ORIENTAL INTEGRATED FACILITY MANAGEMENT PVT. LTD.
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An ISO 9001:2008 & An OHSAS 18001:2007 Certified Company

OIFM/IITT/RECT-OS/26-2027/16 Date: 11.11.2026

ENGAGEMENT OF OUTSOURCED POSITIONS

Applications are invited from interested candidates for the position of Junior Executive Assistant on an outsourcing basis for a period of one year. These positions are purely temporary in nature. Selected candidates will be deputed at our client organization IIT Tirupati.

S. No.	Designation	Age Limit	Essential Qualification and Experience	Consolidated Remuneration Range	No. of Vacancies
01	Junior Executive Assistant (for various administrative departments)	**32 Years** *(Age relaxation may be considered for experienced candidates)*	• **Essential Qualification:** Bachelor's Degree (Arts / Science / Commerce / BBA / BCA) or equivalent with min. 55% aggregate marks or equivalent CGPA from a recognized University. • **Desirable Experience:** Minimum 1 year of domain-specific experience in Finance & Accounts, Procurement, Academics Affairs, or Administration & HR etc. ***Preference will be given to candidates with higher or more relevant experience.*** **Technical Skills:** Proficiency in MS Office (Word, Excel, PowerPoint), email communication, and working knowledge of ERP systems. • **Key Responsibilities:** I. **Finance & Accounts:** Process bills, maintain ledgers, verify claims, and support audit compliance etc. II. **Procurement:** Draft tenders, manage GeM orders, update asset registers, process requisitions and maintenance of stores etc. III. **Academics:** Maintain student records, process grade sheets/transcripts, assist in course registration, coordinate exams and other academic works. IV. **Administration:** Draft official letters/notes, schedule meetings, manage office correspondence and assist in day-to-day operations.	Rs. 25,000-30,000/-	**10***

**** The number of vacancies mentioned above is tentative and may increase or decrease based on operational requirements.***

Application & Selection Procedure:

1. Candidates should submit their applications in the application form along with self-attested copies of their educational, experience certificates and other relevant documents as applicable be sent in scanned form (in a single PDF) to email id **outsourcing_rect@iittp.ac.in** on or before **22nd November 2026**. The applications received beyond the last date will not be considered. There is no need to send hard copy of the application.
2. The shortlisted candidates must appear for document verification and selection process.
3. No TA/DA will be paid to the candidates for attending the selection process.
4. The decision of the Institute will be final.
5. The selected candidate will not have a claim for regular employment in the institute.
6. The salary may be fixed based on the candidate's qualifications, experience, and performance in the selection process.

Terms and Conditions:

1. Candidates should bring all the original certificates and procedure self-attested copies of certificates at the time of the interview.
2. All the candidates should have a valid email address. All the communication will be sent through email only.
3. Selected candidates will be purely on a contract basis through an outsourcing agency.

For, Oriental Integrated Facility Management Pvt. Ltd.



Authorized Signatory