



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/ RECT-OS/10/2024

Date: 08/02/2024

ENGAGEMENT OF OUTSOURCED POSITIONS

Applications are invited from interested eligible candidates for the Hindi Typist cum Assistant position on outsourcing basis for a probable duration of one year in the establishment of Principal Employer i.e. IIT Tirupati. This position is purely temporary in nature. Selected candidate will be engaged through us, the Service Provider.

Post No.	Designation	Upper Age Limit	Qualification / Experience	Consolidated Remuneration Range	No. of Posts
01	Hindi Typist cum Assistant	30 years	<u>Educational Qualification</u> Bachelor's degree in Hindi with English as a compulsory or elective subject or as the medium of examination at the Intermediate level OR Bachelor's degree in any subject with Hindi as a compulsory or elective subject or as the medium of examination as well as English as a compulsory or elective subject or as the medium of examination at the Intermediate level Skill: 20 wpm in Hindi <u>Desirable:</u> 01 years of relevant experience, working knowledge of Computer	Rs. 25000/- to 28000/-	01

Application procedure:

The aspiring candidates satisfying the eligibility criteria may send their filled application form in the **prescribed format** along with scan copy of original educational and experience certificates in a single PDF to outsourcing_rect@iittp.ac.in mentioning **subject line as - for the Post of Hindi Typist** on or before **18.02.2024**. The applications received beyond the last date will not be considered.

There is no need to send a hard copy of the application.



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Important Instruction:

1. Only shortlisted candidates will be called for the selection process, and the shortlisted candidates list will be published on the Principal Employer website. Selection procedure may comprise of Written test/ Interaction and Skill test (Typing Test at least 20 wpm in Hindi).
2. The decision of the Principal Employer 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 initial tenure of appointment will be for a period of one year, it may be extended subjected to satisfactory performance of the incumbent and requirement of the principal employer through a periodical assessment report.
5. 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 Principal Employer.