

SELECTION FOR PROJECT POSITIONS IN SIC
IIT HYDERABAD

This announcement is being released for the post of **Maintenance staff (2 nos.)** on a contract basis, for Suzuki Innovation Center (SIC) at IIT Hyderabad. Shortlisting will be based on an online application followed by an online interview for the screened-in candidates. The selected candidate is required to physically report to the office on the IITH campus daily to execute the duties. All terms and conditions of the selection and employment will be governed by IIT Hyderabad.

About SIC: Indian Institute of Technology Hyderabad (IITH) and Suzuki Motor Corporation (SMC), Japan, which is the parent company of the biggest automaker in India, started Suzuki Innovation Centre (SIC) on the IITH campus with the vision of “creating innovations for India and Japan” by way of providing a platform for the exchange of knowledge between India and Japan. SIC will be operated as a platform for open innovation among Industries, Academia, and Startups. The Centre will also support skill development and the exchange of human resources between India and Japan.

No of Vacancies: 2 (Maintenance Staff)

Maintenance staff (2)	<p><u>Emolument:</u> Rs. 20,000 per month</p> <p><u>Duration:</u> 11 Months (Extendable based on performance)</p> <p><u>Job Description:</u></p> <p>The key responsibilities include:</p> <ul style="list-style-type: none">• Taking care of complete office maintenance and vehicles maintenance whenever required• Managing the purchases, stock maintenance• Supporting the project staff in all aspects wherever required <p><u>Eligibility and Requirements:</u></p> <p><u>Essential Requirements:</u></p> <ol style="list-style-type: none">1. SSC or 10+2 studies2. Maximum age limit: 30 years (as on 15th Oct 2022)3. Minimum 1 year of office maintenance out of minimum 3 years of total work experience.4. Having a 4-wheeler (LMV) driving license5. Able to read, write and communicate in English6. Good at multitasking
------------------------------	---

	Please mention any awards / recognitions (with proof) which are suitable for the above position along with your CV.
--	---

Selection Procedure:

The candidate will be shortlisted as per the information in his / her application and selected based on the performance in the Interview.

Date and Time of Interview: Will be intimated to shortlisted candidates via Email.

COVID-19 Instructions:

All the necessary safety precautions such as wearing a mask, maintaining physical distance of at least 6 feet, avoiding crowded places, and following the preventive measures issued by the GoI/Telangana Govt. is compulsorily within the campus to contain the spread of COVID-19.

General Instructions:

- IIT Hyderabad reserves the right to alter the number of vacancies or keep it open till the deserving candidate is found.
- IIT Hyderabad reserves the right to close the recruitment procedure without selecting anybody, if none of the candidates is found suitable.

How to Apply:

For the post of “Maintenance Staff” use this link to apply: <https://forms.gle/Tp2vHayhzmzmR9qA6>

Online Application Deadline: 26-12-2022 11:59 PM

Contact Details:

Ms. Minako Kanemoto

SIC, IITH

email: office.sic@iith.ac.in