

Non-Teaching Advertisement through Outsourcing Agency

Advt. No.: IITI/GAD/Outsourced/Rect./07

Dated: October 1, 2026

Name of the post: Junior Assistant

No. of Posts: 01

Essential Qualification: Bachelor's Degree in any discipline from a recognised University/ Institute.

Knowledge of computer operations, including MS Office/ Excel.

Minimum Experience: 02 Years of relevant experience in handling Establishment and HR Matters.

Desirable Experience: (a) Experience in Centrally Funded Institutions. (b) Experience in handling Establishment and HR Matters.

Job requirements/description:

- Administrative service matters and Labour law compliance of the Institute Contract and Outsourced employees.
- Processing of salary/OT/daily wage/monthly honorarium claims and other such payments.
- Providing secretarial and administrative support for meetings and Institutional activities.

Age: Up to 35 Years from the last date of advertisement.

Remuneration/Salary: ₹29,432/- (Skilled) consolidated per month.

Period of engagement: 01 Year (Extension based on performance).