

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	Bachelor Degree from a recognized University and they should be Ex-Servicemen (Military/Paramilitary/Police) with minimum 3 years post qualification experience in Supervisory Capacity.
Desirable Qualification	1.Basic knowledge on computer skills 2.Good communication skills. Knowledge in maintaining visitor pass system, verification of Identity proof, Material movement records, Lock & Key management. 3. Knowledge in Firefighting and emergency response system 4. Knowledge of local language will be an added advantage.
Job Requirements / Nature of Job	The Officer will be responsible for: - a) Day to day functioning of the Security of Unit b) Monitoring the duty of the deployed private security personnel engaged through the private security contract. c) Monitoring the smooth functioning and management of the private security staff d) Ensuring proper patrolling of IIITDM campus and carry out regular inspection at various duty points. e) Carrying out enquiries in case of pilferage/miscreant activities in campus. f) Co ordination with the local police and district authorities relating to various security issues, encroachment removal etc. g) Taking all required action to ensure normal functioning of offices during strikes/agitation. h) Maintaining of applicable protocols and manage of VIPs, VVIPs visits at IIITDM i) Keeping all relevant files and records upto date pertaining to security unit. j) Keeping strict surveillance so that no criminal offences take place within the campus. k) Carrying out any other job assigned from time to time by the IIITDM Management.

Age limit	Not exceeding 50 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 11.10.2023**

5. **The tentative date of Interview : 16.10.2023 at 10 AM**

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