

## **YOUNG INDIA SKILLS UNIVERSITY TELANGANA**

(University established under Act 13 of 2024 by Government of Telangana)

06.11.2024

### **Applications are invited for the appointment of Non-Teaching staff on Contract basis**

Applications are invited from interested candidates for the following positions on Contract basis for a period of one year. These positions are purely temporary in nature.

#### **Non-Teaching Positions:**

1. Assistant Manager (Administration) - One Position
2. Executive Assistant – One Position

#### **Eligibility Criteria:**

##### **1. Assistant Manager (Administration)**

- Any Bachelors/Master's degree with 3+ years, experience
- Having experience in University Administration, Procurement of goods and Facility management etc.
- Excellent Proficiency in English and hands on experience in ERP/MS Office
- Age limit is below 40 yrs.
- Salary range 40,000 – 45,000

##### **2. Executive Assistant**

- Any Bachelors/Master's degree with 1 year experience
- Having experience in Office administration
- Excellent Proficiency in English and hands on experience in ERP/MS Office
- Age limit is below 30 yrs.
- Salary – Rs.30,000

#### **Nature of duties and responsibilities:**

1. To provide necessary support to Vice Chancellor, Registrar, Faculty and other senior officers of the University.
2. Organise the travel arrangements, schedule meetings/interview/workshops, record keeping, tracking, filing and reimbursements, equipment purchase etc.
3. To maintain group website, social media handles and create reports for outreach from the technical material provided.
4. Any additional work as assigned by the Vice Chancellor & Registrar

#### **General Terms and Conditions:**

- a) Candidates having desirable experience in educational Institutions like IITs/NITs/CUs/Central or State Universities/reputed Private Universities are encouraged to apply.
- b) Salary is commensurate with the experience.

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- c) The appointment will be purely on contract basis initially for a period of one year, which can be renewed based on performance.
- d) Contract can be terminated by giving one month notice period by either side or salary in lieu of that.
- e) Prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview. In this regard the decision of the Institute/Screening Committee will be final and no request in this regard for reconsideration etc. will be entertained.
- f) Shortlisted candidates will be informed for interviews through e-mails only.
- g) The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience.
- h) Number of positions may be increased or decreased depending upon the requirements.
- i) The selected candidates will be expected to join within two weeks from the offer of appointment
- j) Qualifications/experience, age may be relaxed for exceptional candidates.

### **Application procedure:**

Interested candidates may apply through online portal on the website **[www.yisu.in/careers](http://www.yisu.in/careers)** on or before **November 20, 2024**. The applications received beyond the last date will not be considered.

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

University Administration Office