

**SURYATEJA FACILITIES MANAGEMENT PVT LTD**  
**An ISO 9001:2008 certified company**



IITT/STFM/REC-OS/2024-25/06

Date: 30.12.2024

**RECRUITMENT OF OUTSOURCED POSITIONS**

Applications are invited from eligible 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 and the requirement of our client. This position is purely temporary in nature. The selected candidate will be deployed at our client organization, **IIT Tirupati**.

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 (Arts/sciences/commerce/Business Administration) with at least 55% marks. <b><u>Desirable:</u></b> 1) 01 year of administrative experience. 2) Working knowledge in MS(Office) - MS Word, MS Excel, Power point. <b><u>Job Profile:</u></b> <ul style="list-style-type: none"><li>Scheduling meetings and handling correspondence &amp; reports, Assisting in Institute events, conferences.</li><li>Preparation of reports, preparing materials for programs and other related events.</li><li>Record Management in ERP Modules. Drafting, Data Management in MS Office, Inventory Management etc.,</li></ul>	Rs. 25,000 – 30,000/-	03

**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 **10<sup>th</sup> January 2025.**

**SURYA TEJA FACILITIES MANAGEMENT PVT LTD**  
**CIN: U74920AP2010PTC071091**

Regd. With: National Small Industries Corporation.

Regd. Office : Flat No 202, D.No. 7-1-619/A, Naina Residency, Srinivasa Nagar Colony East, S.R.Nagar, Hyd-500038

**Selection Procedure:**

1. Only shortlisted candidates will be called for the selection process (offline), and the shortlisted candidates list may be published on our client IIT Tirupati website.
2. The decision of the client 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 client.
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.