



HoME — Hostel and Mess Establishment
INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI

TIRUPATI भारतीय प्रौद्योगिकी संस्थान गतरुपगत

Yerpedu – Venkatagiri Road, Yerpedu Post, Chittoor District, A.P – 517619.

Dr Bijily Balakrishnan
Chairperson Council of Wardens

Phone: 0877-25003156
Email: ccw@iittp.com

IITTP/ HOSTEL /56 /2021-22

Date: 22/12/2021

ADVERTISEMENT FOR RECRUITMENT

CCW, IIT Tirupati invites applications from the eligible candidates for the following posts.

Sl No	Position	Vacancy	Qualification	Age below	Consolidated Pay Per month
01	Junior Executive (Accounts)	01	Any Bachelor's degree with a minimum of 5 years relevant experience in Tally and other ERPs.	50 Years	Upto Rs.30,000/-
02	Junior Executive (General)	01	Any Bachelor's degree with a minimum of 3 years relevant experience. Preference will be given to candidates with Bachelor's in the English language	50 Years	Upto Rs.25,000/-
03	Multi Skilled Worker	01	10th standard	50 Years	Upto Rs.15,000/-

The job will be purely on a contract basis through an outsourcing agency identified by the Institute for a period of **One Year** and extendable at the discretion of the Institute based on the performance of the candidate. 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. Based on the discretion of the committee the salary of the above-mentioned post may change.

Job Responsibilities

S. No.	Position	Duties
1	Junior Executive (Accounts)	<ul style="list-style-type: none">● The candidates having good communication skills, knowledge of drafting letters, Emailing and being able to speak different languages will be given preference.● Hostel and Mess Establishment (HoME) accounts maintenance● Vendor bill payments and contingency advance payments in tally● Student-related refunds (mess/hostel deposits) in tally● Accounting of hostel residents transactions like hostel and mess fee, mess rebate etc● Processing of credits record in bank a/c (receipt entries) in tally● Handling TDS remittance - monthly● Issuance of fee receipts to students/residents● any other related work assigned by the authorities.
2	Junior Executive (Office)	<ul style="list-style-type: none">● The candidates having good communication skills, knowledge of drafting letters, Emailing and being able to speak different languages will be given preference.● Experience in tackling different aspects of Hostel Management.● Office correspondence and file management● Conduct of meetings and preparation of minutes of meeting● Maintenance of office records, files, master index register and other correspondence as per the office procedures● Coordination with different departments for speedy completion of pending tasks.● any other related work assigned by the authorities
3	Multi Skilled Worker	<ul style="list-style-type: none">● Attending different events in Dean's and HoME offices● Assisting file movement.● Maintaining Document Movement Registers● Despatch of letters through couriers/post office● Assisting students in health centers and hospitals, etc.● Any other related work assigned by the authorities

Last date for sending the applications by email only: 10 January 2022

Procedure for application and selection:

1. Interested candidates shall apply in the prescribed format (enclosed) and forward the same along with the self-attested copies of all the certificates of Educational qualifications and experience in a **Single PDF file by email only** to ccw@iittp.ac.in. *The subject of the email should be the post you are applying for.*
2. Only shortlisted candidates will be called for the offline/online written test and followed by the interview. The decision of the Institute will be final regarding shortlisting for interview and selection.
3. Written-test not applicable for the post of **Multi Skilled Worker**. Interviews will be conducted to the shortlisted candidates.

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Yerpedu – Venkatagiri Road, Yerpedu Post, Chittoor District, A.P – 517619.

Application for the post of Junior Executive (Accounts/General)

Affix Recent
Passport size
Photograph
here

1. Personal Details:

a)	Name	
b)	Father's Name/Husband Name	
c)	Date of Birth	
d)	Age as on date	
e)	Gender	
f)	Marital Status	
g)	Category(SC/ST/OBC/GEN)	
h)	Nationality	

2. Address Details:

	Address for Correspondence	Permanent Address
Address		
Tel No.		
Mobile No.		
E-Mail		

3. Academic Qualifications in descending order

Sl. No	Examination Passed	Name of the institution/University	Year of Passing	% of Marks/ Grade	Specialization

4. Employment Records(Current employment Record)

Sl. No	Organisation	Designation	Pay Band, Pay in pay Band, Grade Pay	Period		Job Description
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

5. Past Experience:

Sl. No	Organisation	Designation	Pay Band, Pay in pay Band, Grade Pay	Period		Job Description
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

6. Total Post Qualification Experience in years:

7. Any other information relevant to the job:

Note:

1. If the sheets above are not sufficient, please attach extra sheets, wherever necessary,
2. Mention the list of documents attached along with the form.

(a)

(d).....

(b).....

(e).....

(c).....

(f).....

I Certify that the information given above is true and correct to the best of my knowledge.

Date:

(Signature of the Candidate)



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Yerpedu – Venkatagiri Road, Yerpedu Post, Chittoor District, A.P – 517619.

Application for the post of Multi Skilled Worker

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Passport size
Photograph
here

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b)	Father's Name/Husband Name	
c)	Date of Birth	
d)	Age as on date	
e)	Gender	
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				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

6. Any other information relevant to the job:

Date:

(Signature of the Candidate)