



भा. प्रौ. सं. मण्डी 175 075 (हिमाचल प्रदेश)  
**IIT Mandi 175 075 (Himachal Pradesh)**  
**Staff: Recruitment Section**

**Advt. No. IIT Mandi/ Recruit./NTS/Con-02/2023, Date: 17<sup>th</sup> August 2023**  
**Online Application opening date: 17<sup>th</sup>, August 2023 (Online Mode Only)**  
**Last Date of Application: 31<sup>st</sup> August 2023 (Online Mode Only)**

Indian Institute of Technology (IIT) Mandi (Himachal Pradesh) invites the applications for the post of Assistant Manager (Facilities) on **contract basis (purely temporary)**. Details of posts, qualification etc. are given below: -

<b>Post</b>	Assistant Manager (Facilities)
<b>Age</b>	Below 45 years
<b>Qualification and Experience</b>	Master Degree in Science/ Engineering/ Management with 03 years relevant experience.
<b>Job Responsibilities</b>	<ul style="list-style-type: none"><li>➤ Overall management of all the conference facilities of IIT Mandi.</li><li>➤ Development and managing ancillary facilities such as catering, transportation, conduct tours, booking of tickets etc.</li><li>➤ Other miscellaneous duties related to extension activities such as workshops, conferences, symposia and training programs.</li><li>➤ Standardizing, branding and marketing of the conference centre facilities.</li><li>➤ Customer development and outreach of the conference facilities.</li><li>➤ Any other responsibility assigned by the competent authority.</li></ul>
<b>Salary</b>	Salary will be Rs. 30,000- 45,000/- (consolidated) per month depending upon the experience etc.
<b>Tenure</b>	One year

**General Instructions**

1. The post is on contract basis (purely temporary) at IIT Mandi, Himachal Pradesh. The period of contract is for one year, which may be extended based on performance and requirement of the Institute. In case the contract is not extended, the services stands terminated suo moto.
2. The last date for applying online is 31<sup>st</sup> August, 2023 (05.00 PM). No applications will be entertained thereafter. Only final submitted online applications will be considered. There is no requirement to send the hard copy of application form.

3. The candidates need to submit the below mentioned fee (application + processing fee) as per details given below:

Category	Amount of Fee (Rs.)
Un-reserved/EWS	Rs. 500/-
OBC	Rs 400/-
SC/ST/Women/ PwD/ESM	Rs 300/-
SC, ST, Women, PwD & ESM categories are exempted from payment of application fee. However, processing fee (Rs. 300/-) is being charged as above.	

The candidates can pay the fee through SBI Collect.

Fee once paid shall not be refunded under any circumstances

4. The prescribed Application Form can be filled from the Institute website ([www.iitmandi.ac.in](http://www.iitmandi.ac.in)) and link (<http://oas.iitmandi.ac.in/recruitment>) on or before the last date of application i.e., 31<sup>st</sup> August, 2023.
5. Applicant should upload scan copies of certificates in support of their essential qualification, experience, pay drawn details, documentary proof for Date of Birth, etc. Original certificates should be produced at the time of selection process as well as while joining.
6. Applicant is required to upload certificate/s in support of minimum required experience in proper format i.e. it should be on the letter head of the organization, bearing the date of issue, specific period of work, designation, pay drawn for each position, duly certified by the concerned issuing authority.
7. Incomplete applications/without relevant supporting documents/without submission of prescribed fee will be outrightly rejected.
8. Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, PSUs etc. should route their applications through proper channel or should furnish “**No Objection Certificate**” at the time of selection process.
9. Institute reserves the right to fill up the posts, not to fill any or all the posts or cancel the advertisement in whole or partly without assigning any reason. The Institute also reserves the right to place a reasonable limit on the total number of candidates to be called for selection process. The decision of the Institute in this regard will be final.
10. Eligibility of a candidate with regard to qualification, experience and age shall be calculated/ considered with reference to last date for receipt of online applications.
11. No correspondence whatsoever will be entertained from candidates regarding conduct and result of selection process and reasons for not being called for selection process.
12. If it is found at a later date that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated.
13. The candidate should be able to speak and write both in English and Hindi. Fluency in English and working knowledge on computer is essential for the post.
14. Addendum/corrigendum if any, in respect of this advertisement shall be published only on (<http://www.iitmandi.ac.in>). Accordingly, all applicants in their own interests are advised to keep track of the same.

15. For any query related to submission of online application email may be sent to ([oassupport@iitmandi.ac.in](mailto:oassupport@iitmandi.ac.in)) and for general queries related to recruitment to ([staffrecruit@iitmandi.ac.in](mailto:staffrecruit@iitmandi.ac.in)).
16. No TA/DA shall be paid to the candidates for attending the selection process.
17. Candidates are advised to mention their correct and active email address in the application, as all the correspondence like issuance of call letter or any other information will be communicated through email only.