



INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI

भारतीय प्रौद्योगिकी संस्थान तिरुपति

Renigunta Road, Settipalli Post, Chittoor District, Tirupati – 517506

IITT/Outsourcing/2019/03

19th Nov 2019

Advertisement for 2 Junior Executives (Admn. & Accounts)

The job will be purely on contract basis through an outsourcing agency identified by the Institute for a period of **one year** and extendable at the discretion of the Institute. Selected candidate shall not have 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.

Qualifications: Bachelor's Degree with 60% Marks

Desirable: 2 years' experience in Educational Institutions, working knowledge of computers (MS Office, Tally etc.)

Age: Not more than 65 years as on the date of advertisement

Remuneration: INR 20,000/- to Rs.30,000/- per month (consolidated) to be fixed based on qualifications and experience

Job responsibilities:

S. No.	Duties and Responsibilities for Junior Executive – Admn. & Accounts (Hostels)
1.	Maintaining the student's individual ledger in a computer showing all the particulars like a) Mess deposit b) Monthly mess charges c) Food rebate information and refund of the mess deposit after adjusting the mess dues d) Preparing consolidated statement for every student at the end of the semester
2.	Maintaining the late entry forms submitted by the students.
3.	Maintaining contact details of students and their parents
4.	Maintaining the vacant rooms across the hostels
5.	Maintaining room-wise inventory across the hostels
6.	Providing accommodation to the recommended guests and collection of room rent and depositing the amount into hostel account.

7.	Providing mess facilities to the recommended guests (Issuing the mess tokens by collecting the amount and depositing the same into hostel account).
8.	Assisting the Manager on clerical works.
9.	Any other work assigned from time to time.

S. No.	Duties and Responsibilities for Junior Executive – Admn. & Accounts – Dean (Students Office)
1.	Maintaining various accounts like Est. A, Est. B, Gymkhana, etc. including issue of advances to the secretaries and settlement of advances by the secretaries.
2.	Maintaining the budgets and expenditure for various council of secretaries.
3.	Assistance in procurement of various things related to student activities.
4.	Communicating information from the Dean's office to the students, wardens and any other related offices.
5.	Scheduling of meetings like <ul style="list-style-type: none"> a) GBM of students b) BoS c) Tirutsava d) Sports, Technical, Cultural, Literary, NSS etc. e) Preparation of agenda and minutes f) Arranging Snacks & Tea for the meetings
6.	Any other work assigned from time to time.

Last date for sending applications by email only: 10th Dec 2019

Procedure for Application and selection:

1. Interested candidates shall apply in the prescribed format (enclosed) and forward the same along with self-attested copies of all the certificates of educational qualifications and experience in a **single pdf file by email only** to **chiefwarden@iittp.ac.in**
2. Only shortlisted candidates will be called for interview and the decision of the Institute will be final regarding shortlisting for interview and selection.



Indian Institute of Technology Tirupati

Renigunta Road, Tirupati - 517 506, A.P.

Application for Junior Executive (Admn. & Accounts)

PASTE RECENT
PASSPORT SIZE
PHOTOGRAPH

1. Personal Details :

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

3.

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

4 (a). Academic Qualifications in descending order

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

(P.T.O)

4(b) Employment Records (Current Employment Record)

Sl. No.	Organization	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.	Organization	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.

Date:

(Signature of Candidate)



INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI

भारतीय प्रौद्योगिकी संस्थान तिरुपति

Renigunta Road, Settipalli Post, Chittoor District, Tirupati – 517506

IITT/Outsourcing/2019/02

19th Nov 2019

Advertisement for Manager / Senior Executive (Hostels)

The job will be purely on contract basis through an outsourcing agency identified by the Institute for a period of **one year** and extendable at the discretion of the Institute. Selected candidate shall not have 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.

Qualifications: Bachelor's Degree with 60% Marks

Desirable: 2 years' experience in Educational Institutions, working knowledge of computers (MS Office)

Age: Not more than 65 years as on the date of advertisement

Remuneration: INR 30,000/- to Rs.40,000/- per month (consolidated) to be fixed based on qualifications and experience

Job responsibilities:

S. No.	Duties and Responsibilities
1.	Tender preparation for mess and other requirements
2.	Implementing the hostel related decisions taken by the appropriate authorities like Dean (Students), Chief warden, Wardens etc.
3.	Follow-up of works with the concerned authorities like Engineering unit, Housekeeping unit etc.
4.	Claiming all kinds of students' scholarships from the Institute and transferring to the students every month.
5.	Supervision of day to day affairs of hostels like housekeeping, common room facilities (Furniture, TV, Newspapers, Indoor games items etc.)
6.	Scheduling of meetings like a) Council of wardens b) MMC c) Preparation of agenda and minutes d) Arranging Snacks & Tea for the meetings
7.	Supervising the Stationery shop, Cafeteria, Washer man and any other affairs related to students and collection of monthly rent from the shop keepers.

8.	Monitoring the mess with the help of mess secretary and mess council in all respects.
9.	Issue of railway concession forms to the students at the end of every semester.
10.	Assistance in procurement of various things related to hostel needs.
11.	Issue of no-dues form after billing the students as per the norms for any damages to the furniture.
12.	Auction of written-off items like by-cycles, furniture etc.
13.	The record of consumable items related to housekeeping, water filter cartridges, etc.
14.	Maintaining the attendance register and monitoring of works by hostel staff.
15.	Any other work assigned from time to time.

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