



# 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

FESS/IITT/OS/01/2023

Date: 17 Apr 2023

## ENGAGEMENT OF OUTSOURCED STAFF

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 Hostel and Mess Establishment, IIT Tirupati

Post No	Designation	Upper Age Limit	Qualification / Experience	Consolidated Remuneration Range	No. of Posts
01	Assistant Manager	40 Years	<p><b>Eligibility Criteria:</b></p> <p>A bachelor's degree in commerce with a minimum of three years' experience in Administration/ Accounts.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Candidates having working experience in administrative works with good written and oral communication skills, knowledge of noting and drafting, ability to handle official correspondence and being able to speak multiple languages.</li><li>• Proficiency in MS-Office and Tally/ERP</li></ul> <p><b>Job Profile:</b></p> <ul style="list-style-type: none"><li>• Handling Office correspondence and file management system.</li><li>• Conducting meetings and preparation of minutes of meeting.</li><li>• Coordinating with multiple departments for completion of tasks.</li><li>• Handling tenders and following procurement procedures.</li><li>• Handling Health Insurance matters related to the students.</li><li>• Day to day accounting management.</li></ul>	Rs.35,000/- to Rs.40,000/-	01



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Post No	Designation	Upper Age Limit	Qualification / Experience	Consolidated Remuneration Range	No. of Posts
02	<b>Junior Executive</b>	<b>35 Years</b>	<p><b>Eligibility Criteria:</b></p> <p>Any bachelor's degree with a minimum of one year experience in handling Administration /Hostel management activities.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>● Candidates having working experience in administrative works with written and oral communication skills, knowledge of noting and drafting, and handling official correspondence.</li><li>● Experience in handling Hostel and Mess facilities Management in reputed institutes.</li><li>● Proficiency in MS-Office.</li></ul> <p><b>Job Profile:</b></p> <ul style="list-style-type: none"><li>● Handling official correspondence, conducting meetings and preparation of minutes of meeting.</li><li>● Coordinating with internal/external agencies for completion of tasks.</li><li>● Preparation of tenders and handling purchases and maintaining stores/ inventory as per institute norms.</li><li>● Computer knowledge and handling the ERP Systems.</li><li>● Handling accommodation of students in hostels.</li><li>● Facilities and Mess Management.</li></ul>	<b>Rs.23,000/- to Rs.27,000/-</b>	01



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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 [ccw@iittp.ac.in](mailto:ccw@iittp.ac.in) with the subject line "Application for the post of ....." by **30 April 2023**.

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## **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.