

Advertisement IITTP/HOSTEL/56/2021-22

5 February 2022

The following criteria is adopted for short listing of applicants for the Junior Executive (Accounts) and Junior Executive (General) against the advertisement IITTP/HOSTEL/56/2021-22 dated December 22, 2021. The short-listed candidates will be called for online written test (descriptive).

Position	Qualification
<b>Junior Executive (Accounts)</b>	<ul style="list-style-type: none"><li>• Any Bachelor's degree with a minimum of 5 years</li><li>• Relevant experience in Tally and other ERPs.</li><li>• Age below 50</li></ul>
<b>Junior Executive (General)</b>	<ul style="list-style-type: none"><li>• Any Bachelor's degree with a minimum of 3 years relevant experience.</li><li>• Age below 50</li></ul>

**Guidelines for Online Test:** Candidates must go through the following demonstration video and attached manuals (please refer email) to appear for the online test on CodeTantra.

How to attempt the test on codeTantra: <https://youtu.be/MEZCRfUf9nM>

Please check your email for more details.

**Note:** Candidates must ensure the uninterrupted power, system compatibility, internet bandwidth and speed to take an online test.

**Syllabus for written test (Descriptive):** Letter writing; Subject-verb agreement; Comprehension; Agenda writing; Grammar; Minutes of meeting; Paragraph writing; Paraphrasing; Summary writing; Notice writing; How to compose formal email; How to write flyers; Report writing.

**Important Dates:**

Mock test	17-02-2022
Written test	21-02-2022

You may contact us with any further questions/clarifications (Email: [ccw@iittp.ac.in](mailto:ccw@iittp.ac.in)).

The written test result will be declared later, and shortlisted candidates will be called for an interview.

**Shortlisted candidates for Junior Executive (Accounts) and Junior Executive (General)**

SN	Name
1.	P. Vijay Kumar
2.	Venkata Apparao. Ch
3.	B. Srinivasa
4.	Pakkirisamy.K
5.	Srinivasan
6.	Jahangeer Basha Shaik
7.	Vooda Srinivasa Rao
8.	Pushparaju Papithotti
9.	T Kishore
10.	Muthyala Naveenkumar
11.	Mahaboob Hussain N Shaik
12.	G Chandra Sekar

**Shortlisted candidates for Junior Executive (General)**

SN	Name
1.	Y. Muni Raghavendra Reddy
2.	Chintala Kondala Rao
3.	K. Bala Guravaiah
4.	Uppalapati Sudheer Kumar
5.	Arnold Feami S. A.
6.	Thota Ganesh
7.	Venkateswara Rao. K
8.	K. M. Saicharan
9.	K. Vlnayakulu
10.	J. Sirisha
11.	Ms.S.Vinodha
12.	C Dasaradha Reddy
13.	Sakila Durga Prasad
14.	Moyya Krishnarjuna Rao
15.	P Thejaswini
16.	Maddila Ganga Rao
17.	K Balaji
18.	K. Utpalamala
19.	Ramya Krishna Mulka