

RECRUITMENT OF OUTSOURCED POSITIONS

Applications are invited from interested candidates for the position of Junior Executive Assistant on an outsourcing basis for a probable duration of one year, which may be extended depending upon the performance of the candidate. This position is purely temporary in nature. The Selected candidate shall be deployed at our client Organisation, IIT Tirupati.

Post No.	Designation	Age Limit	Qualification / Experience	Consolidated Remuneration Range	No. of Posts
01	Junior Executive Assistant	35 years	<p><u>Eligibility Criteria:</u></p> <p>A Bachelor's degree (B. A / B. Com / BBA) with at least 55% marks.</p> <p>Working Knowledge in MS-Office, Noting & Drafting.</p> <p><u>Desirable:</u></p> <p>1) 01 year of experience in procurement.</p> <p><u>Job Profile:</u></p> <ul style="list-style-type: none"> Comprehensive knowledge and hands-on experience in Material Management (Inventory) procedures in day-to-day activities in the stores like Receipt, inspection, and placement of incoming materials to respective departments and stock locations. Ensuring proper verification, reconciliation and prompt reporting of discrepancies. Liaison with the indenter for smooth functioning of day-to-day activities. Processing and tagging of Quick Response (QR) codes for new assets with proper documentation in accordance with institute norms. Assisting in the process of physical verification of assets and asset survey committee verification. 	Rs. 25,000 – 30,000	01

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



			<ul style="list-style-type: none">Proficiency in using ERP systems for managing inventory, material tracking, ensuring accurate data entry, reporting and seamless workflow coordination.		
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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 with the subject line (for the post of Junior Executive Assistant) by **20th April 2025.**

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 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.
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.

SURYA TEJA FACILITIES MANAGEMENT PVT LTD
CIN: U74920AP2010PTC071091

Regd. With: National Small Industries Corporation.

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