



Indian Institute of Information Technology Vadodara

Block 9, IIITV, C/o Government Engineering College, Sector 28,

Gandhinagar, Gujarat, India - Contact No. 079- 23977511

www.iiitvadodara.ac.in

Advt. No.: IIITV/RECRUITMENT/OUTSOURCE/NON-TEACHING/2019-20/001

Date: 03 Jun 2019

ADVERTISEMENT FOR RECRUITMENT OF CAMPUS MANAGER THROUGH OUTSOURCING AGENCY

IIIT Vadodara invites Resumes from the Indian Nationals for filling up one in no. vacant position of "Campus Manager" purely through outsourcing agency to look after the various affairs of it's Campus and also for various kind of Administrative/ Accounts/ Academics etc jobs.

1. Various details with respect to this recruitment are as follows:-

Name of the Post:- Campus Manager

Number of post	01 (One)
Monthly Remuneration	INR 40,000/- to INR 45,000/- Per month (Consolidated). It will be fixed by the Selection Committee as per qualification and experience of the candidate.
Age Limit	Maximum 52 years as on the last date of receipt of application.
Essential Educational Qualification	Bachelor's Degree in any Discipline.
Essential Experience	(a). Minimum 10 years of experience in General Administration/ Hostels of Educational Institute/ Guest Houses of Public Sector Undertaking/ Government Organisation etc. (b). Proficiency in the use of Internet, email, variety of computer office applications like MS Word, Excel, Power-point or equivalent etc. are must.
Desirable	(a). Ex-Servicemen with minimum 10 yrs of qualifying service will be preferred. (b). Candidates with experience in Hostel Administration/ Academic activities will be preferred. (c). Candidates having good writing and communication skills. (d). Preference will be given to those candidates who are willing to reside in the Institute's Hostel. Candidates volunteering to reside at the Institute's Hostel will be provided with free accommodation in the Hostel Campus.
Special Instructions	(a). Campus Manager will be granted leave only during the mutually agreed period and most preferably during the vacation period of this Institute. However, leave requirement of emergency nature would be met at any time subject to approval of the leave granting authority.



	<p>(b). Campus Manager should be able to run the Campus Office independently.</p> <p>(c). Campus Manager should be physically and mentally fit to make several rounds of Campus in order to check the serviceability of facilities like water, electricity etc and co-ordinate with the team of vendor.</p>
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2. Candidates are requested to send their updated Resume duly signed on each page by email only on the ID: registrar@iiitvadodara.ac.in

3. **Last date of receipt of Resume by email : 24 Jun 2019.**

4. Candidates will be selected by the Selection Committee on the basis of personal interview.

5. All correspondence with respect to this recruitment will be made through email only and no hard copy of intimation will be sent. Hence, candidates are requested to check their email regularly for any update on this recruitment. No interim correspondence/ enquiries from the candidates will be entertained/ replied.

