

NOTICE FOR RECRUITMENT OF VARIOUS POSITIONS ON OUTSOURCE BASIS

Filled in Application are invited from the eligible Indian nationals for the following positions for deployment at our client office at National Institute of Design Andhra Pradesh purely on contract basis for initial tenure of one year extended for further based on performance review from time to time.

Sl No	Name of the position	No. of Positions	Maximum Age Limit (in years) as on closing date	Pay Range
01	Head Security Services	01	35	Rs. 30,000/- pm (consolidated)
02	Assistant Engineer (IT) (Hardware -01 and Software -01)	02	35	Rs. 30,000/- pm (consolidated)
03	Warden (Female)	01	35	Rs. 30,000/- pm (consolidated)
04	Executive Assistant	01	35	Rs. 30,000/- to Rs. 45000/- pm (consolidated)

Educational Qualification, Experiences and Job Responsibilities:

S.No	Name of the Position :	Head Security Services – 01
1	Essential Educational Qualifications and Experience :	a. Degree from a recognized University. b. At least 5 years of experience as Security supervisor/Head Security/ Chief Security Officer or in the similar areas of job in reputed Educational Institution/ organization/ university etc.
	Desirable:	a) Experience in Army/Para Military forces/CRPF. b) Diploma in Housekeeping/Sanitation. c) Working knowledge of Hindi
	Job Description:	
		a. Managing the affairs and quality control of campus security services at the Institute and its campuses. b. To monitor and manage security requirements/deployment in different shifts. c. To supervise maintenance of registers, visitor's book, Key register, etc. and appropriate logbook and other security registers while on duty. Overseeing the Housekeeping of the institute. d. Security checking at different points in the campus as per the security rules and regulations of the Institute. e. To identify appropriate technology and provide security intelligence services and surveillance to ensure safety of its students, residents, employees, guests, visitors and property of the Institute.

	<p>f. Contract Security Management and building synergy between institute's own security personnel (internal employees, if any) and contractor's (outsourced) security personnel. Training and Development of the security personnel.</p> <p>g. All other services requiring the attention of the security needs of the Institute as may be assigned from time to time.</p> <p>h. Any other incidental tasks and responsibilities, as needed and as assigned the Chief Administrative Officer or the Competent Authority of the Institute from time to time.</p>
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S.No	Name of the Position :	Assistant Engineer (IT) Hardware – 01
2 (i)	Essential Educational Qualifications and Experience :	<p>a. Bachelor Degree in Computer Engineering or equivalent.</p> <p>b. Two years position qualification in the Industry/ academic institution in the relevant field.</p>
	Desirable :	Position Graduation Diploma in Networking. Working knowledge of Hindi
	Job Description:	
		<p>a) Troubleshooting of hardware related calls as per the requirement.</p> <p>b) Primary network level support for all wired network.</p> <p>c) Handle end to end IT requirements of the institute including servers. Primary level support for UPS and other power backup systems.</p> <p>d) Handle passive cabling, data centre infrastructure services, Threat management devices, storage and backup, biometric devices, etc</p> <p>e) Lead desktop and helpdesk support efforts, making sure all desktop applications, workstations, and related equipment problems are resolved in a timely manner with limited disruptions.</p> <p>f) Deploy workstations, servers, printers, scanners, firewalls, encryption systems, and appliances security systems. Build and deploy new servers on the network as needed.</p> <p>g) Design, develop, implement and coordinate systems, policies and procedures. Provide documentation and technical specifications to IT staff for planning and implementing new or upgrades of IT infrastructure.</p> <p>h) Prepares IT Procurement Plan and Hardware Inventory. Manage vendors, outsourcers, and contractors to secure hardware products and services.</p> <p>i) Identify problematic areas and implement strategic solutions in time.</p> <p>j) Audit systems and assess their outcomes.</p> <p>k) Any other incidental tasks and responsibilities, as needed and as assigned by the Competent Authority of the Institute from time to time.</p>

S.No	Name of the Position :	Assistant Engineer (IT) Software – 01
2 (ii)	Essential Educational Qualifications and Experience :	<p>a. Bachelor Degree in Computer Engineering or equivalent.</p> <p>b. Two years position qualification in the Industry/ academic institution in the relevant field.</p>
	Desirable:	Position Graduation Diploma in relevant field. Working knowledge of Hindi
	Job Description	
		<p>a) Maintain and manage the Institute Website and the corporate database. Develops information systems by Web designing, developing, and installing software solutions.</p> <p>b) Responsible for the maintenance, configuration, and reliable operation of computer systems, network servers, and virtualization</p> <p>c) Responsible for capacity, storage planning, and database performance.</p> <p>d) Plan, organize, control and evaluate IT and electronic data operations</p> <p>e) Develops software conferring with users, and work processes.</p> <p>f) Demonstrate and develop documentation, flowcharts, layouts, diagrams, charts, code comments and clear code.</p> <p>g) Prepares and installs solutions by determining and designing system specifications, standards, and programming.</p> <p>h) Ensure security of data, network access and backup systems. Perform or delegate regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures.</p> <p>i) Act in alignment with user needs and system functionality to contribute to organizational policy.</p> <p>j) Identify problematic areas and implement strategic solutions in time.</p> <p>k) Provides information by collecting, analyzing, and summarizing development and service issues.</p> <p>l) Design, develop, implement and coordinate systems, policies and procedures. Provide documentation and technical specifications to IT staff for planning and implementing new or upgrades of IT infrastructure.</p> <p>m) Prepares IT Procurement Plan and Software Inventory.</p> <p>n) Manage vendors, outsourcers, and contractors to secure software products and services.</p> <p>o) Audit licences for all systems and assess their outcomes.</p> <p>p) Any other incidental tasks and responsibilities, as needed and as assigned by the Competent Authority of the Institute from time to time.</p>

S.No	Name of the Position :	Warden (Female) – 01
3	Essential Educational Qualifications and Experience :	<p>a. Bachelor's degree from a recognized University/Institution.</p> <p>b. <u>A minimum of 3 years' experience as a Warden in a reputed educational institution/ organization/ university.</u></p> <p>c. Computer Knowledge.</p>
	Desirable	Working knowledge of Hindi
	Job Description	
<p>a. Overall management and coordination of Hostel's Students at NID Campus, under supervision of the designated authority of the institute.</p> <p>b. Observance of Hostel Rules and Regulations and Instructions issued from time to time with respect to hostel and students discipline affairs.</p> <p>c. Regular reporting of the discipline issues/ incidents to the designated authority of the institute.</p> <p>d. Maintaining a register at the hostel foyer for students to register their complaints regarding plumbing, leakages, water issues, electrical etc. This register will need to be checked every day to coordinate with concerned maintenance personnel to get the things done in a timely and efficient manner.</p> <p>e. Taking regular rounds of hostel and checking if students are sick and need medical attention. Calling the NID Doctor immediately and reporting any serious illness.</p> <p>f. Taking rounds of the hostel to ensure that the hostel rooms, hostel corridors, hostel bathrooms and toilets are cleaned regularly by the House keeping staff.</p> <p>g. Ensuring there is no use of abusive material in the Hostel/Campus by the students, and that if any such instance is found it must be reported immediately to the Concerned Officer.</p> <p>h. Ensuring that late night-out of Campus by hostel residents, after 10:00 pm permission forms are filled in duly by the students in advance, and before leaving the campus</p> <p>i. Keeping records of the non-hosteller senior students allowed to stay on payment basis for hostel rooms, maintaining receipt book, and submitting the amount to the Accounts on a regular basis.</p> <p>j. Coordination with Student Activity Committee's (SAC), various student task teams in upkeep and maintenance of hostels, surrounding, facilities, canteen, cafeteria, students' store, medical facilities, Campus Fitness Centre (GYM),</p>		

	<p>Recreation Hall, Sports activities and extra-curricular/ cultural activities, etc., and monitoring health and wellbeing of hostel inmates.</p> <p>k. Assist the designated authority of the institute in building a healthy campus culture at NID.</p> <p>l. Implementation of the NID Hostel Rules and Regulations, in consultation with the designated authority of the institute.</p> <p>m. Dealing with parents, guardians and guests of students and related hostel matters.</p> <p>n. Ensuring there is no defacing of NID property in any way possible, such as painting graffiti, breaking NID property or damaging it. Records of students doing this must be maintained and duly reported to Dean. These students will have to pay fines for these by deduction of their deposits.</p> <p>o. Ensuring that ragging or such undesirable incidents are prevented through prompt and timely action.</p> <p>p. Any other tasks and responsibilities as may be assigned from time to time by the Institute.</p>
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S.No	Name of the Position:	Executive Assistant – 01
4	Essential Educational Qualifications and Experience:	<p>a. Bachelor's Degree of a recognized University from a reputed Institute with a typing speed of 40 w.p.m. in English & Computer knowledge.</p> <p>b. 3 years experience in Secretarial / Clerical work.</p>
	Desirable	<p>(a) Possessing certificate / Diploma in Stenography/ Computer application.</p> <p>(b) Office management and secretarial practice in Government Educational Institutions / Universities.</p> <p>c) Working knowledge of Hindi</p>
	Job Description:	
		<p>a. Manage official's diary, assessing priority of appointments and reallocation as necessary.</p> <p>b. Manage officials travel arrangements including accommodation.</p> <p>c. Handle/Track all official correspondence.</p> <p>d. Maintain office systems, including data management and filing.</p> <p>e. Attend calls, enquiries and requests, and deal with them as appropriate.</p> <p>f. Prepare documents, briefing papers, reports and presentations as required by the official concerned and provide requisite secretarial assistance.</p> <p>g. Organise online/offline meetings and prepare agendas, notices and other meeting papers.</p> <p>h. Track all incoming/outgoing mail.</p> <p>i. Any other tasks and responsibilities as may be assigned from time to time by the Institute.</p>

General Instructions:

1. All the positions are on purely outsourcing contract basis. The outsourcing agency shall be held solely responsible for filling the positions.
2. The Outsourcing Agency may receive the filled application form along with copies of educational and experience certificates on or before 07.11.2021.
3. Except for the positions of A.E.(IT), retired Govt. employees having relevant experience are encouraged to apply and in that case the age limit shall be **65 years**.
4. Selection to the positions will be done through online interview only from among the shortlisted candidates. The schedule for the interview shall be intimated to the applicants by the agency.
5. The Outsourcing Agency may fix suitable shortlisting criteria in the event of receipt of large number of applications. The decision of the Outsourcing Agency in all matters related to recruitment against this notice shall be final. No correspondence will be entertained by NID AP from the candidates in connection with the process of selection / Interview.
6. Selected candidates will be placed on the payrolls of the outsourced agency and they will not gain any right to claim regular employment in NID AP nor will have direct employer-employee relationship with NID AP.
7. No. of positions may increase or decrease or even may not be filled up depending upon requirement.
8. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction location of the Outsourcing Agency.
