



IITTP/ RECT-OS/10

Date: 01/12/2022

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 at our client organisation IIT Tirupati.

Post No.	Designation	Upper Age Limit	Qualification / Experience	Consolidated Remuneration Range	No. of Posts
01	Assistant Manager – Hostel and Mess Establishment	40 Years	<p>Eligibility Criteria:</p> <p>Any Bachelor's degree with a minimum of 5 years' experience (OR) post-graduation with minimum of three years of experience in Administration/ Accounts /Hostels and Mess Management in reputed Institutions / Organisations.</p> <p>Desirable:</p> <ul style="list-style-type: none"> ● Candidates having working experience in administrative works in reputed Educational Institutions. ● Good written and oral communication skills, knowledge of noting and drafting, ability to handle official correspondence and being able to speak multiple languages will be an added advantage. ● Experience in handling Hostel/ Mess/ facilities Management. <p>Job Profile:</p> <ul style="list-style-type: none"> ● Handling Office correspondence and file management system. ● Conducting meetings and preparation of minutes of meeting. ● Coordinating with multiple departments for completion of tasks. ● Experience in handling tenders and following procurement procedures. ● Hands on experience in computer based environments and ERPs. ● Handling Health Insurance matters related to the students. ● Accounts related works and Petty cash management. 	Rs.30,000/- to Rs.35,000/-	01



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 ccw@iittp.ac.in with the subject line “Application for the post of Assistant Manager” by **15 December 2022.**

Selection Procedure:

1. Only shortlisted candidates will be called for the selection process (offline), and the shortlisted candidates list will be published on the website.
2. The decision of the selection committee will be final regarding shortlisting, 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.