

**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 deputed at our client organisation **IIT Tirupati**.

Post No.	Designation	Upper Age Limit	Qualification/Experience	Consolidated Remuneration Range	No. of Posts
01	Junior Executive - Administration	35 years	<b><u>Essential Qualification:</u></b> Graduation in any discipline from a recognised university. Hands on experience in using personal computers / MS- Office tools. Fluency in English both in written and oral communication.  <b><u>Desirable:</u></b> Ability to draft letters and notes independently. Minimum three years of experience in administrative duties.	Rs. 25,000 - 30,000	02
02	Administrative Assistant	30 years	<b><u>Essential Qualification:</u></b> Graduation in any discipline from a recognised university. Hands on experience in using personal computers / MS- Office tools. Fluency in speaking multiple languages (English, Hindi, Telugu and Tamil)  <b><u>Desirable:</u></b> Good Communication Skills. Ability to coordinate various external agencies independently for office related works. Minimum two years of experience in administrative duties.	Rs. 20,000- 25,000	01



### **Application procedure:**

The aspiring candidates satisfying the eligibility criteria may send their filled in application form in the **prescribed format** along with scan copy of original educational and experience certificates in a single PDF to [outsourcing\\_rect@iittp.ac.in](mailto:outsourcing_rect@iittp.ac.in) on or before 15 September 2022. The applications received beyond the last date will not be considered.

**There is no need to send hard copy of the application.**

### **Selection Procedure:**

1. Only shortlisted candidates will be called for the selection process (offline), and the shortlisted candidates list will be published in the website.
2. The decision of the Institute will 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 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.
7. IIT Tirupati reserves the right to change the mode of the examination depending on the prevailing COVID situation.

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**SURYA TEJA FACILITIES MANAGEMENT PVT LTD**

**CIN: U74920AP2010PTC071091**

Regd. With: National Small Industries Corporation.

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