

Advertisement for Recruitment of Security Officer
(On Contractual Basis)

The Indian Institute of Information Technology Design and Manufacturing Kurnool is a premier autonomous Institution established by the Ministry of Education, Government of India. The Institute invites **Offline applications** from Indian nationals possessing the under mentioned qualification, relevant work experience for the following position **on Contract Basis**.

Name of the post	Security Officer (On Contract)
No. of Vacancy	01
Essential qualification	Graduate + Military / Police/ NCC + Fire Fighting + minimum 6 years experience in the rank of Havildar / Head constable or immediate higher rank of these.
Desirable Qualification	Basic knowledge on computer skills [MS Office, Visitors Management Software, Security related Software's, etc.]. Good communication skills. Knowledge of local language will be an added advantage.
Job Requirements / Nature of Job	<p>The Officer will be responsible for: -</p> <ul style="list-style-type: none"> a) Supervising all the aspects of security measures for safety & security of the properties of IIITDM Kurnool campus and it's inmates. b) Responsible for proper maintenance of all records relating to movement of men & material, proper deployment of security personnel in all shifts, handling of visitors, working of security cameras, enforcement of security rules/procedures, etc. The candidate should be able to work round the clock (24x7) as and when required and attend in person to any security related emergency at the Institute. c) To organize security & safety drills. d) As per directions of competent authority (Director/Registrar) to conduct internal investigation into the serious cases such as theft, pilferage, accident, sabotage or subversive activities etc. Hence the candidate should be conversant with Security Rules and procedures to deal with local authorities of law & order as and when required. e) The Officer should be well conversant in firefighting arrangement to combat fire in emergency. f) Any other duty as may be assigned by the institute authorities from time to time in security related matters
Age limit	Not exceeding 55 years
Emoluments	Rs. 35,000/- per month
Duration	For period of one year which may be extended subject to satisfactory performance & as per the requirement of the Institute.

Important Instructions to the Candidates:

1. Candidates must be citizens of India.
2. Appointment is purely temporary on Contract Basis and can be terminated at any time without any notice or compensation. The post is initially for the period of One year and extendable on satisfactory performance.
3. The appointed person shall have no right/claim for regularization / absorption in IIITDM Kurnool.
4. The prescribed qualifications are minimum and unless specified otherwise, they are required for consideration for the notified post, even if higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview.
5. Relevant experience gained after the minimum qualifying degree will only be taken into consideration.
6. The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons.
7. Candidates will be short-listed for Interview on the basis of the information provided by them in their applications. They must ensure that such information is true. If at any subsequent stage or at the time of Interview any information given by them or any claim made by them in their applications is found to be false, their candidature will be rejected.
8. The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the post. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his services shall be liable to be terminated.
9. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to cancel any communication made to the candidates.
10. No TA / DA will be admissible for appearing for the interview.
11. No interim enquiries / correspondence / communication of any sort will be entertained on the matter.

12. Candidates are advised to fill their correct and active e-mail addresses in the application as all correspondence will be made by the Institute through e-mail only.
13. Application forms incomplete in any way or not having required educational / experience certificates or the latest photograph is liable to be rejected without intimation.
14. The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of application.
15. Candidate should abide the terms and conditions issued in the appointment letter.

General Instructions :

How to Apply:

1. Interested candidates fulfilling the eligibility as per the above given criteria can apply (application form is available in the Institute Website)
2. The name of the post must be super-scribed clearly on the envelope as given below: **“Application for the post of Security Officer (on Contract)”** and send their **duly filled in application form to the following address by Post / Hand:**

FIC Security
Indian Institute of Information Technology Design and Manufacturing Kurnool,
Jagannathagattu, Kurnool-518008, Andhra Pradesh, India.

3. The institute shall not be responsible for postal delays if any. Without application and supporting documents the candidates will not be considered for further process.

4. **Last Date of submission of Application form: On or before 12-9-2023**

5. **The tentative date of Interview : 18.09.2023 at 10.00 AM**

**Place of Interview : Administrative Block, IIITDM Kurnool,
Jagannathagattu, Kurnool-518008, Andhra Pradesh**