

YOUNG INDIA SKILLS UNIVERSITY, TELANGANA

(Established under Act No. 13 of 2024 by the Government of Telangana)

No. YISU/Esst/CA(NT)/2025/20

Date: 22-08-2025

Applications are invited for the Post of “Accounts Assistant and Administrative Assistant on Contract Basis.

The Young India Skills University (YISU), has been established in Hyderabad under the Young India Skills University, Telangana (Public-Private Partnership) Act 2024 to bridge the gap between industry needs and academic offerings. YISU operates on a Public-Private Partnership (PPP) model, where the Telangana government and industry leaders collaborate to ensure the curriculum aligns with real-world demands. YISU empowers students with the practical skills required for today’s workforce.

Applications are invited from eligible Indian citizens for engagement to the following positions on purely contractual basis for a period of one year, extendable based on performance and institutional requirements. The engagement does not confer any right to regular appointment.

1. Name of the Post: Accounts Assistant (On Contract Basis)

Number of Posts	01 (One)
Monthly Consolidated Remuneration	₹25,000/- to ₹30,000/-
Place of Posting	YISU, Hyderabad
Age Limit	Not exceeding 35 years as on the last date of application
Essential Qualifications	Bachelor’s Degree in Commerce (B. Com) with at least 60% from a recognized University/Institution (or) Masters in Commerce (M.com) with at least 60% from a recognized University/Institution
Experience	Minimum 2 years of relevant work experience in accounts/finance/audit functions in Government, Semi-Government, University, or reputed organizations.
Knowledge	1. Sound Knowledge of Tally ERP , and Government Financial Rules is must. 2. Proficiency in MS Office , especially MS Excel.
Key Responsibilities	1. Maintaining books of accounts and financial records 2. Processing of bills, advances, reimbursements, and IT/GST TDS deductions and returns. 3. Preparation of Utilization Certificates (UCs), Statement of Expenditure (SoE), and assistance in audit compliance. 4. Data entry in Tally and generation of reports, preparation of financial statements. 5. Preparation of notes for procurements and to obtain administrative approvals and documentation for procurement post administrative approval.

2. Name of the Post: Administrative Assistant (On Contract Basis)

Number of Posts	01 (One)
Monthly Consolidated Remuneration	₹25,000/- to ₹30,000/-
Place of Posting	YISU, Hyderabad
Age Limit	Not exceeding 35 years as on the last date of application
Essential Qualifications	Bachelor's Degree in Commerce (B. Com) or any degree from a recognized University/Institution.
Experience	Minimum 2 years of administrative/Stores/Academics in Government, Semi-Government, University, or reputed private institutions
Knowledge	1. Knowledge of Service Rules 2. Proficiency in MS Office (Word, Excel, PowerPoint) and handling official correspondence. 3. Good communication and drafting skills in English.
Key Responsibilities	1. Handling day-to-day administrative matters, record keeping, and office file management. 2. Drafting letters, notes, and official communications. 3. Scheduling meetings, managing logistics. Assisting in admin and stores related support. 4. Any other official duty as assigned.

General Terms and Conditions:

1. The appointment will be purely on **contractual basis** for a period of one year, extendable as per requirement and performance.
2. The position is unreserved, but candidates belonging to reserved category are encouraged to apply.
3. This appointment shall not confer any right to claim for regularization or absorption in the University.
4. It shall be the responsibility of the candidate to assess his/her own eligibility for the post, for which he/she is applying in accordance with the prescribed qualifications, experience etc., and submit his/her application duly filled-in along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to disqualification. In case it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to be terminated forthwith as per this clause.
5. The University reserves the right to **not fill up the post**, cancel the advertisement, or modify any part without assigning any reason.
6. The University also reserves write to offer a position with lower designation and pay as per the suitability of the candidate.
7. The prescribed qualifications and experience are minimum, and mere possession of the same does not entitle any candidate to be called for the selection process.

8. In case of any ambiguity in general and eligibility in particular for any post, the decision of the University shall be final.
9. No TA/DA will be paid for attending the selection process.
10. In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the University reserves the right to modify/ withdraw/ cancel any communication made to the candidate(s).

Application Procedure:

Candidates are requested to apply online through the link (Apply now) provided along with this advertisement on the Institute website <https://yisu.in/careers/>

- a) Candidates are required to take a print of acknowledgment of online application and keep it for future reference.
- b) Shortlisted candidates will be called for a **written test and/or interview**. The University reserves the right to restrict the number of candidates based on qualifications and experience.
- c) Shortlisted Candidates will be informed over e-mail and/or mobile phone to appear for the Written/ Personal Interaction to be conducted at YISU, Hyderabad.
- d) **Note: Candidates who are already applied against the Advertisement No. YISU/Esst/CA(NT)/2025/20 dated 25.06.2025 need not apply again.**

Last Date for Submission of Applications: 31-08-2025

Applications received after the deadline or incomplete in any respect shall be summarily rejected.

**Sd/-
Registrar I/c**