

Ref No- IITTP/HoME/51/2022-23

Date: 29.08.2022

NOTIFICATION FOR THE POST OF
ASSISTANT MANAGER - HOSTEL AND MESS ESTABLISHMENT (HoME) OFFICE

IIT Tirupati invites applications from the eligible candidates for the post of Assistant Manager, Hostel and Mess.

Sl No	Position	Vacancy	Qualification and Experience	Age below	Consolidated Pay Per month
01	Assistant Manager	01	Any Bachelor's degree with a minimum of 5 years relevant experience in Hostels and Mess Management in reputed Institutions /Government Sector.	40 Years	Rs.30,000/- to Rs.35,000/-

The job will be purely on a contract basis through an outsourcing agency identified by the Institute for a period of **One Year** and extendable at the discretion of the Institute based on the performance of the candidate. Selected candidates shall not have any claim on any regular positions and shall not have any of the privileges like housing, medical facilities and other benefits available to regular employees of the Institute. Based on the discretion of the committee the salary of the above-mentioned post may change

Job Responsibilities

Desirables
<ul style="list-style-type: none">• The candidates having vast experience of working in Hostels and Messes of any reputed Academic Institutions/Government Organizations.• The candidates with post-graduation / having good communication skills, knowledge of notes, drafting letters, Emailing and being able to speak different languages will be given preference.

- Experience in handling different aspects of Hostel, Mess and facilities Management.
- Office correspondence and file management as per the Central Government Ministerial rules.
- Conduct of meetings and preparation of minutes of meeting.
- Maintenance of office records, files, master index registers and other correspondence as per the office procedures.
- Coordination with different departments for speedy completion of pending tasks.
- Experience in tendering and procurement procedures.
- Strong leadership and team management skills.
- Hands on experience in computer based environments and ERPs.
- Handling Health Insurance matters related to the students.
- Petty cash management and accounting knowledge.
- any other related work assigned by the authorities.

Last date for sending the applications by email only: **11 September 2022**

Procedure for application and selection:

1. Interested candidates shall apply in the prescribed format (enclosed) and forward the same along with the self-attested copies of all the certificates of Educational qualifications and experience in a **Single PDF file by email only** to **ccw@iittp.ac.in**. *The subject of the email should be "Application for the post of Assistant Manager, HoME".*
2. Only shortlisted candidates will be called for the personal interview. The decision of the Institute will be final regarding shortlisting for interview and selection.