

**RECRUITMENT OF OUTSOURCED POSITIONS**

Applications are invited from interested candidates for the following positions on an outsourcing basis for a period of one year. These positions are purely temporary in nature. Selected candidates will be engaged through a third-party outsourcing agency.

Post No.	Designation	Age Limit	Qualification / Experience	Consolidated Remuneration Range	No. of Posts
01	Junior Executive Assistant	35 years	<b><u>Eligibility Criteria:</u></b> A bachelor's degree with at least 55% marks. <b><u>Desirable:</u></b> 1) 01 year of Admin experience. 2) Preferable Experience in Govt/ Autonomous or Similar Organizations 3) Working knowledge in MS(Office) - MS Word and MS Excel <b><u>Job Profile:</u></b> Academic Record Management in ERP Modules. Drafting, Data Management in MS Office Assisting in Institute events, Inventory Management	Rs. 25,000 – 30,000/-	02

**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](mailto:outsourcing_rect@iittp.ac.in) with the subject line (for the post of Junior Executive Assistant) by **24<sup>th</sup> October 2024.**

**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 upper age limit may be relaxed for exceptionally good candidates based on the committee's decision.
5. 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.
6. 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.