

RECRUITMENT OF OUTSOURCED POSITIONS

Applications are invited from interested candidates for the position of Junior Executive Assistant on outsourcing basis for a probable duration of one year which may be extended depending upon the performance of the candidate. This position is purely temporary in nature. The Selected candidate shall be deployed at our client Organisation, IIT Tirupati.

Post No.	Designation	Age Limit	Qualification / Experience	Consolidated Remuneration Range	No. of Posts
01	Junior Executive Assistant	35 years	<p><u>Eligibility Criteria:</u></p> <p>A Bachelor's degree (Arts/Sciences/ Commerce/ Business Administration) with at least 55% marks.</p> <p>Working Knowledge in MS-Office.</p> <p><u>Desirable:</u></p> <p>1) 01 year of Admin experience.</p> <p><u>Job Profile:</u></p> <ul style="list-style-type: none">• Scheduling meetings and handling correspondence & reports, assisting in Institute events & conferences.• Preparation of reports, materials requirement for programs and other related events.• Maintaining accounting data and registers, record management in ERP Modules.	Rs. 25,000 – 30,000	01

Application procedure:

Interested candidates may apply in the prescribed format of application and send the same along with the self-attested copies of all the certificates of educational qualifications and experience in a **Single PDF** file by email to outsourcing_rect@iittp.ac.in with the subject line (for the post of Junior Executive Assistant) by **10th March 2025.**

Selection Procedure:

1. Only shortlisted candidates will be called for the selection process (offline), and the shortlisted candidates list may be published on the IIT Tirupati website.
2. The decision of the Institute may be final regarding shortlisting, final selection and pay fixation.
3. Original certificates will be verified only for the candidates shortlisted for the selection process.
4. The initial tenure of appointment will be for a period of one year, it may be extended subjected to satisfactory performance and requirement of the Institute.
5. The selected candidates shall not have a claim on any regular position and shall not have any of the privileges like housing, medical facilities, and other benefits available to regular employees of the Institute.