



IITP/ RECT-OS/09

Date: 25/11/2022

### **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 through a third-party outsourcing agency.

| Post No. | Designation                         | Upper Age Limit | Qualification / Experience  | Consolidated Remuneration Range | No. of Posts |
|----------|-------------------------------------|-----------------|---|---------------------------------|--------------|
| 01       | Project Senior Executive (Purchase) | 40 years        | <b>Eligibility Criteria:</b><br><br>A Bachelor's Degree in any discipline from any recognised Institute/ University with minimum 5 years of experience out of which at least 3 years of experience in procurement of goods Purchase/supply chain customs clearance. Proficiency in Computer Operation, noting and drafting.<br><br><b>Job Profile:</b> <ul style="list-style-type: none"><li>• Responsible for procurement of goods and services for project activities with minimum lead time. She/he should be familiar with Import-Export procedure.</li><li>• Knowledge &amp; experience with regards to new purchase procedures like e-tendering, GeM Online bidding, other latest norms of government pertaining to procurement, and price preferential policy and General Financial Rules (GFR), Manual of procurement for goods, works &amp; consultancy, and other services.</li><li>• Proficiency in system based (ERP) purchase environment to facilitate the change in purchase process/ workflow</li></ul> | Rs. 30,000/-                    | 01           |



| Post No. | Designation                         | Upper Age Limit        | Qualification / Experience  | Consolidated Remuneration Range | No. of Posts |
|----------|-------------------------------------|------------------------|---|---------------------------------|--------------|
| 01       | Project Junior Executive (Accounts) | Not More than 28 years | <p><b>Eligibility Criteria:</b></p> <p>A Bachelor's Degree in Commerce with at least 60% marks with at least 03 Years of relevant experience in the accounting field.</p> <p><b>Desirable:</b></p> <p>CA(IPCC), CMA (inter) with relevant experience in Govt / Autonomous or Similar Organizations.</p> <p><b>Job Profile:</b></p> <ul style="list-style-type: none"> <li>Responsibilities will include in Maintaining Project Accounts, Updating of Bank Reconciliation Statement, Preparation of Utilization Certificate, Bills processing etc.</li> </ul> <p>Handling administrative procedures, accounting, Tally ERP</p> | Rs. 20,000 – 25,000/-           | 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 [src\\_office@iittp.ac.in](mailto:src_office@iittp.ac.in) with the subject line (for the post of \_\_\_\_\_) by **11 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 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.