



STF/IITTP/ RECT-OS/07

Date: 07/09/2022

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

<b>Post No.</b>	<b>Designation</b>	<b>Upper Age Limit</b>	<b>Qualification/Experience</b>	<b>Consolidated Remuneration Range</b>	<b>No. of Posts</b>
<b>01</b>	<b>Junior Executive</b>	<b>40 years</b>	<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 two years of experience in administrative duties. Candidates with academics background will be given preference.	<b>Rs. 25,000 - 30,000</b>	<b>02</b>

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**SURYA TEJA FACILITIES MANAGEMENT PVT LTD**  
**CIN: U74920AP2010PTC071091**

Regd. With: National Small Industries Corporation.

Regd. Office : Flat No 202, D.No. 7-1-619/A, Naina Residency, Srinivasa Nagar Colony East, S.R.Nagar, Hyd-500038



### **Application procedure:**

Interested candidates may apply in the prescribed format of application and upload the same along with the self-attested copies of all the certificates of Educational qualifications and experience in a Single PDF file through the Google forms Portal (<https://forms.gle/9xNfHDmKSgyHv9kw6>) only on or before **18 September 2022.**

### **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.

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