semi Govt./ PSU / Govt. Autonomous organizations / Govt. Universities / Govt. Institutes of national importance / Educational Institutions/Large/Medium industrial organizations

- Excellent verbal and written English language and communication skills
- Proficient in Microsoft applications
- Attention to detail, ability to multi-task and good team playing skills
- Excellent organizational skills

Responsibilities:

Key Responsibilities include, but are not limited to:
- Responsible for Housekeeping, Security, Electrical work, Plumbing, AC, Telecom, Landscaping, other utilities of the Institute, Hostels, Guest Houses etc
- Works with outsourced agencies to ensure respective services are executed in the most effective way.
- Maintains campus as per set standards
- Reduce breakdowns through timely service of the lifts, equipments etc
- Vendor bills clearance, follow-ups with vendor and finance team on timely submission of bills/payments
- Any other duties as 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 along with supporting documents and passport size photograph in scanned version should be submitted via email (careers.staff@iiits.in) with subject "Application for Manager/Assistant Manager – Facilities Management" "Name of the Candidate" on or before **23/12/2022.** However, hard copy of application along with documents should reach the undersigned before **28/12/2022.**

Registrar I/c
Indian Institute of Information Technology Sri City, Chittoor
630 Gnan Marg, Sri City, Tirupati District - 517 646, AP, India

Call letters will be sent through e-mail to the candidates shortlisted for the interview. Candidates called for interview will be required to attend at their own expenses

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.