

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



IITT/SAT/2025-26/094

Date: 11.08.2025

RECRUITMENT OF OUTSOURCED POSITION

Applications are **invited from the interested candidates Only** for the following position on an outsourcing basis for a period of **one year** in Hostel and Mess Establishment, IIT Tirupati to look after hostels, Messes & Cafeteria's. This position is purely temporary in nature. Selected candidate will be engaged through a third-party outsourcing agency.

S. No	Designation	Age Limit	Qualification / Experience	Consolidated Remuneration	No. of Positions
01	Assistant Manager	45 years	Essential Qualification: Any bachelor's degree with 55% marks (Preferably in Hotel Management) Relevant Experience: 1. Candidate having a minimum of six (06) years' experience in handling Student Mess/Food Court/Cafeterias/Canteens in Educational Institutions/reputed organizations etc., 2. The candidate having experience in preparation of the menu, maintenance of the food store and preparing the budget for arranging special food for the events. 3. The candidate having good communication skills, knowledge of notes, drafting letters, Emailing and being able to speak different languages will be given preference. 4. Maintenance of office records, files, master index registers and other correspondence as per the office procedures. 5. Coordination with different departments for speedy completion of pending tasks and experience in procurement procedures. 6. Experience in conducting office meetings and preparation of Minutes. 7. Hands-on experience in computer-based environments and E-office system.	Rs. 35,000/- – 40,000/-	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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02	Sr. Executive	45 years	Essential Qualification: Any bachelor's degree with 55% marks Relevant Experience: 1. Candidate having a minimum of three (03) years' experience in handling student hostels, guest rooms, office works, drafting notes, handling purchase in Educational Institutions/reputed organizations etc., 2. The candidate having good communication skills, knowledge of notes, drafting letters, Emailing and being able to speak different languages will be given preference. 3. Maintenance of office records, files, master index registers and other correspondence as per the office procedures. 4. Coordination with different departments for speedy completion of pending tasks and experience in procurement procedures. 5. Experience in conducting office meetings and preparation of Minutes. 6. Hands-on experience in computer-based environments and E-office system.	Rs. 30,000/- – 35,000/-	01
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Application procedure:

Interested candidates, who are fulfilling the conditions 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: ccw@iittp.ac.in** with the **subject line of the email – (name of the position)** by **25th August 2025**. Applications received beyond the last date will not be considered.

Selection Procedure:

1. Only shortlisted candidates will be called for the selection process (offline), and the shortlisted candidates list shall be published on the IIT Tirupati website.
2. The selection process may consist of a written test, a practical test/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. No TA/DA will be paid for the shortlisted candidates attending the interview.
6. 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.
7. This position is purely temporary in nature and will be engaged through a third-party outsourcing agency.
8. The selected candidates shall not have a claim on any regular position and shall not have any of the privileges like housing, medical facilities, and other benefits available to regular employees of the Institute.
9. The decision of the Institute may be final regarding final selection and pay fixation.