



FALCON EYE SECURITY SERVICES

57-9-4, H No. 123, New P & T Colony, III Main Street, Near SBI Bank,
Pantakaluva Road, Patamata, VIJAYAWADA - 520 010

ITTP/FESS/RECT-OS/17/2024

Date: 09.07.2024

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	No. of Posts
01	Health Centre Assistant	35 years	<p><u>Eligibility Criteria:</u></p> <p>A graduation degree in any discipline from a recognized university</p> <p>Proficiency in computer applications</p> <p><u>Desirable:</u></p> <p>1. 01 years of relevant experience preferable in Govt. Autonomous or similar other organizations</p> <p>2. Experience in computerized Admin work</p> <p><u>Nature of work</u></p> <p>Emails, noting/drafting, renewal/extension of MoU, arranging visit of consultant, verification and processing bill for payment, file management, patient support in referral hospital, assisting in organizing health camp, booking/coordinating vehicles, assisting in any other matter related to Health Centre.</p>	<p>Rs. 20,000 – Rs. 25,000/-</p> <p>(Depending upon qualification & Experience)</p>	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: outsourcing_rect@iittp.ac.in** with the **subject line of the email - for the post of Health Centre Assistant**) by **18 July 2024**. Application received after 18th July 2024 will not be entertained.

Note: *Applications received other than in the prescribed format will be summarily rejected.*



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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 shall be final regarding shortlisting, final selection and pay fixation.
3. Shortlisted candidates are required to produce the Original educational and experience certificates for verification during the selection process.
4. Selection process includes a written test, computer proficiency test and communication skill.
5. The initial tenure of appointment will be for a period of one year, it may be extended subjected to satisfactory performance of the candidate and requirement of the Institute.
6. This position is purely temporary in nature through outsource Service provider. The selected candidates will not be treated as employees of the Institute for any purpose.