

Non-Teaching Advertisement through Outsourcing Agency

Advt. No.: IITI/GAD/Outsourced/Rect./08

Dated: October 12, 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 the Research and Development Section and Purchase Section.

Desirable Experience: (a) Experience in Centrally Funded Institutions.

Job requirements/description:

- All procurement from the project (LPC, Tender etc.).
- Confirmation and payment of SD and EMD.
- Payment data updating on GeM Portal.
- Maintenance of existing department facilities like printers, VC etc.

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).