

SURYATEJA FACILITIES MANAGEMENT PVT LTD
An ISO 9001:2008 certified company



IITT/STFM/RECT-OS/2024-25/10

Date: 20.02.2025

RECRUITMENT OF OUTSOURCED POSITIONS

Applications are invited from interested candidates for the following positions on an outsourcing basis for a period of one year in IIT Tirupati. These positions are purely temporary in nature. Selected candidates will be engaged through a third-party outsourcing agency.

Post No.	Designation	Age Limit	Qualification / Experience	Consolidated Remuneration	No. of Positions
01	Project Officer	35 years	<p><u>Essential Qualification:</u></p> <p>B. Tech/BE/M.Sc. in CSE/IT/ECE/EEE or MCA or equivalent, with at least 55% marks or equivalent CGPA from a recognized University/Institution.</p> <p><u>Experience:</u></p> <p>Minimum three years of relevant experience in troubleshooting, repairing and management of computer hardware and printers, dual boot Windows/Linux installation, and troubleshooting of OS-related issues.</p> <p><u>Desirable:</u></p> <ul style="list-style-type: none">• Industry-recognized certifications in Printer/computer hardware management and trouble shooting.• Exposure to Linux.• Good communication skills.	Rs. 35,000/- -- Rs. 45,000/-	01
02	Project Associate	30 years	<p><u>Essential Qualification:</u></p> <p>B. Tech/BE/M.Sc. in CSE/IT/ECE/EEE/ or BCA/MCA or B. Com (Computer Applications) or 3-year diploma in CS/IT/EC/EE/Network Technology with at least 55% marks or equivalent CGPA from a recognized University /Institution.</p>	Rs. 25,000/- -- Rs. 35,000/-	01

SURYA TEJA FACILITIES MANAGEMENT PVT LTD
CIN: U74920AP2010PTC071091

Regd. With: National Small Industries Corporation.

Regd. Office : Flat No 202, D.No. 7-1-619/A, Naina Residency, Srinivasa Nagar Colony East, S.R.Nagar, Hyd-500038

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Post No.	Designation	Age Limit	Qualification / Experience	Consolidated Remuneration	No. of Positions
			<p><u>Experience:</u></p> <p>Minimum two years of relevant experience in management, troubleshooting and repairing printers, setting up Audio and Visual equipment, operating it during live events and troubleshooting any issues, developing media for digital signage, etc.</p> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> ● Experience in providing AV technical support. ● Knowledge of automating print systems ● Good communication skills. 		
03	Project Associate	30 years	<p><u>Essential Qualification:</u></p> <p>B. Tech/BE/M.Sc. in CSE/IT/ECE/EEE or BCA/MCA or B. Com (Computer Applications) or 3-year diploma in CS/IT/EC/EE/Network Technology with at least 55% marks or equivalent CGPA from a recognized University/ Institution.</p> <p><u>Experience:</u></p> <p>Minimum two years of relevant experience in software/website/web application development, working with both front and backend technologies, collecting and enhancing requirements of various stakeholders for large ERP applications.</p>	Rs. 25,000/- – Rs. 35,000/-	01

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Post No.	Designation	Age Limit	Qualification / Experience	Consolidated Remuneration	No. of Positions
			<p>Required Skills:</p> <ul style="list-style-type: none"> • Proficiency in HTML, CSS, JavaScript, jQuery, PHP, MySQL. • Experience with CMS platforms such as Joomla or Drupal and any PHP MVC Framework. • Strong UI/UX design skills. • Web server configuration, deployment and troubleshooting. <p>Desirable:</p> <ul style="list-style-type: none"> • Managing and optimizing workflow applications. • Familiarity with JavaScript frameworks like React. • Linux and Windows command-line exposure. • Good communication skills and collaboration abilities. 		

Important Instructions

- Experience to be supported by a certificate clearly stating the nature of the work of the candidate.
- A separate application is required for different posts.
- For each post, a separate examination will be conducted.
- The number of positions is tentative and may vary.
- Applications received other than in the prescribed format will be summarily rejected.

Note: If suitable candidates for Project Associate(s) are not found, the positions may be recruited as Project Assistant(s).

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Application procedure:

Interested candidates, who are fulfilling the condition mentioned above, are requested to send their duly filled application **in the prescribed format** along with the **self-attested copies of all the certificates of educational qualifications and experience in a Single PDF file to the email id: outsourcing_rect@iittp.ac.in** with the **subject line of the email – on the name of the post** by **07th March 2025**. Applications received after **07th March 2025** will not be entertained.

Selection Procedure:

1. Only shortlisted candidates will be called for the selection process (offline), and the shortlisted candidates list may be published on the IIT Tirupati website.
2. The selection process may consist of a written test, a practical test, and a skill test in the domain area.
3. The decision of the Institute shall be final regarding shortlisting, final selection, and pay fixation.
4. Shortlisted candidates are required to produce the Original educational and experience certificates for verification during the selection process.
5. The initial tenure of appointment will be for a period of one year, it may be extended subject to the satisfactory performance of the candidate and the requirements of the Institute.
6. This position is purely temporary in nature through an outsource service provider. The selected candidates will not be treated as employees of the Institute for any purpose.