IIIT Hyderabad Invites Applications for IT Support Technician – 1 Position

The International Institute of Information Technology Hyderabad is a world-class institution offering B.Tech., Master of Science by Research, Dual Degree (Btech + MS), MTech, and Ph.D. programs.

Job Description
As an Infrastructure support technician, you will be responsible for maintaining and tracking the institutes’ IT assets - hardware, software, and IT equipment including UPS, Surveillance.

Job Responsibilities
• Maintain accurate and up-to-date records of all assets
• Maintain and test equipment to ensure they are functioning correctly
• Monitor asset usage and track asset movements
• Ensure that assets are properly secured and accounted for
• Manage asset procurement, including purchase orders and asset receipt
• Repairing and replacing faulty equipment
• Conducting preventive maintenance including cleaning, testing, and replacing components as needed
• Documenting maintenance and repairs activities, including creating work orders, updating service records, and writing technical reports
• Collaborate with other IT and other offices staff to ensure that assets are properly configured and deployed
• Develop and maintain documentation related to asset management
• Conduct periodic asset inventories and audits
• Work with vendors to ensure timely and accurate asset repair and replacement

Skills & Experience
• Degree/Diploma in Electrical and Electronics or related field
• 2+ years of experience in asset management or a related field
• Expected to have strong analytical, problem-solving, and communication skills.
• Need to work independently and be able to manage multiple tasks simultaneously
• Need to have a solid understanding of electrical and electronics principles, as well as experience with UPS systems and related equipment
• Relevant certifications will be a plus

Type of Role: Consolidated position with a 1-year contract initially, which may be renewed based on performance and the Institute’s needs.

Pay: Consolidated salary starts from Rs. Rs. 4 Lakhs/annum and considerations with experience oras per Institute’s norms.

Apply with your detailed resume & Position Name in the Subject line to itoffice.recruitments@iiit.ac.in