



भारतीय सूचना प्रौद्योगिकी अभिकल्पना एवं विनिर्माण संस्थान कर्नूल

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
DESIGN AND MANUFACTURING KURNOOL

(An Institute of National Importance under Ministry of Education, Govt. of India)

IIITDMK/11/3/2025.Adm.contract.rect/Security Officer

13.8.2025

**Advertisement for Recruitment of Security Officer**  
**Purely on Contractual Basis, Walk in interview**

The Indian Institute of Information Technology Design and Manufacturing Kurnool (IIITDMK) is a premier autonomous Institution established by the Ministry of Education, Government of India. The Institute intend to conduct Walk In Interview to recruit Security officer purely On Contract basis from Indian nationals possessing the under mentioned qualification, relevant work experience for the following position purely on Contract Basis on consolidated Salary

Name of the post	Security Officer purely on Contract
No. of Vacancy	01
Essential qualification	Bachelor's degree from a recognized University and they should be Ex-Servicemen with minimum 3 years post qualification experience in Supervisory Capacity.
Desirable Qualification	1. Preference will be given if the individual worked in Supervisory Capacity for 1 year out 3 years as stated in the Essential qualifications in the CFTIs (IIT/NIT/IIT/ Centrally funded institutes etc) 2.Basic knowledge on computer skills 3.Good communication skills, knowledge in maintaining visitor pass system, verification of Identity proof, Material movement records, Lock & Key management. 4. Knowledge in Firefighting and emergency response system 5. Knowledge of local language will be an added advantage.
Job Requirements / Nature of Job	<b>The Officer will be responsible for: -</b> a) Day to day functioning of the Security of the Institute b) Monitoring the duty of the deployed private security personnel engaged through the security contract. c) Monitoring the smooth functioning and management of the private security staff d) Ensuring proper patrolling of IIITDM Kurnool 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 Kurnool. 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 IIITDMK Management.
<b>Age limit</b>	Not exceeding 50 years
<b>Emoluments</b>	Rs.40,000/- per month
<b>Duration</b>	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 engagement 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 reason.
7. Candidates will be short-listed for Interview after verification of documents, only candidates who are meeting eligibility criteria will be interviewed, hence the candidates before coming to the interview should satisfy themselves that they possess the eligibility criteria.
8. 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.
9. No TA / DA will be admissible for appearing for the interview.
10. No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
11. 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.
12. Candidates while coming for the interview should fill the application form (enclosed) supported by self-attested copies of all required documents.
13. The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of application.
14. Candidate should abide the terms and conditions issued in the appointment letter.

**15. Interview Schedule:**

- i. Tentative Date & Time of Interview: 28.8.2025 & 11.00 AM onwards**
- ii. Documents verification: 28.8.2025 (9.00 AM to 10.30 AM)**
- iii. Reporting: 28.8.2025 (8.30 AM)**

**Venue:**

**Mini Conference room  
IIITDM Kurnool  
Jagannathagattu  
Kurnool, Andhra Pradesh**

16. Candidates are required to visit the IIITDM Kurnool website (<https://iiitk.ac.in/>) for regular updates.

Registrar  
IIITDM Kurnool