

**RECRUITMENT OF OUTSOURCED POSITION**

Applications are **invited from interested Female candidates Only** for the following position on an outsourcing basis for a period of **one year** in Hostel and Mess Establishment, IIT Tirupati to look after girl's hostels. This position is purely temporary in nature. Selected candidate will be engaged through a third-party outsourcing agency.

S. No	Designation	Age Limit	Qualification / Experience	Consolidated Remuneration	No. of Positions
01	Junior Executive	45 years	<p><b>Essential Qualification:</b></p> <p>Any bachelor's degree graduate with minimum 04 years of relevant work experience.</p> <p><b>Relevant Experience:</b></p> <ol style="list-style-type: none"><li>1. Candidate shall have experience of working in Girl's Hostels and Student Messes of any reputed Academic Institutions/Government Organizations.</li><li>2. The candidate having good communication skills, knowledge of notes, drafting letters, Emailing and being able to speak different languages will be given preference.</li><li>3. Experience in handling different aspects of Girls Hostel, Student Mess and Facilities Management.</li><li>4. Maintenance of office records, files, master index registers and other correspondence as per the office procedures.</li><li>5. Coordination with different departments for speedy completion of pending tasks and experience in procurement procedures.</li><li>6. Experience in conducting office meetings and preparation of Minutes.</li><li>7. Hands on experience in computer-based environments and E-office system.</li></ol>	Rs. 30,000/- – 35,000/-	01

**Application procedure:**

Interested candidates, who are fulfilling the condition mentioned above, are requested to send their duly filled application **in the prescribed format** along with the **self-attested copies of all the certificates of educational qualifications and experience in a Single PDF file to the email id: [ccw@iittp.ac.in](mailto:ccw@iittp.ac.in)** with the **subject line of the email – (name of the position)** by **27th November 2024**. Applications received beyond the last date will not be considered.

**Selection Procedure:**

1. The upper age limit may be relaxed for exceptionally good candidates based on the committee's decision.
2. Only shortlisted candidates will be called for the selection process (offline), and the shortlisted candidates list shall be published on the IIT Tirupati website.
3. The selection process may consist of a written test, a practical test/skill test in the domain area.
4. The decision of the Institute shall be final regarding shortlisting, final selection, and pay fixation.
5. Shortlisted candidates are required to produce the Original educational and experience certificates for verification during the selection process.
6. No TA/DA will be paid for the shortlisted candidates attending the interview.
7. The initial tenure of appointment will be for a period of one year, it may be extended subject to the satisfactory performance of the candidate and the requirements of the Institute.
8. This position is purely temporary in nature and will be engaged through a third-party outsourcing agency.
9. 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.
10. The decision of the Institute may be final regarding final selection and pay fixation.