



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/ RECT-OS/05/2023

Date: 27/10/2023

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	Project Junior Executive (Accounts)	35 years	<p>Eligibility Criteria:</p> <p>A bachelor's degree with at least 55% marks.</p> <p>Desirable:</p> <ol style="list-style-type: none">01 year of relevant experience in administrative/ accounting procedures.CA(IPCC)/ CMA (inter) qualified.Experience in Govt / Autonomous or Similar OrganizationsCertification in any accounting software like Tally, SAP etc.Working knowledge of MS(Office) – MS Word and MS Excel <p>Job Profile:</p> <p>Accounting in ERP Modules. Preparing IT returns and GST returns. Processing of vendor bills. Maintaining Bank Reconciling Statements. Data management and record management</p>	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 with the subject line (for the post of Project Junior Executive - Accounts) by **06 November 2023**.

Selection Procedure:

- Only shortlisted candidates will be called for the selection process (offline), and the shortlisted candidates list will be published on the website.
- The decision of the Institute will be final regarding shortlisting, final selection and pay fixation.



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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 through a periodical assessment report.
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.