



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
AND MANAGEMENT – KERALA**

(An Autonomous Institute Established by the Govt. of Kerala)

**IIITM-K Building, Technopark Campus
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REQUIRES

Indian Institute of Information Technology and Management – Kerala [IIITM-K] is an autonomous academic institute established by the Government of Kerala. The institute is actively involved in the education, research, R&D in the areas of Information Technology. More information is available at www.iiitm.ac.in

IIITM-K invites applications from eligible candidates for the following posts for its office at Maker Village, the largest electronic hardware incubator and ESDM facility in the country at Kochi. The appointment shall be on contract for a period of one year initially. This may be extendable subject to satisfactory performance.

Name of Post: Technical Officer	Qualification and Experience: MSc/B.Tech with 3 years of experience OR BSc with 5 years experience OR Diploma with 10 years experience (The educational qualifications should be in the area of electronics or mechanical engineering)
No. of Vacancies: 04 nos.	Remuneration: Consolidated emoluments of Rs.25,000 to Rs. 40,000 depending on the qualifications and relevant experience. TDS applicable will be deducted as per norms.
Job Code No: TO/022023/119	Duration: One Year
	Age limit: Not above 35 years as on date of notification. Relaxation of Age limit is allowed for candidates belonging to reserved category.
	Job Description We are looking for a versatile and experienced technical officer to perform maintenance work at

procurement and scheduling of activities. You may also be required to advise on maintenance and repair costs.

To be successful in this role, you should demonstrate extensive experience in maintenance work and possess vast practical knowledge. Accomplished technical officers are skilled in a wide variety of maintenance tasks and are capable of performing complex repairs.

Roles and Responsibilities

- Preparing and following a general maintenance and operational schedule.
- Advising managers on cost-effective ways to perform maintenance and repairs.
- Keeping a maintenance record and filing documents, invoices, and instruction manuals.
- Keeping an inventory of maintenance tools, materials, and parts.
- Reporting urgent maintenance and repair tasks to management for approval.
- Proactively performing structural maintenance and keeping grounds neat.
- Diagnosing equipment malfunctions and performing repairs.
- Obtaining approval for purchasing maintenance tools, materials, or replacement parts.
- Supervising the maintenance team.
- Following prescribed safety regulations at all times.
- Should be able to work on multiple projects
- Should be able to work on multiple shifts on rotation basis

Preferred Skills

- Internships or work experiences in a related field preferred.
- Extensive experience in facility maintenance and repairs.
- State-approved certification as a plumber or electrician would be advantageous.
- Exceptional ability to prioritize and perform

maintenance tasks and repairs.

- Working knowledge of recordkeeping and preparing maintenance schedules.
- Experience taking inventory of maintenance materials and replacement parts.
- Proficiency in working with budgets and advising on maintenance and repair costs.
- Ability to supervise a maintenance team.
- Knowledge of applicable safety regulations.

Work Location: The candidate selected shall be posted at Technology Innovation Zone at Kinfra HiTech Park, Kalamassery, Cochin, the maker village unit of IIITM-K.

How to Apply:

Applications shall be submitted **on-line latest by 06th March, 2023**. The application can be had from www.iiitm.ac.in/careers. Applications received thereafter shall not be entertained. The candidates must bring all original certificates/testimonials at the time of interview. The date and time of the interview will be intimated on mobile/email. The candidates are, therefore, advised to check their email regularly after the last date of receipt of application. The final selection will be based on an interview. Only shortlisted candidates will be called for interview.

OTHER TERMS & CONDITIONS

1. The full-time contract appointment will be initially for a period of one year. However, the term may be extended further based on the performance and project requirements.
2. The candidate must ensure that he/she possesses the required qualifications and experience for the post.
3. If the documents submitted by any candidate are found incorrect/false at the time of the interview, his/her candidature will stand canceled. If any shortcomings are detected after appointment, his/her services are liable to be terminated.
4. IIITM-K has the right to reject the candidature of any candidate at any stage and the decision of IIITM-K will be final.
5. IIITM-K has the right to reject the entire selection/advertisement procedure at any stage and the decision of IIITM-K shall be final in this regard.
6. No TA/DA shall be provided to the shortlisted candidates.

Registrar

