

## YOUNG INDIA SKILLS UNIVERSITY TELANGANA

(Established under State Legislature Act 13 of 2024 of Government of Telangana)

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

Date: 14-07-2026

### **Applications are invited for the Post of “Senior Administrative Assistant” on Contract Basis.**

The Young India Skills University (YISU), is 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.**

#### **Name of the Post: Senior Administrative Assistant (On Contract Basis)**

|                                          |                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Number of Posts</b>                   | 01 (One)                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Monthly Consolidated Remuneration</b> | Pay will be fixed based on the experience and as per university norms.                                                                                                                                                                                                                                                                                                           |
| <b>Place of Posting</b>                  | YISU, Hyderabad                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Age Limit</b>                         | Not exceeding 45 years as on the last date of application                                                                                                                                                                                                                                                                                                                        |
| <b>Essential Qualification</b>           | Masters in any discipline /Bachelor's Degree in any discipline with at least 60% from a recognized University/Institution                                                                                                                                                                                                                                                        |
| <b>Experience</b>                        | <b>Degree with minimum of 05 years working /Masters with 03 years of working experience</b> in Administration in a reputed organization is required, out of which at least 01 to 03 years of experience in a <b>reputed Government organisations or Higher Education Institution</b> such as NITs, IITs, IIMs, Central Universities, or State Universities is <b>preferred</b> . |
| <b>Knowledge</b>                         | a) Knowledge of <b>Government service Rules and Administration</b><br>b) Proficiency in <b>MS Office (Word, Excel, Powerpoint) and handling official correspondence.</b><br>c) Strong noting and drafting skills with good written and verbal communication in English                                                                                                           |
| <b>Key Responsibilities</b>              | 1. Handling day-to-day administrative matters, record keeping, office file management and procurement.<br>2. Drafting letters, notes, and official communication.<br>3. Scheduling meetings, managing logistics, Assisting in admin. And stores related support.<br>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.

**YOUNG INDIA SKILLS UNIVERSITY TELANGANA**  
(Established under State Legislature Act 13 of 2024 of Government of Telangana)

---

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 test and/or interview** to be conducted at YISU, Hyderabad.

**Last Date for Submission of Applications: 29-07-2026**

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

Sd/-  
Registrar I/c