Indian Institute of Information Technology Sri City, Chittoor
An Institute of National Importance under an Act of Parliament)

Reference No: IIITS/2024/Recruitment/Staff/01/Facilities

Opening Date: Feb 14, 2024   Closing Date: Feb 28, 2024

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

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 three programs (1) Computer Science & Engineering (CSE), (2) Electronics & Communication Engineering (ECE); and (3) Artificial Intelligence and Data Science (AI & DS) and also offers PhD programs. The institute is located in Sri City about 70 KMs from Chennai on the Nellore Highway. Visit www.iiits.ac.in for more details.

Applications are invited from eligible qualified individuals for the position of Assistant Manager – Facilities Management required at its campus located at Sri City.

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 (OR) Bachelor's Degree or equivalent from reputed Institute/University with Minimum 5 years of relevant work experience
- Similar experience in Educational Institutions is desirable
- 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
	: Rs.35,000/- to 42,000/- per month (on consolidated pay)
Start Date	: Immediate
Age	: Not more than 45 years as on 1 Feb 2024

How to Apply:

Filled in Online Application Form along with supporting documents with signature on each page should be sent to careers.staff@iiits.in (only) on or before 28/02/2024. However, hard copy of application along with documents should reach the undersigned before 04/03/2024 (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-Facilities Management" "Name of the Candidate" by Speed Post is:

The Registrar
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 an 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

Col.T.Umasankar, Retd.
Registrar.